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**भाकृअनुप-भारतीयजलप्रबंधनसंस्थान**  
**ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT**  
(भारतीयकृषिअनुसंधानपरिषद /Indian Council of Agricultural Research)  
रेलविहारकेसामने,चन्द्रशेखरपुर,भुवनेश्वर -751023,ओड़ीशा  
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023, Odisha



No.2-103/Store/2018/

Dated: 16.01.2019

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE**  
**THROUGH E-PROCUREMENT**

Online Bids are invited from Reputed/ Well-established/ Registered and experienced Transport Service providers for **Annual Rate Contract for Hiring of Vehicle** at **ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar - 751023, Odisha. Please submit your rates in the attached BOQ**, if you are in a position to render the requisite services in accordance with the requirements stated in the tender. Manual bids shall not be entertained at any circumstances.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> or from our institute's website [www.iwm.res.in](http://www.iwm.res.in) as per the schedule as given in **CRITICAL DATE SHEET** as under:

**CRITICAL DATE SHEET**

Tender No.	No. <b>ICAR-IWM/37/2019</b> <b>Tender Id: 2019 DARE 432635_1</b>
Date and Time for Issue/Publishing	04.00 P.M. on 18/01/2019
Document Download/Sale Start Date and Time	04.30 P.M. on 18/01/2019
Bid Submission Start Date and Time	05.00 P.M. on 18/01/2019
Pre bid meeting	11.00 A.M. on 28/01/2019
Bid Submission End Date and Time	03.00 P.M. on 12/02/2019
Date and Time for Opening of Technical Bids	03.30 P.M. on 13/02/2019
Address for Communication	Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). <b>Email: <a href="mailto:ao.iwm@icar.gov.in">ao.iwm@icar.gov.in</a></b>

Sd/-

(S.K.Singh)  
Administrative Officer

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender form/bid document 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. Tenderers/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. This Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **₹10,000.00(Rupees ten thousand)** only in the form of Demand Draft from any of the scheduled Bank in favour of **“ICAR Unit IIWM” payable at Bhubaneswar** and may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** to reach on or before bid opening date and time as mentioned in the Critical Date Sheet. The DD must reach the undersigned before the date and time of opening of bid otherwise the tender will not be considered. If the firm is seeking exemption, they should upload the concerned certificate of exemption issued from the competent authority.
5. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIWM. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-IIWM then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

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

- **TECHNICAL BID:**
  - a. Scanned Copy of the Registration certificate/ trade license of the firm under the service contract from Government.
  - b. Scanned copy of Last 3 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 as per Annexure-I.
  - c. Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19.
  - d. Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹5.00 lakhs or more.
  - e. Scanned Copy of Duly certified copies of the satisfactory services / work orders (minimum one order) where the tenderer is providing such services in the last three years
  - f. Scanned copy of PAN CARD.
  - g. Scanned copy of GST registration certificate.
  - h. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issued from the competent authority.
  - i. Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure-III (on firm’s letter head.
  - j. Scanned copy of the affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.

**All necessary documents in support of the details for Sl. No. a to j 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 which unnecessary cause confusion.**

- **FINANCIAL BID:**

(a) Price Bid as BoQ\_XXXX.xls

As there are different, vehicles will be requiring in the institute, it is not feasible to have the different contract (ARC) for each individual vehicle. Thus, the competent authority has decided to have a single ARC for all types of vehicle and for deciding the lowest quote among all the vehicle, weightage criteria has been introduced in the BOQ. Keeping in view of expenditure involved in past cases of hiring of vehicles, there would be a weightage of 30% on the rate quoted against column no. 13 & 16 and 70% on the rate quoted against column no. 14 & 15. The BOQ has been prepared accordingly by giving weightage on the base rate as mentioned above. After giving weightage, the final weightage score will be arrived and the lowest score shall ascertain the lowest bidder. If required, manual calculations will be done for giving weightage in the BOQ. The weightage criteria is only for deciding lowest quote. Payment will be made as per the basic rate quoted against the different vehicles.

**The different component like Night Duty charges, Garage Distance, GST will be same for all the bidders and hence need not to be quoted in the BOQ, it will be applied automatically on award of the contract. The ICAR-IIWM, Bhubaneswar reserve the right to ask the shortfall documents under relevant column of CPP Portal through online, if required.**

**Validity of the contract:**

This contract will be valid for a period of 1 year initially and liable to be extended for further periods not more than one year subject to the satisfactory services and on the same terms and conditions on mutual agreements. The number and types of vehicle required on daily or monthly basis will be intimated as per the requirement and it may decrease or increase during the contract period.

**Validity of Tender:**

A minimum of 90 days validity to be provided from the last date of receipt of Tender. Decision of the Director, reserves the right to extend the validity period of the Tender.

**NOTE: All communications must be addressed to Director, ICAR-Indian Institute of Water Management, Opp. Rail Vihar, Chandrasekharapur, Bhubaneswar – 751023.**

Sd/-

S.K.Singh  
Administrative Officer

## **General Terms and Conditions of the Tender**

1. The bidders are to submit the quotation in two bid system i.e. Technical bid and financial bid on the CPP Portal. The Technical bid should contain the documents mentioned in page no 9 (under cover-1).The Financial bid should contain the quotation/rate in the attached BOQ in the given format.
2. L-1 will be decided for Hiring of different vehicles for Office Purposes as per the rate quoted for individual vehicle and on the basis of most to be used vehicle type. The different component like Driver Bhatta, Night charges, GST will be same for all the bidders and hence need not to be quoted in the BOQ, it will be applied automatically on award of the contract.
3. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the mentioned stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him, in the manner prescribed by the Institute.
4. A garage distance of maximum 5 KM or actual whichever is less will be paid to the firm.
5. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode will not be accepted.
6. The tenders are liable to be rejected if complete information as required is not given therein or if the particulars asked for the schedules to the tenders is not fully filled in. Individual signing the tender 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 is a 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.
7. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
8. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of the 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 Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
9. Tenderer is 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 tender on your behalf should be indicated in the tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
10. Any conditional tenders will not be accepted.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However, the contractor will submit a copy of GST Depository challan to the Institute alongwith monthly bill, mentioning the GST number of the institute on the bill/challan.
13. Decision of Competent Authority, ICAR IIWM shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR IIWM. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
14. The ICAR IIWM Authority shall reserve the right to inspect the Office of the agency participated in this bid, before work order is awarded to the successful bidder. If it is found on inspection that there is no existence of established office/garage, the bid will be rejected and EMD will be forfeited.
15. Only those firms who qualify in the technical bid will be considered for opening of financial bid.

## **Service Requirements:**

1. The vehicles should be in very good running condition and model of the vehicle should not be prior to 2013.
2. Toll tax, parking charges, entry fee (if any), etc. will be paid initially by the firm which will be reimbursed by the institute only on submission of original receipt along with the bill duly verified by the concerned official.
3. Service provider shall have to provide vehicle to ICAR-IIWM even with a short notice also (minimum 1 hr.) in good condition.
4. The rates should be quoted inclusive of wages of driver, fuel charges etc.
5. Good & Service Tax registration number and percentage of GST should be mentioned clearly in the bill. GST number of this office (21AAAGD0138B1ZI) (Two One AAA GD Zero One Three Eight B One Z I) should also be mentioned on the bill to be preferred to this office and while submitting challan, our GST number must be mentioned on the GST challan. No extra amount will be paid by this Institute. The firm/agency will be sole responsible for timely submission of GST charged in the bill amount to concerned authorities.
6. Up to a distance of 100 KM from the Institute/headquarter will be treated as local journey.
7. The starting and closing reading of vehicle will be counted from institute only unless specifically indicated otherwise.
8. The night duty charges will be applicable from 10:00P.M. to 06:00A.M. @₹200/- per night duty in lump sum basis.
9. Vehicles should be made available by the firm on hire basis as and when required by the institute.
10. The vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the institute, if the vehicle is seized or detained by police, motor vehicle authority or any other authorities for not having complied with Motor Vehicles Law / Acts etc. or on account of any accident, that will be at firm's risk & cost. No compensation shall be payable to the firm/agency for any such damage during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained by the institute. Penalty etc. imposed by traffic police/ Dept. will not be paid by ICAR-IIWM.
11. The firm and the vehicles provided on hire must be registered with motor vehicle authority of Bhubaneswar/concerned state. The vehicle provided on hire to the Institute must be commercially registered in RTO office. The vehicle should possess all requisite documents(s) like Registration Certificate, Trade License, valid Insurance, Pollution Control Certificate, GST Registration Certificate of the firm.
12. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the firm.
13. Driver should have a valid driving license issued by any DTO/RTO office with all India validity. He must have at least three year experience of driving such type of vehicle, familiar with path and ways of Bhubaneswar/Cuttack & nearby areas, villages or city. The driver should also be provided with a Mobile Phone with valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.

14. The firm/agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicle. The salary/wages and other costs of drivers (liveries, EPF, ESI, other liabilities as per labour/vehicle Act) shall also be borne by the firm/agency only. This whole responsibility will lie with the concerned firm/agency.
15. The persons/drivers so provided/detailed by the agency/firm for this work under this rate contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the firm/agency for the service/contract work of this tender.
16. In case of any breakdown of vehicle on duty, the firm shall make arrangement for providing another vehicle immediately. In such a case, mileage from garage to the point of breakdown would not be paid.
17. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required. The seats and vehicle must be properly cleaned/toweled every day.
18. The itinerary may change en-route on emergency and bill in such case may be raised as per actual travel on certification from the travelling official.
19. The Institute shall not be responsible for any damage done to the vehicle during the period of hiring.

## **Other Terms & Conditions**

1. The Director, ICAR-IIWM reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR-IIWM shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
2. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt. / State Govt. relating to this contract made applicable from time to time.
3. **MODE OF PAYMENT:** No advance payment shall be made to the firm. Payment will be made on monthly basis by mode of RTGS to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre- receipt bills in duplicate along with duty slip signed by the indenting officer. GST amount to be shown separately in the bill as well as on the GST challan to be filed with the department. As per the income tax laws, TDS will be deducted from the monthly bill.
4. **TERMINATION:** - This contract can be terminated by giving One month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
5. **SECURITY DEPOSIT:** - An amount of ₹30,000/- (Thirty Thousand only) by means of Demand Draft in favour of "ICAR Unit IIWM" payable at Bhubaneswar shall be deposited as security money/performance guarantee within one week from the award of contract alongwith acceptance letter. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
6. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled.
7. **Risk Clause:** ICAR IIWM reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
8. An amount upto the value of ₹1000/- will be levied as liquidated damage per day, whenever and wherever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/ Office. Penalty for non-compliance towards proper uniform, cleanliness, adequate fuel, alternative arrangement etc. may also be imposed as per situation as following:-

i)	Driver not in uniform	₹100.00 Per Day
ii)	Unwashed seat cover	₹100.00 Per Day
iii)	Inadequate fuel	₹200.00 Per Day
iv)	Failure to provide alternate vehicle in case vehicle goes under repair	₹200.00 Per Hour of delay upto 3 hours and for beyond 3 hours ₹500.00 per hours & nonpayment for the entire period on day basis.

9. The decision of the Competent Authority, ICAR IIWM shall be final and binding on the contractor/agency in respect of any clause covered under the contract.



## Online Bid Submission Details

The Online bids (complete in all respect) must be uploaded online at CPP Portal in two Covers as explained below:-

<b>COVER - 1</b>			
Sl. No.	Documents	Label Content	File types
<b>1</b>	<b>Technical Bid</b>	Scanned Copy of the Registration certificate/ trade license of the firm under the service contract from Government	.PDF
<b>2</b>		Scanned copy of Last 3 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 as per Annexure -I.	.PDF
<b>3</b>		Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19.	.PDF
<b>4</b>		Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹5.00 lakhs or more.	.PDF
<b>5</b>		Scanned Copy of Duly certified copies of the satisfactory services / work orders (minimum one order) where the tenderer is providing such services in the last three years	.PDF
<b>6</b>		Scanned copy of PAN CARD.	.PDF
<b>7</b>		Scanned copy of GST registration certificate.	.PDF
<b>8</b>		Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issued from the competent authority.	
<b>9</b>		Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure-III (on firm's letterhead.	.PDF
<b>10</b>		Scanned copy of the Affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.	.PDF
<b>COVER - 2</b>			
<b>11</b>	<b>Financial Bid</b>	Price bid (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS

NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Basic RATE for 4 Hours / 40 km in Rs. P	Basic RATE for 8 Hours/80 km in Rs. P	Rate for extra 40/80 KM beyond 4/8 Hrs in Rs. P	Rate for extra Hours beyond 4/8 Hrs in Rs. P	Weightage Score of Column 13 after multiplying by 0.3	Weightage Score of Column 14 after multiplying by 0.7	Weightage Score of Column 15 after multiplying by 0.7	Weightage Score of Column 16 after multiplying by 0.3	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	Hiring of AC Vehicles for official purposes at ICAR - IWM, Bhubaneswar										
1.01	Swift Dezire/ Indigo/ similar vehicle (4 seater)					0.00	0.00	0.00	0.00	0.00	NR Zero Only
1.02	Scorpio/ Xylo/ Tavera/ Bolero/Tata Sumo					0.00	0.00	0.00	0.00	0.00	NR Zero Only
1.03	Innova/Honda City					0.00	0.00	0.00	0.00	0.00	NR Zero Only
1.04	13 Seater Traveller					0.00	0.00	0.00	0.00	0.00	NR Zero Only
1.05	25 Seater Traveller					0.00	0.00	0.00	0.00	0.00	NR Zero Only
1.06	45 Seater Bus					0.00	0.00	0.00	0.00	0.00	NR Zero Only
<b>Total in Figures</b>										<b>0.00</b>	NR Zero Only
<b>Quoted Rate in Words</b>											

**Details of the Minimum one experience/work done in this field during the last three years**

Sl. No.	Name of the Dept. / Organization & Name of contact Person with Ph. No.	Period		Contract Value / No. of Vehicle provided.	Remarks
		From	To		

The purposes of seeking work experience in the last three years is to ascertain the credibility of the contractor. If it is noticed that in any of organization as mentioned in the list, the work done was not satisfactory or the contractor has not complied the statutory liabilities or any unsatisfactory report, such tenders will be rejected on technical evaluation itself and will not be considered for financial evaluation. If any bidder has not mentioned such work experience or misguide the authority and any shortfall on this part is noticed, such tenders will also be rejected on technical evaluation level.

Place:

**(Authorized Signatory)**

Date:

(Signature with seal)

**ANNEXURE- II**

*(To be given on Firms Letter Head)*

Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No		
2	Service Tax/GST 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 Firms Letter Head)*

Date:

To,

The Director,  
ICAR-Indian Institute of Water Management,  
Chandrasekharpur,  
Bhubaneswar-751023.

**Sub: Acceptance of terms and conditions of tender.**

**Tender Reference No.: ICAR-IIWM/37/2019**

**Name of tender/work: Annual Rate Contract for Hiring of Vehicle at ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha.**

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work/services' from the web site(s) namely: **Annual Rate Contract for Hiring of Vehicle at ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha** as per your advertisement, given in the above mentioned tender.
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1 to 15 (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 / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept all 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 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)

**INSTRUCTIONS 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 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.
- 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 light-blue 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 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 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.

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**DETAILS OF REQUIREMENT OF VEHICLE ON HIRING BASIS AND E.M.D**

<b>Sl. No.</b>	<b>Item</b>	<b>Qty.</b>	<b>Earnest Money in INR</b>	<b>File No. for reference</b>
1	<b>Annual Rate Contract for Hiring of Vehicle at ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha</b>	As per the requirement of the office,	<b>10,000/-</b>	No.2-103/Store/2018/