

TENDER DOCUMENT

Name of work: ARC for supply of electrical items in NIPGR Campus, New Delhi.

CLIENT: DIRECTOR, NEW DELHI

COST OF TENDER DOCUMENT:- ₹ 500/-

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TENDER DOCUMENT

Name of work: ARC for supply of electrical items in NIPGR Campus, New Delhi.

Owner: Director, NIPGR New Delhi

Tender Issued to :

**Place for submission /
opening of tender document:** NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

Date & time of submission of tender documents: 05.11.2019 up to 1500 hrs.

Date & Time of Opening of Tenders: 06.11.2019 at 1500 hrs.

**Consultant Engineer
NIPGR**



TENDER FORM

To

**The Director
NIPGR, JNU CAMPUS,
New Delhi.**

Dear Sir,

I/We have read and examined the following Tender Documents relating to **"ARC for supply of electrical items in NIPGR Campus, New Delhi."**

- Tender Notice
- General Conditions
- Instructions to Bidders
- General Information
- Memorandum
- Schedule of Quantities
- General Conditions of Contract Agreement
- Special terms & conditions of contract.
- Schedule of Quantity (Not to be filled)
- Instructions for Online Bid Submission
- Terms & Conditions
- Annexure – I & II.
- Financial Bid

I/We hereby offer the supply of items in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

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NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi-110067
Phone: 011-26735161, 26735138 Fax: 011-26741658

TENDER NOTICE

(Tender No.: NIPGR/Engg./6/7/2019-20)

Online Tenders (in two bid system) are invited on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110067, from the eligible contractors who has experience in "Supply of Electrical items and switchgear items" with Govt. departments or other reputed organizations.

Name of work: **ARC for supply of electrical items in NIPGR Campus, New Delhi.**

Sl. No.	Estimated Cost	EMD (In ₹)	Time for Completion	W.O. period	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.		6.	7.
1.	₹ 5,26,800.00	₹ 11,000.00	2 days	One year from the date of award of work	05.11.2019 1500 Hrs.	06.11.2019 1500 Hrs.

Tender document can be obtained up to 1500 Hrs. on all working days from NIPGR office on payment of ₹ 500.00 (₹ Five hundred only) in cash (Non-refundable) towards the cost of tender from 16.10.2019 to 05.11.2019 up to 1500 hrs. **Tender documents can also be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>**

The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the **Director, NIPGR, New Delhi** so as to reach the undersigned latest by 05.11.2019 at 1500 hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempt from deposit of EMD.

The bids will be accepted in respect of those contractors having successfully completed at least three similar works of each value not less than ₹ 2.11 Lakhs **OR** two similar works of each value not less than ₹ 2.63 Lakhs **OR** one similar work of value not less than ₹ 4.21 Lakhs during the last three years ending Sept. 2019 and having annual financial turnover of ₹ 5.27 lakhs during the last three years (2016-17, 2017-18 & 2018-19) ending Mar-2019 duly certified by the Statutory Auditors. Similar works means "Supply of Electrical items and switchgear items" in Government organizations and reputed organizations.

Intending tenderers must enclose self-attested copies of Completion Certificates and work orders of having completed the work satisfactorily issued by an appropriate competent authority.

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer is mandatory.

The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

GENERAL CONDITIONS

1. Online tenders are hereby invited from the eligible bidders for the work of **"SUB.: ARC for supply of electrical items in NIPGR Campus, New Delhi."** The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, General Conditions of contract Agreement, technical specification and Schedule /Bill of quantities etc. which can be obtained at a cost of ₹ 500.00 (₹ Five hundred only) in cash from 16.10.2019 to 05.11.2019 in cash from Consultant Engineer at NIPGR, Aruna Asaf Ali Marg, New Delhi. **Tender documents can also be downloaded from our website www.nipgr.ac.in free of cost.** The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The time allowed for the completion of said work is **2 Days** from the date of written order.
3. Every tender shall be accompanied by earnest money for ₹ 11,000.00 (₹ Eleven thousand only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not submitted with such earnest money will be rejected straight away. Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempted from submission of E.M.D and Tender Cost.
4. The Tenderer will submit his tender on-line in prescribed format after examining the tender documents, scope of work, specific conditions of contract, Instructions to bidders, General Information, Terms and Conditions of contract agreement, technical specification, Price Bid, special terms and conditions of contract, specific conditions of contract.
5. The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
6. The offer shall remain valid for 90 days from the date of opening of Tender. The validity of rates is extendable for a period of 180 days from the date of issue of award letter with mutual consent of both the parties.
7. The tenderer shall submit a copy of the audited balance sheets of the past three financial years ending 31/3/2018.
8. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract within 10 days to be reckoned from the date of issue of work order, the earnest Money deposited will be forfeited.
9. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason as well as for the transportation of samples.
10. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders as well as for the transportation of samples.
11. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer.
12. All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner to be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
13. The submitted documents / certificates may be verified with originals after opening of Technical Bid.

Consultant Engineer
NIPGR

Accepted
(Seal & Signature of Contractor)



INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes supplying and installation of material including the successful completion and the tests which the desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR.

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE.

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. INSTRUCTION FOR FILLING THE TENDER.

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his earnest money deposit shall stand forfeited.

7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. SAMPLES

After award of work of the tender contractor shall arrange relevant samples at his own cost and deposit with Institute. These samples will be sealed by the NIPGR in the presence of the contractor, if he so desires and shall remain in the custody of the NIPGR for reference and comparison till the completion of work.

10. EARNEST MONEY:

The tenderer must deposit the earnest money ₹. 11,000.00 (₹. Eleven thousand only) in the form of Demand Draft only drawn in favour of the **Director, NIPGR, payable at New Delhi.** Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period

of the tenders/allotment of works whichever is earlier. In case of successful tenderer the earnest money shall be adjusted against performance security.

11. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on-line on prescribed Performa.
- v) Telegraphic tenders.
- vi) Tender submitted without E.M.D.
- vii) Not submitted required documents as per tender.
- viii) Tenders with NIL consideration.

12. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

13. NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

14. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

15. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR New Delhi shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

Consultant Engineer
NIPGR

Seal & Signature of Contractor

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GENERAL INFORMATION

1. Accepting Authority Director, NIPGR
New Delhi.
2. Earnest money For ₹ 11,000.00 (₹ Eleven thousand only) to be furnished with the tender in the form of the demand draft (No interest is payable on Earnest Money and Security Deposit)
3. Security deposit The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/DD of Scheduled Banks and State Bank of India. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will reach to the extent of 5% of the tendered value of the work as security deposit. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
4. Authority competent to grant extension of time Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director, NIPGR
7. Defect Liability Period 12 months from the date of acceptance of completion by the Institute.
8. Release of Security Deposit The performance security shall be refunded to the contractor on completion of the work and recording of completion certificate by Institute and the security deposit amount will be released after defect liability period.
9. Authority Competent to Appoint Arbitrator Director, NIPGR
10. Authority Competent to reduce the compensation amount Director, NIPGR

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

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MEMORANDUM

- a) Name of work **ARC for supply of electrical items in NIPGR Campus, New Delhi.**
- b) Estimated cost **₹ 5,26,800.00 (Approx.)**
- c) Earnest money **₹ 11,000.00 (₹ Eleven thousand only) in the form of Demand Draft in favour of "Director, NIPGR, payable at New Delhi. (No interest is payable on earnest money).**
- d) Time allowed for the completion of supply after receiving of supply order. The supply of material is purely "if and when required" basis. **2 Days after issue of supply order for each supply. The supply of items will be made as and when required basis.**
- e) Validity of contract period for Supply of electrical items. **One year from the date of issue of award for supply of electrical items**

**Place
Date:**

(Seal & Signature of AGENCY)

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SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at pages _____ to _____

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of ₹ 11,000.00 (₹ Eleven thousand only) deposited by me/us as earnest money in favour of Director, NIPGR, New Delhi, shall stand absolutely forfeited to .

I/We agree:

- (i) that should I/We fail to commence the supply specified in the above-mentioned Memorandum the without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum
- (ii) to supply the electrical items referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2019

Signature of Tenderer

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GENERAL CONDITIONS OF CONTRACT AGREEMENT

COMPENSATION CLAUSE

The time allowed for carrying out the supply as entered in the tender shall be strictly observed by the contractor, and shall be reckoned from the 10th day of the date on which the order to commence the supply is given to the contractor. If the contractor fails to complete the supply (as & when required) within 2 days, being a time bound contract, the contractor shall be liable to pay compensation @ 1% per week subject to maximum of 10% of quoted amount. The entire amount of compensation to be paid under the provisions of this clause shall not exceed ten percent of the awarded cost of supply order as shown in the tender. The Director, NIPGR, on a representation from the Contractor, is however, empowered to reduce the amount of compensation and his decision in writing shall be final.

TIME EXTENSION

If the contractor shall desire an extension of the time limit for completion of the supply on the grounds of his having been unavoidably hindered in its supply or on any other ground he shall apply in writing to the Director, NIPGR within 5 days of the date of the hindrance on account of which he desires such extensions, otherwise, the decision of the Director NIPGR will be final.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Signature of Contractor

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SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of supply are not covered by B.I.S. Specifications prevailing as on date of tender, the same shall be decided by the NIPGR and shall be binding on the contractor.

2. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.

The rates specified in the tender shall be inclusive of GST or any other taxes. However if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by NIPGR.

3. JURISDICTION:

Notwithstanding any other courts having jurisdiction to decide the questions forming subject matter of a suit and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi., where this contract is to be signed on behalf of Director NIPGR and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

4. SCOPE OF WORK:

The scope of supply of items are as per enclosed schedule, however the quantity of items can be increased or decreased as per Institutes requirement during the period of contract.

5. SUBMISSION OF BILLS:

Contractor is to submit the bill to the NIPGR for supply given by him. The Bill shall be submitted **after completion of supply.**

6. The supply shall be inspected by authorized representative of NIPGR. The contractor shall extend full co-operation and render all necessary facilities for inspection of the supply to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said Technical personals shall be binding on the contractor.

7. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

**Consultant Engineer
NIPGR**

Seal & Signature of Contractor

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Schedule of Quantity						
Name of Work: - ARC for supply of electrical items in NIPGR campus, New Delhi.						
S.no	Make	Description	Qnt	Unit	Rate (Rs.)	Total Amount
Supply of following electrical items (if and when required)						
1	Havells/P olycab/Fi nolex/ Kalinga	Single Core FRLS PVC insulated Industrial Grade Copper conductor (Unsheathed), multistrand Flexible cable, 1100 Volts Conforming to IS: 694				
a		1.5 sqmm	1	meter		Not to be Filled
b		2.5 sqmm	1	meter		
c		4.0 sqmm	1	meter		
d		6.0sqmm	1	meter		
2		PVC insulated and FR PVC Round Sheathed, Copper Conductor Flexible Industrial Cable, 1100 Volts Conforming to IS: 694				
a		2 Core, 1.5 sqmm	1	meter		Not to be Filled
b		2 Core, 2.5 sqmm	1	meter		
c		2 Core, 4.0 sqmm	1	meter		
d		2 Core, 6.0 sqmm	1	meter		
e		2 Core, 10.0 sqmm	1	meter		
f		3 Core, 1.5 sqmm	1	meter		
g		3 Core, 2.5 sqmm	1	meter		
h		3 Core, 4.0 sqmm	1	meter		
i		3 Core, 6.0 sqmm	1	meter		
j		3 Core, 10.0 sqmm	1	meter		
k		4 Core, 1.5 sqmm	1	meter		
l		4 Core, 2.5 sqmm	1	meter		
m		4 Core, 4.0 sqmm	1	meter		
o		4 Core, 6.0 sqmm	1	meter		
p		4 Core, 10.0 sqmm	1	meter		
3		PVC insulated unarmoured 0.4mm Telephone cables confirming to TEC specification				
a		2 pair	1	meter		Not to be Filled
b		4 pair	1	meter		
c		5 pair	1	meter		
d		10 pair	1	meter		
e		20 pair	1	meter		
4		4 pair unshielded twisted pair (UTP) industrial cable for LAN network				
a		UTP CAT 6 computer LAN cable w	1	meter		
5		XLPE/PVC Armoured Cables with Copper Conductor 1100 Volt grade Confirming to IS: 7098(Pt-1)1988				
a		2 Core 1.5 sqmm	1	meter		Not to be Filled
b		2 Core 2.5 sqmm	1	meter		
c		2 Core 4 sqmm	1	meter		
d		2 Core 6 sqmm	1	meter		
e		3 Core 1.5 sqmm	1	meter		
f		3 Core 2.5 sqmm	1	meter		
g		3 Core 4 sqmm	1	meter		
h		3 Core 6 sqmm	1	meter		
i		4 Core 10 sqmm	1	meter		
j		4 Core 16 Sqmm	1	meter		
6		XLPE/PVC Armoured Cables with Aluminium Conductor 650/1100 Volt grade Confirming to IS: 7098(Pt-1)1988				
a		3.5 Core 25 sqmm	1	meter		Not to be Filled
b		3.5 Core 35 sqmm	1	meter		
c		3.5 Core 50 sqmm	1	meter		
d		3.5 Core 70 sqmm	1	meter		
e		3.5 Core 95 sqmm	1	meter		
f		3.5 Core 120 sqmm	1	meter		
g		3.5 Core 240 sqmm	1	meter		
7		Power Contactor				
a	L&T	L&T make, MNX 225,3P, Coil Voltage-220VAC with 2NO+2NC	1	Each		Not to be Filled
b		L&T make, MNX 95,3P, Coil Voltage-220VAC with 2NO+2NC	1	Each		

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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 submission 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 contractor 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 parties 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.

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 and content of the documents before uploading.

The offers submitted by hand/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.

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- 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

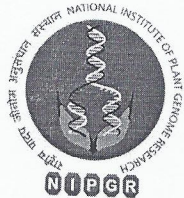
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.

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TERMS & CONDITIONS

Name of Work: - ARC for supply of electrical items in NIPGR campus, New Delhi.

1. The site of the supply is NIPGR Campus, Aruna Asaf Ali Marg, New Delhi-110067.
2. The rates are inclusive of Transportation/travelling, loading, unloading & handling and nothing extra will be paid.
3. The rates shall be inclusive of GST & all other taxes and nothing extra will be paid.
4. The agency must get the prior approval of the material from the appointed person of NIPGR.
5. The payment shall be made after supply of material; no advance payments will be made.
6. The supply must be completed within 2 days after receiving of supply order. The supply of material is purely **"AS and WHEN" required** basis. In case the supply is not completed within stipulated period, a compensation @ 1% of the whole supply order amount per week beyond the stipulated date of each supply, subject to maximum of 10% of the whole work order amount shall be levied.
7. All papers attached with this quotation should be signed by tenderer & verified with original. The quotation shall be submitted in prescribed format issued by the department.
8. In case agency fails to accept the order, the EMD of the agency shall be forfeited.
9. The firm's office establishment should be based in NCR/Delhi.
10. Agency shall inform to the Institute in advance for supply of material.
11. The acceptable make of the items are marked against each items.
12. The Institute reserves the right to reject/accept any or all quotation without assigning any reason.
13. The Institute also reserves the right to reduce/ increase the scope of supply as per requirement of Institute during the period of award (one year from the date of award of letter).
14. In case of any dispute, the decision of the Director NIPGR shall be final & binding on the agency.
15. The agency shall coordinate the supply with the Institute's timing schedule.
16. The Institute reserves the right to issue supply order to overall lowest rates quoted by the bidder or amongst the lowest rates quoted by the bidder in each item.
17. A copy of the GST & PAN No. issued by the concerned authority must be enclosed with the quotation.

Seal & Signature of Contractor

सलाहकार अभियंता

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

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

- a) I/We have not been blacklisted / on holiday list / debarred 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 supply 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.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

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CHECK-LIST FOR PRE-QUALIFICATION BID FOR: ARC for supply of electrical items in NIPGR Campus, New Delhi.

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money	
2.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
3.	Undertaking on a Non-judicial Stamp Paper of ₹ 100/- (as per format prescribed in Annexure-I) along with tender document.	
4.	Self-attested copy of the GSTIN& PAN card issued by the respective authorities.	
5.	Proof of experiences of last three years ending Sept. 2019 as specified in the NIT along with satisfactory performance certificates and work orders from the concerned employers.	
6.	Annual turnover of last three financial years ending March 31 st 2019 duly certified by the Statutory Auditors.	
7.	Any other documents, if required.	

(Seal & Signature of Contractor)

(Name and Address of the Bidder)

Telephone No.

