

National Institute of Plant Genome Research

(An Autonomous Research Institution of the Department of Biotechnology
Ministry of Science & Technology, Govt. of India) Aruna Asaf Ali Marg, New Delhi-110 067
(Tel. 26735165/26735170; (Fax) 26741658

Tender Notice No. 4-1(1)/2018/NIPGR/Admin./P-VII

NOTICE INVITING TENDER FOR CANTEEN/CATERING SERVICES AT NIPGR CAMPUS

Online Tenders (in two bid system) are invited on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New Delhi-110067, from the reputed agencies, in the prescribed form, for Canteen/Catering Services at NIPGR Campus, New Delhi up to 3:00 p.m. on or before August 28, 2019, as per following details:

Name of Work: Canteen/Catering services at the Institute

EMD (in `)	Last date & time for submission of Tender Document	Pre-bid meeting	Time & date of opening of the Technical Bid
`40,000/-	August 28, 2019 up to 3:00 p.m.	August 14, 2019 at 3:00 p.m.	August 29, 2019 up to 3:00 p.m.

The tender document can also be downloaded from our website (www.nipgr.ac.in) and Central Public Procurement Portal (www.eprocure.gov.in) free of cost. In case the tender is not submitted in the prescribed bid document, the tender will not be considered.

The earnest money of ₹40,000/- (Rupees forty thousand only) should be deposited in the form of Demand Draft/Banker's cheque payable at New Delhi, issued in favour of the Director, NIPGR, New Delhi, so as to reach the undersigned latest by August 28, 2019 before 03:00 p.m. The agencies registered with MSME & NSIC in the above-mentioned services are exempted from submission of EMD.

The bids will be accepted of those Agencies having relevant experience of minimum of three years in providing similar type of services. The tenderer should have at least completed/have either three contracts of similar services of annual value not less than 08 lakhs, or two contracts of similar services of annual value not less than 10 lakhs, or one contract of similar services on annual value of 16 lakhs, in each of the last three years ending March 31, 2019, satisfactorily with Government/Public Sector Undertaking/Autonomous Institutions/Large Private Sector Institution of higher education, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received. (b) Further, the tenderer should have a minimum annual turnover of 16 lakhs for each of the last three financial years ending March 31, 2018.

Controller of Administration, NIPGR

Note:

- The Terms & Conditions may be read carefully and strictly with before submitting the Tender/Quotations.
- Tender document is integral part of the process and it is mandatory for tenderer to submit complete tender document duly signed/stamped along with Technical Bid.

Introduction

A canteen exists in the premises of the National Institute of Plant Genome Research located at Aruna Asaf Ali Marg, New Delhi – 110067. This tender is intended for the canteen/catering services for the staff, students and authorized visitors in the Institute campus.

The term “Institute” shall mean the National Institute of Plant Genome Research. “Director” shall mean the Director, NIPGR, ‘Controller of Administration’ shall mean the Controller of Administration, NIPGR, “Contractor” shall mean the person who is awarded this contract by NIPGR, New Delhi to run the canteen in the Institute on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by a Canteen Management Committee duly constituted by the Institute for this purpose.

Scope of Work

Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the faculty, staff, students in canteen as per terms and conditions of tender document. The workers have to work under the guidance of Supervisor. The workers will work in Kitchen and Dining Hall. Cleaners cannot be used for kitchen work.

Job Specifications:

1. The contractor is required to set up the canteen, meeting day to day requirements of the students, faculty and staff like breakfast, lunch, dinner, tea, coffee, drinks etc. and should have catering arrangements on requirement basis. The contractor shall also have to provide catering arrangements for functions/meetings, etc. as elaborated at Part B (b) (i & ii) of the Financial Bid.
2. At least two sweets and three salty items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-I). However, this list is subject to modification by the Institute from time to time.
3. Existing furniture for use within the canteen premises will be provided by the Institute except almirah/racks required for storage purpose, etc.
4. The contractor shall arrange for items i.e. crockery, utensils, boilers, juice machine, etc. and items of similar nature of good quality as approved by the Institute at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.
5. The contractor will be required to display the price list of all the food articles, soft drinks, tea, coffee and juice sold in the canteen. The prices of the items sold in the NIPGR canteen shall not be more than the local market rate and will be certified and reviewed by Committee of NIPGR official on regular basis.
6. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
7. The workers should have worked in large canteens, hotels, messes for a period of three years and should have the sufficient knowledge and aptitude of preparing food both vegetarian and non-vegetarian.
8. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. Hospital in Delhi. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor.
9. The kitchen, dining hall, hand wash area, dish wash area, etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
10. The contractor shall arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
11. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the canteen premises should be cleaned and washed daily.
12. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.

13. The canteen shall remain open from 08:30 a.m. to 09.30 p.m. from Monday to Saturday. Any changes in the timings will be as approved by the concerned authorities.
14. After every meal (breakfast, lunch and dinner), all the plates, cups, katoris, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking the next meal. The cleaning material supplied should be of approved quality.
15. Water Coolers and purifier should be cleaned and maintained as per the instructions of the Institute.
16. A complaint book shall be kept in the canteen for recording any complaint or suggestions from any user of the Institute and will be produced for inspection. Decision taken by the Competent Authority of the Institute shall be final in all these complaints/suggestions.
17. The contractor cannot make any alteration in rates without the prior approval of the Director, NIPGR.

TERMS AND CONDITIONS

1. Tenderer should be a registered and licensed contractor with appropriate authority. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this. The NCR based Agencies or agencies having Branch/Liaison office in NCR, only are eligible.
2. (a) The bids will be accepted of those Agencies having relevant experience of minimum of three years in providing similar type of services. **The tenderer should have at least completed/have either three contracts of similar services of annual value not less than 08 lakhs, or two contracts of similar services of annual value not less than 10 lakhs, or one contract of similar services on annual value of 16 lakhs, in each of the last three years ending March 31, 2019,** satisfactorily with Government/Public Sector Undertaking/Autonomous Institutions/Large Private Sector Institution of higher education, and a Certificate of Performance should be enclosed duly indicating the period/scope of contract and type of payments received. (b) Further, the tenderer should have a minimum annual turnover of 16 lakhs for each of the last three financial years ending March 31, 2018.
3. Earnest Money Deposit (EMD) amounting to ₹40,000/- (Rupees forty thousand only) must reach the Controller of Administration, NIPGR latest by August 28, 2019 before 03:00 p.m. EMD should be in the form of DD/Banker's Cheque drawn in favour of Director, National Institute of Plant Genome Research, New Delhi. Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues, if any, to the Institute. In all other cases, EMDs will be returned
4. The tender document is non-transferable.
5. Tender document consists of Technical Bid & Financial Bid:
Technical Bid
 - a) Profile of the Tenderer;
 - b) Tender Documents;
 - c) EMD;
 - d) Details of manpower to be engaged in the Canteen;
 - e) Copies of Performance Certificates for completed/ongoing contracts with details of contractual obligations.
 - f) Each Tenderer/Agency is required to submit (with Technical Bid) an affidavit as per Annexure III on a e-stamp paper of ₹ 100/- (duly notarized).**Financial Bid**
 - (a) Financial Bid for Canteen Service; and
 - (b) (i & ii) Financial bid for various items for Committees/Meetings.
6. The tender document can be downloaded from our website (www.nipgr.ac.in) and Central Public Procurement Portal (www.eprocure.gov.in) free of cost. The agencies remitting the Earnest Money Deposit (EMD) along with all requisite papers/ documents will be eligible for participation in the tender.

7. Tender documents consisting of specifications, schedule(s) of quantities of the various classes of work to be done, the terms and conditions of tender and other documents will be open for clarification till one day before the tender submission date.
8. Quoted rates should be inclusive of all taxes and duties. These rates shall be fixed for one year. The revision in the quoted rates after one year to the extent of 10% on yearly basis can be considered with negotiations and mutual consent to compensate inflationary effect and subject to extension of contract.
9. The offer should be valid for a period of at least 90 days from the date of the tender opening.
10. NIPGR reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, NIPGR shall be final and binding.
11. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
12. The tenderer is advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the bid and entering into contract for execution of the works. The cost of visiting the site shall be bidder's own.
13. The tenderer should be prepared to come to NIPGR, to take part in discussion. In this regard, a pre-bid meeting has been fixed for August 14, 2019 at 03:00 p.m. in the Board Room of the Institute.
14. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
15. The Contractor shall fulfil all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, BMWA, Bonus, Gratuity, etc. and proper account of payments including minimum wages being made to the workers of the contractor. The Contractor shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify the Institute against all such liabilities, which may likely to arise out of the contractor's failure to fulfil such statutory obligations.
16. Where counter terms and conditions, printed or cyclostyled conditions have been offered by the contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
17. If the contractor fails to carry out the Jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty, as decided by the Institute.
18. The contractor shall be solely responsible either for any injury, damage, accident to the workman employed by the contractor or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
19. The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor, and the contractor, shall be responsible for the discipline of his workers. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute. The workers shall have to follow the security regulations as directed by Security and Administration of the Institute. Workers shall not form union or carry out trade union activities in the campus.
20. The contractor shall ensure the police verification of all the persons before deploying them at the allotted premises.
21. No accommodation will be provided in the campus for the workers and the contractor shall make its own arrangements.

22. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the Institute for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
23. The contractor shall have to arrange for all cooking equipment, utensils, crockery, services and other necessary equipments etc. on his own for smooth running of the canteen. However, the kitchen/canteen is already equipped with PNG connection (for cooking), water cooler, exhaust arrangement, Air-conditioning, fly catchers, etc.
24. The Institute will provide free water and electricity in the kitchen and dining hall. The use of electricity will be restricted to lights, fan, refrigerator or any other electrical appliances/gadgets, which are considered necessary for smooth functioning of the kitchen/dining hall. In no case, will electricity be used for cooking or heating food. Over and above, **the Institute will pay `30,000/- per month subsidy** (to be paid at the end of the month) to the contractor towards compensation for engaging adequate manpower and for providing quality food at very competitive rates to the Institute.
25. The contractor shall pay the license fee of `2,000/- per month, and the Institute may revise the license fee as and when required, and such revision shall take effect from the date to be specified in a written communication.
26. The PNG (commercial) fuel for cooking purpose is available in the canteen, and the bill in this regard is payable by the contractor. The LPG (commercial) fuel, if required, for cooking purpose has to be arranged by the contractor.
27. The contractor shall use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure II (illustrative but not exhaustive).
28. The contractor shall not make or cook any meal(s) in the premises of the Institute for supply to any person(s) outside the Institute other than the guests and the staff of the Institute.
29. The contractor shall not make any alterations or additions to the accommodation provided in the Institute for cooking and catering purposes.
30. The Institute reserves the right to terminate the contract on 01 months' notice, if the performance is not satisfactory. The contractor can also terminate the contract by giving 03 months notice and clearing all dues to the Institute.
31. All the documentation in the tender should be in English.
32. Sub-letting/Sub contracting the work is not permissible under any circumstances.
33. Successful contractor shall execute an agreement on Judicial Stamp paper in the prescribed format.
34. The Tender should be complete in all respects.

TERMS AND CONDITIONS AS PART OF AGREEMENT

- a) **DISPUTES:** All disputes that may arise shall be referred to the Director, NIPGR, New Delhi whose decision shall be final.
- b) **INSURANCE TO EMPLOYEES:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost.

- c) **THE DURATION OF THE CONTRACT:** The duration of the contract is for a period of one year, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- d) **PAYMENT TERMS:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in Scope of Work, Job Specifications, etc. and as per actual manpower supplied. The rates for the canteen services shall be charged from the staff/public on the fixed rates as given in Financial Bid. For the bills raised to the Institute, payment will be released after deduction of tax as per rules.
- e) **INDEMNITY:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions / commissions of contractor, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees / staff engaged by the contractor shall not be treated or considered as employees of the NIPGR under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- f) **SECURITY DEPOSIT:** Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues, if any, to the Institute.

If the contractor fails to carry out the entrusted Job Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification, NIPGR reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.

The Security Deposit furnished by the contractor will not carry any interest and will be refunded on completion of Job Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory, he is liable for forfeiture of Security Deposit amount deposited.

The books of accounts regarding attendance, acquaintance, etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.

The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on prescribed days of a week.

The contractor shall be responsible for the discipline of its workers.

The normal working hours for the canteen would be from 08.30 a.m. to 09.30 p.m. (Monday to Saturday)

THE WORKERS EMPLOYED BY THE CONTRACTOR

- a) Shall not act in any way detrimental to the interest of the Institute.
- b) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- c) **Uniform:** All personnel appointed by the contractor shall wear approved uniforms provided by the contractor during working hours for proper identification of employees.
- d) The contractor shall provide ID Cards to its staff. It will be verified and certified by NIPGR Security/Office Incharge.
- e) Have to follow the security instructions as directed by the Security of Institute.
- f) They shall not participate in any strike or protest in any form.
- g) All Contract workers are required to do their duty maintaining hygienic, cleaning and safety.
- i) The list of workers profiles duly verified has to be submitted to the Institute for approval and should be employed only on the approval by NIPGR.

- g) All the required quantity of materials and labourers for Job Contract Services and related miscellaneous works shall be the responsibility of the contractor, it shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed.
- h) Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

The Institute reserves the right to terminate the Job Contract Services and related miscellaneous work contract within one month notice before its expiry, if the performance is not as per our Job Specification. The contractor can also terminate the contract by giving 3 months notice and clearing all the dues towards Institute, if he is not willing to continue the contract.

- i) There will be a periodical evaluation of the work done by contractor from time to time, and the contractor will be informed about the same.
- j) The contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the contractor shall include all the components of taxes leviable as applicable to works and service contract, if any.

It is emphasized that the contract is purely a Maintenance Contract intended for carrying out all the works entrusted in the schedule appended to this and at no stage this should be interpreted as a LABOUR CONTRACT.

- k) On all matters pertaining to this work order, the decision of the Director of the Institute shall be final and binding.

OTHER CONDITIONS

- a. The following minimum manpower should be engaged in the canteen:

1.	Cooks(s)	01	2.	Bearer	02
3.	Kitchen Staff	01	4.	Washer/General Cleaning	01
5.	Canteen Supervisor	01			

Further, the contractor should ensure adequate manpower so that the work is done in specified time. Sufficient number of workers should be available to carry out the Job Contract at the Canteen.

- b. The contractor shall employ as much manpower as required (after approval) and utilize such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.

PENALTY CLAUSE

- a) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- b) Penalty shall be up to Rs. 500/- per day, per fault / unsatisfactory work.

- c) The cost of execution of the work at the risk and cost as well as the penalty shall be recovered from the contractor against the bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.

Note: Detach and put in Technical Bid

Technical Bid
PROFILE OF THE TENDERER

TENDER FOR JOB CONTRACT FOR CANTEEN AT NIPGR

1. Name of the Firm / Organization :
2. Address :
3. Telephone No. / Mobile No. & Name of the Contact Person :
4. Fax No. :
5. E-mail ID :
6. Please provide the Address and telephone No. of Office in Delhi/NCR :
7. Month and Year of establishment :
8. Name of proprietor / partners/director :
9. No. of years of experience in this field, with Reference, Certificates :
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement)
2015-16 :
2016-17 :
2017-18 :
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and Copy of ITR filed for last three financial years (i.e. 2015-16; 2016-17 and 2017-18) :
12. GST Registration No. :
13. FSSAI Registration No. :

Note: Detach and put in Technical Bid

DETAILS OF PREVIOUS CONTRACTS

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:

Period of <u>Contract</u> From To	Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Value of Contract and other Details	Remarks

The tenderer is required to attach performance certificates for completed/ongoing contracts. The bill will not be evaluated in the absence of said certificates

Place:

Date:

SEAL AND SIGNATURE OF THE TENDERER

$$\left(\frac{1}{\sqrt{2\pi}} \int_{-\infty}^{\infty} e^{-\frac{1}{2}x^2} dx \right)$$

Note: Detach and put in Technical Bid

DETAILS OF MANPOWER TO BE ENGAGED IN CANTEEN

Manpower required at various places	Category of Manpower	No. of Manpower (For Canteen)
<u>Kitchen</u>	Cook(s)	01
	Kitchen Staff	01
<u>Dining Hall</u>	Bearer	02
	Washer / General Cleaning	01
	Canteen Supervisor	01

Note: Detach and put in Technical Bid

LIST OF MATERIALS

Sl. No.	Material	Brand
1.	Black Phenyl	
2.	White Phenyl	
3.	Iteol	
4.	Scented Disinfectant	
5.	Bombay Brooms	
6.	Coconut Brooms	
7.	Swabbing Cloth	
8.	Soap Oil	
9.	Washing Brush	
10.	Mop Stick	
11.	Dust Clearing Stick	
1.	You can use substitutes also for the above materials subject to quality approved by the Institute.	
2.	The list is only indicative and actual list to be mentioned by the tenderer.	

Item	Brand
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Tops
Atta	Aashirwad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest / Britannia Make
Jam	Kissan / Nafed
Milk	Tone milk of Mother Dairy/Amul
Paneer	Amul / Mother Dairy
Tea	Brook Bond / Lipton / Tata
Coffee	Nescafe / Rich Bru
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mineral Water	ISI Marked Kinley / Bisleri / Aquafina
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke, etc.
Packed Juices	Real, Tropicana
Sweet	Shri Ram / Moonlight / Bikaner / Haldiram

The contractor may use any other equivalent brand after obtaining prior approval from the Institute.

(Undertaking on a Non-Judicial Stamp Paper worth `100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.
- f) The Tenderer/Agency will not sublet the work (if awarded to his/their Company) and if done so; the penalty shall be payable by his/their company to NIPGR as may be decided by the Institute.

**Seal and Signature of the Authorized
Person of the Agency**

**Name and designation of the
Authorized Person of the Agency**

Place:

Date:

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online Bidder Enrolment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is

maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.