



भा.कृ.अनु.परिषद - राष्ट्रीय मृदा सर्वेक्षण एवं भूमि उपयोग नियोजन ब्यूरो,
क्षेत्रीय केंद्र दिल्ली : आई.ए.आर.आई. कैम्पस: नई दिल्ली – 110012

ICAR-National Bureau of Soil Survey & Land Use Planning
Regional Centre: IARI Campus: IARI Pusa: New Delhi-110012
Phones: (Office) 91-011-21520053, 21520050; (Fax) 91-011-2150050; New Delhi-110012



RCD/263

Dated: 05.08.2020

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two bid system for RATE CONTRACT FOR PROVIDING the manpower (skilled and semi-skilled staff)** at ICAR- National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus, IARI Pusa, New Delhi. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	File No. RCD/263
Date and Time for Issue/Publishing	11.08.2020 at 12.00pm
Document Download/Sale Start Date and Time	11.08.2020 at 12.00pm
Bid Submission Start Date and Time	11.08.2020 at 12.00pm
Bid Submission End Date and Time	03.09.2020 at 3.00pm
Date and Time for Opening of Bids	04.09.2020 at 3.00pm
Address for Communication	Head, ICAR- National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus, IARI Pusa, New Delhi

Sd/-

Head, Regional Centre, Delhi

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3 In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are not required to deposit any tender fee.
5. The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR Unit: NBSS&LUP payable at New Delhi** may be addressed to the **Head, National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus, IARI Pusa, New Delhi** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. The firm should send the Original brochures of the product and may be addressed to the Head, **ICAR- National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus, IARI Pusa, New Delhi** on or before bid opening date and time as mentioned in the Critical Date Sheet.
7. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-NBSS&LUP. They can view live bid opening after login on CPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBSS&LUP then they have to come with bid acknowledge slip that generates after successfully submission of online bid.
8. The Agency/ Contractor/ firm shall employ reliable persons with good health in the **age group of 21 to 45 years.**
9. Turnover of the firm should not be less than Rs. 25,00,000/- (Rupees Twenty five lakhs only) during each of the last three financial years.

The Firms are also required to upload copies of the following documents:-

- **TECHNICAL:**

- (a) Registration certificate (valid) of the firm under the work contract of the Appropriate Authority. [*Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act*]
- (b) **Last three years experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the **details in tabular form**.
- (c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
- (d) Duly certified copies of the satisfactory services where the Tender is providing the services for the **last three years**.
- (e) Employee EPF registration certificate issued by local govt. etc.
- (f) Employee ESI registration certificate issued by local govt. etc.(if applicable)
- (g) Nos. of staff registered under ESI & EPF separately. (Skilled and semi-skilled) required their ESI & EPF contributions. Documentary proof of vouchers [*i.e. challan for the month of preceding three months*] to be required and must be attached.
- (h) Income Tax Permanent Account Number allotted by the Income Tax Dept.
- (i) GST certificate allotted by GST department. [*please attach a copy of challan for the month of preceding three months*]
- (j) Copy of Valid license.
- (k) Only those firms will be considered for financial bid who will qualify in the technical bid.
- (l) Successful Tender will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of appropriate value for each work at his own cost.
- (m) *Tender acceptance letter as per Annexure-V*
- (n) Whether the firm has any legal suit / criminal cases is pending against it for violation of EPF/ESI, minimum wages act or other law. The firm must enclosed certificate indicated that there is no criminal / legal suit pending are contemplated against them.
- (o) Bank Solvency/Haisiyat certificate of Rs. 5,00,000/-.

All necessary documents in support of the details for Sl. No. 1 to 15 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification / registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents.

Note : The above documents may be uploaded in the given sequence only, with no unnecessary documents.

- **FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls

Sd/-
Head, Regional Centre, Delhi

Schedule-I
Technical Bid

CHECK LIST OF DOCUMENTS TO BE UPLOADED/SUBMITTED WITH TENDER DOCUMENTS
ON CPPP PORTAL FAILING WHICH THE BID WILL BE TO BE REJECTED

Sl. No.	Particulars	Whether submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of E.M.D. deposit			
2.	Constitution of the firm/Agency/sole Proprietor under Indian Compaines Act, 1956 / Indian Partnership Act, 1932 (Please give name of partners) Registration under Shop & Establishment Act, 1948 For Partnership firms whether registered under the Indian Partnership Act, 1932 a. Please state further whether by the partnership aggrement authority to refer disputes concerning the business of the partnership toarbitration has been conferred on the partner who has signed the tender. b. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tender to refer dispute concering business of the partnership to arbitration. c. If the answer to (a) or (b) above, is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Publis or its executive would be admitted by affidavit on a property stamped paper by all partenrs.			
3	Copy of registration certificate of ESI			
4	Copy of registration certificate of EPF			
5	Copy of Service Tax registration (GST)			
6	Copy of PAN/TAN card			
7	Copy of labour license under contract labour (R&A) Act, 1970, if any available Note: This license will have to be obtained by the firm within 15 days in respect of this institute after accepting the work order			
8	Bank Solvency/Hashial certificate for Rs. 5 Lacs			
9	Experience Certificate (Please enclosed) a. Three similar completed works costing not lass than Rs. 8Lacs OR b. Two similar completed works costing not lass than Rs. 10Lacs OR c. One similar completed works costing not lass than Rs. 20Lacs OR			
10	Copy of Income Tax return for last three Financial years.			
11	Minimum turnover of the firm not less than Rs. 30Lacs in each of the last three years (certified copy of Chartered Accountant to be enclosed)			
12	Number of staff/Supervisors registered under ESI & EPF seperately (Minimum 15 numbers) staff/Supervisor required with their ESI/EPF contributions. Documentary proof of return is required to be attested. Copy of challan for the month of last three month			
13	Valid food licence			
14	Whether the rate quoted complies with the minimum Wages Act, of Govt. of India (Central Govt.) with all other statuory provisions (MENTION YES OR NO)			

TERMS AND CONDITIONS

Tenders are hereby invited for contract for **providing of the manpower (skilled and semi-skilled staff) at ICAR-NBSS&LUP, Regional Centre, Delhi**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs. 1,00,000/- (Rupees one lakh only)** must be deposited in the form of demand draft/pay order payable to "ICAR Unit – NBSS&LUP payable at New Delhi" (at par cheques etc. are not acceptable). The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.

The EMD will be refunded to the unsuccessful tenders' as promptly as possible whereas in the case of successful tender, EMD will be refunded after deposition of Performance Security @ 7% of the contract value in form of Demand Draft.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of Bid Security will be forfeited by the NBSS&LUP.

4. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Tenders.

5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NBSS&LUP shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

7. If Tenderer does not accept the offer, after issue of letter of award by NBSS&LUP within 15 days, the offer made shall be withdrawn & Bid Security shall be forfeited.

8. Tenderer are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

9. The ICAR- National Bureau of Soil Survey & Land Use Planning does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

10. The Selected Agency/Successful Tenderer has to deposited ***a Performance Security Deposit @ 7% of the contract value*** through Account payee Demand Draft, only after receiving a communication from the NBSS&LUP. In the event of non-deposition of the same, the Bid Security will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

11. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Tenderer.

12. Sales Tax or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rule.

13. The Director, ICAR- National Bureau of Soil Survey & Land Use Planning reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

14. Decision of the Director, ICAR- National Bureau of Soil Survey & Land Use Planning will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

15. Acceptance by the Institute will be communicated by FAX/e-mail, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/e-mail/Express letter etc. should be acted upon immediately.

16. The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, and as per rules.

1] The contractor shall not sublet the work without prior written permission of the NBSS&LUP.

2] The agency would be solely responsible for payment of all on or before 7th of each month according to minimum wages act [revised time to time as per Govt. of India / State Govt. whichever higher is applicable orders]. Payment for security work will be made monthly upon submission of pre-receipted bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual mandays provided during the month. The intimation/detail of payment of the salary to the staff will be furnished to the office every month before verifying the monthly bill of next month.

- 3] The agency has to pay the wages to the staff as per the prevailing minimum wages according to the minimum labour wages act in the relevant field. EPF and ESI subscription in respect of the staff will be deposited by the contractor to the concerned department, for which they will have to submit self attested copy of the receipts to the office-NBSS&LUP..
- 4] The contractor has to pay the *Wages and Variable Dearness Allowance* at the enhanced rate announced by the govt. from time to time. If the contractor fails to pay the *Wages and VDA* to the staff the same will be deducted from the bill and will be disbursed to the security staff. The NBSS&LUP, New Delhi will pay the *Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher from Oct., 2019 without any statutory obligations.*
- 5] An earnest money of Rs. 1,00,000/- (Rupees one lakh only) in the form of Demand Draft (No other form of money transfer is acceptable) is required to be attached with the Tender. No Tender will be considered without the Bid Security. The Bid Security will be forfeited if the bidder resiles from the offer.
- 6] The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event , the work at NBSS&LUP, Regional Centre, Delhi shall be got done from other source at the expenses of the defaulting firm.
- 11] The agency shall employ good and reliable persons with mentally alert, physically fit, and clean record within the age group of **21 to 45 years**. In case any of the personnel so provided is not found suitable, the NBSS&LUP shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a verbal/written communication will have to replace such persons immediately.
- 12] The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The NBSS&LUP shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, Stationary items, OTA etc.
- 13] The contractor will discharge all his legal obligations in respect of the staff to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the NBSS&LUP, Regional Centre, Delhi from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Director, ICAR- NBSS&LUP, Regional Centre, Delhi shall be final and binding on the contractor.
- 14] The selected agency shall provide the necessary personnel for providing services at NBSS&LUP, Regional Centre, Delhi as per labour acts prevalent in Central Govt / State Govt.
- 15] Income Tax will be deducted from the payments due for the work done as per rule.

- 16] The staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any Staff going on leave under intimation to this office.
- 17] Changing of Staff should be intimated to the Office.
- 18] The agency should provide Identity Card with photograph, complete address and phone number to all staff engaged for the rate on awarding the contract. All the staff should wear identity card during duty hours. At the time of deployment of staff the office will verify all such records including antecedents clearance by Police.
- 19] Number of manpower may be increased or decreased as per day to day functional need of the institute and/or regional stations and as per ICAR/GOI rules or instruction.**

LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:

1. *An amount equivalent to two days of contract amount, subject to a minimum of ` 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by NBSS&LUP and if no action is taken within one hour liquidated damages clause will be invoked.*
2. *Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons(s) will have to be replaced immediately.*

The Director, ICAR- NBSS&LUP, Regional Centre, Delhi reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR- NBSS&LUP, Regional Centre, Delhi shall be final and binding on the contractor / agency in respect of any clause covered under the Contract .

SCOPE OF THE WORK :-

1. Agency will employ staff as per the table given below :

Sl. No.	Item	No. of Manpower	Minimum Wages	EPF	ESI	Service Charges	GST	Outstation charges (lodge&bording)	Total
1.	Skilled	04							
2.	Semi-Skilled	01							
3.	Unskilled	07							
4.	Skilled (Driver)	02						400/- (per person)	

Note:- Nature of Work

1. Skilled:- Four Skilled manpower and two Driver. The age of all skilled manpower must be in the age between 21 to 45.
2. Unskilled:- Two Sweepers, Four Attendants and One Gardener. The age of unskilled manpower must be in the age group of 19 to 45.

Note:- Number of manpower may be increased or decreased as per day to day functional need of the institute and/or regional stations and as per ICAR/GOI rules or instruction.

RATE CONTRACT

1. Agency will employ staff as per the table given below :

Sl. No.	Item	No. of Manpower	Minimum Wages	EPF	ESI	Service Charges	GST	Outstation charges (lodge&bording)	Total
1.	Skilled	04							
2.	Semi-Skilled	01							
3.	Unskilled	07							
4.	Skilled (Driver)	02						400/- (per person)	

Note:- Nature of Work

1. Skilled:- Four Skilled manpower and two Driver. The age of all skilled manpower must be in the age between 21 to 45.
2. Unskilled:- Two Sweepers, Four Attendants and One Gardener. The age of unskilled manpower must be in the age group of 19 to 45.

Note:- Number of manpower may be increased or decreased as per day to day functional need of the institute and/or regional stations and as per ICAR/GOI rules or instruction.

***minimum wage per month must be given to each and every manpower engaged. Bidder must account for all the statutory liabilities such as EPF, ESI, Bonus (if applicable), TDS, Liveries, Service charge etc. else the bid will be rejected.**

GENERAL INFORMATION AND IMPORTANT TERMS AND CONDITIONS OF THE CONTRACT

REQUEST FOR PROPOSAL (RFP)

1.	Skilled	Qualification: 12 th with experience in relevant field for at least 3 years
2.	Semi-Skilled	Qualification: Middle Standard/Experience in relevant field for at least one year
3.	Unskilled	Qualification: Middle Standard/Experience in relevant field for at least one year
4.	Skilled (Driver)	Qualification: 12 th with experience in relevant field for at least 3 years

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for **RATE CONTRACT FOR PROVIDING THE MANPOWER AT ICAR- National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus, IARI Pusa, New Delhi.**

1. Agency will employ staff as per the table given below :

Sl. No.	Item	No. of Manpower	Minimum Wages	EPF	ESI	Service Charges	GST	Outstation charges (lodge&bording)	Total
1.	Skilled	04							
2.	Semi-Skilled	01							
3.	Unskilled	07							
4.	Skilled (Driver)	02						400/- (per person)	

Note:- Nature of Work

1. Skilled:- Four Skilled manpower and two Driver. The age of all skilled manpower must be in the age between 21 to 45.
2. Unskilled:- Two Sweepers, Four Attendants and One Gardener. The age of unskilled manpower must be in the age group of 19 to 45.

Note:- Number of manpower may be increased or decreased as per day to day functional need of the institute and/or regional stations and as per ICAR/GOI rules or instruction.

***minimum wage per month must be given to each and every manpower engaged.**

Bidder must account for all the statutory liabilities such as EPF, ESI, Bonus (if applicable), TDS, Liveries, Service charge etc. else the bid will be rejected.

Note: The above mentioned Financial Proposal/Commercial Bid format is provide as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR- National Bureau of Soil Survey & Land Use Planning, Regional Centre Delhi.

ANNEXURE-IV



भा.कृ.अनु.परिषद - राष्ट्रीय मृदा सर्वेक्षण एवं भूमि उपयोग नियोजन ब्यूरो,
क्षेत्रीय केंद्र दिल्ली : आई.ए.आर.आई. कैम्पस: नई दिल्ली – 110012

ICAR-National Bureau of Soil Survey & Land Use Planning
Regional Centre: IARI Campus: IARI Pusa: New Delhi-110012



Phones: (Office) 91-011-21520053, 21520050; (Fax) 91-011-2150050; New Delhi-110012

Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	Service Tax Registration No.. if applicable	
3	BANK DETAILS:	
	a Bank Name	
	b Branch Address	
	c Account No	
	d Type of Account (Current/Savings)	
	e MICR No	
	f RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

.....
.....
.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ----- to ----- (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.

5. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.

6. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are requested 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:

- Bidders are required to enrol 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.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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 etc.), with their profile.
- 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.
- 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:

- 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.
- 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.

- 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.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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, Annual Reports, Auditor Certificates 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:

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 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, latest by the last date of bid submission 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.

- Bidders are requested to note that they should necessary 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 changes. 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.
- The server time (which is displayed on the bidder's 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.
- 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 Soker 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- 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:

- 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.

ANNEXURE-VII

DETAILS OF RATE CONTRACT AND E.M.D

Sl. No	Item	Qty	Earnest Money in INR	File No. for reference
1	JOB WORK CONTRACT FOR PROVIDING THE manpower at National Bureau of Soil Survey & Land Use Planning Regional Centre, IARI Campus	--	1,00,000/-	