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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



No.56/Gen/2013 (Vol-II)/

Dated: 18.11.2017

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two-bid system for providing the JOB WORK CONTRACT FOR CARRYING OUT OFFICE ASSISTANT/OFFICE SUPPORT SERVICE/LAB. ATTENDANT WORK** at Main Office, Guest House, Main Campus of **ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha**. Manual bids shall not be entertained at any circumstances.

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.	No. <u>ICAR-IIWM/29/2017</u>
Date and Time for Issue/Publishing	04.00 P.M. on 18/11/2017
Document Download/Sale Start Date and Time	04.00 P.M. on 18/11/2017
Bid Submission Start Date and Time	04.00 P.M. on 18/11/2017
Pre bid meeting	11.00 A.M. on 28/11/2017
Bid Submission End Date and Time	05.00 P.M. on 11/12/2017
Date and Time for Opening of Technical Bids	11.00 A.M. on 13/12/2017
Address for Communication	Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iwmm@icar.gov.in

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) **Tender Fee of Rs.1,000/-** (Non-refundable) in the shape of Demand Draft prepared in favour of **ICAR Unit IIWM, payable at Bhubaneswar** may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** 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 technical proposal otherwise the tender will not be considered.
5. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **₹35000.00(Rupees thirty five thousand)** only in the form of Demand Draft/Bank Guaranty from any of the scheduled Bank in favour of **ICAR Unit IIWM payable at Bhubaneswar** may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** 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 technical proposal otherwise the tender will not be considered.
6. Bidder 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 eProcurement 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:**
 - a. Scanned Copy of the Registration certificate of the firm under the work contract of the **Appropriate** Authority.
 - 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 A.**
 - c. **Scanned copy of Income Tax Return (ITR) for the last three years.**
 - d. Scanned copy of certified balance sheet/certificate from chartered Account of the firm for last three years showing annual turnover of ₹40 lakhs or more.
 - e. Scanned Copy of Duly certified copies of the satisfactory services / work order where the tenderer is providing such services for the last three years.
 - f. Scanned Copy of Employee EPF registration certificate.
 - g. Scanned Copy of Employee ESI registration certificate or Workmen Compensation (WC) Certificate whichever is applicable.
 - h. Scanned copy of PAN CARD.
 - i. Scanned copy of ISO Certificate in the relevant field. (Optional)
 - j. Scanned copy of GST registration certificate.

- k. Scanned copy of Tender fee and Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issue from the competent authority.
- l. Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure-III (on firm's letter head.
- m. Scanned copy of the certificate to the effect that the firm has not been black-listed by any Govt. Office/Institute/ICAR for any reason. If nothing is submitted in support of this, it will be assumed that the firm is not black listed and if later, it is found any adverse report the contract will be terminated and performance security will be forfeited.

All necessary documents in support of the details for Sl. No. a to m 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

Financial part may be filled keeping in view of all current rates of different component like EPF, ESI etc. Service charges should be quoted in rupees only not in percentage.

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 of persons required will be intimated as per the requirement and it may decrease or increase.

Validity of Tender:

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

Sd/-

S.K.Singh
Administrative Officer

TERMS AND CONDITIONS

1. 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 and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates online 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 ₹35,000.00 (Rupees thirty five thousand only) must be deposited in the form of demand draft / Bank Guarantee / FDR payable to “ICAR Unit - IIWM” payable at Bhubaneswar. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited/submitted. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit of ₹75000.00 in form of Demand Draft / Bank Guarantee.
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 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 after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
5. The ICAR-IIWM is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part.
6. **An amount of ₹75000.00 (Rupees seventy five thousand) only as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-IIWM, Bhubaneswar. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. Goods and Service Tax or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the GST 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 rules/instructions made applicable from time to time by government. GST or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-IIWM will not entertain any claim whatsoever in this respect.
9. Director, ICAR-IIWM, Bhubaneswar 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.
10. Decision of Director, ICAR-IIWM, Bhubaneswar shall 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/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. 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.

11. In compliance to section 21 of the Contract Labour (Regulation and Abolition) Act and Rules 25 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall pay timely and shall ensure the disbursement of wages in the presence of Nominated Officer of IIWM. Rate of wages shall not be less than that of the minimum wages as declared by the Regional Labour Commission, Bhubaneswar. As and when the wages are revised by the Regional Labour Commission, Bhubaneswar, the revised wages shall be paid by the contractor to the labourer and it can be claimed from the office. **The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month by online transfer only.** The wages shall be paid to workmen without any deduction except those under the payment of wages Act and Minimum Wages Act.
12. The contractor will be the employer for the manpower engaged by them for taking up the works as mentioned in the tender at this Institute and accordingly, the contractor needs to complete all legal formalities.
13. In compliance to Rule 75, 76, 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall maintain a register of workers in form XIII and issue Employment card to each worker in Form XIV and shall also issue service certificate to every workman on his termination in Form XV.
14. In compliance to Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971. The contractor shall maintain the (a) Muster Roll (b) Wage Register (c) A register of deduction for damage or loss (d) Register of Fines (e) Register of advances (f) Register of Overtime, (g) Wage Slip. The contractor shall make a copy of such records maintained by him available to IIWM.
15. In compliance to Rule 81 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall also display notices showing rates of wages, hours of work, wage period, dates of payment, names and addresses of the Inspector.
16. In compliance to Section 12 of the Contract Labour (Regulation and Abolition) Act and Rules 21 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor shall obtain a license for deployment of his personnel at the premises of the client.
17. In compliance to provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952, and the Employees State Insurance Act, 1948, the contractor shall provide each workman the Identity Card as received from ESIC for enabling him and the members of his family to avail the medical services from ESIC dispensary. The contractor shall provide other details also. The contractor shall provide each workman the UAN/EPF number allotted to him and the Contribution Card.
18. The Client reserves the rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI / EPF dues in respect of the persons deployed at IIWM. **The proof of remittance in respect of EPF & ESI should be particularly for the persons deployed at IIWM.** The payment for successive months will be released on receipt of the evidence of deposition of ESI / EPF in the workers accounts for the previous month. **If the contractor does not produce satisfactory evidence regarding deposition of EPF and ESI dues, the client shall withhold payment of the component of EPF and ESI.**
19. The contractor shall submit his monthly bill with the following: (a) A detailed wages sheet showing list of workmen with their name, no. of days worked during the month, wages admissible, EPF / ESI deductions, Net amount payable to each employee, statement showing that the wages have been transferred to the bank account of the workmen,

- counter-signature of Incharge or any other authorized representative of the client on this statement as a token of proof that the wages as shown in the wages sheet have been transferred to the bank account of workmen in his presence (b) copy challan of deposition of EPF & ESI (for previous month) in respect of the workers of this institute separately.
20. The amount as shown in the challan of EPF & ESI must tally with the total deductions, failing which the payment on this account is liable to be withheld for which the sole responsibility shall rest with the contractor. The workers are to be issued with identity card, UAN / EPF No. and also ESI card. A list consisting the details of the identity card no., UAN/EPF No, and ESI Card No of the worker will have to be submitted to the office just after the start of work.
 21. The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
 22. The contractor shall be responsible for compliance of all the laws rules / regulations and Govt. Instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past or may arise during the course of performance of contract.
 23. The payment to the workers is to be made by Bank Transfer (Online Payment) on or before 7th of the following month as per the labour law in presence of the nominated officer of IIWM.
 24. The contractor needs to enter into an agreement on non-judicial stamp paper of Rs.100 on receipt of this contract at his own cost.
 25. The rates quoted by the contractor are inclusive of EPF, ESI, GST, Bonus, Service Charges (benefit of the contractor) etc.
 26. The agency agrees to get all the staff members and their employees insured against any liability arising under the workman's compensation act.
 27. In case of any accident / Loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the firm.
 28. Acceptance by the Institute will be communicated by FAX / Express letter/E-mail 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 /Express letter/E-mail etc. should be acted upon immediately.
 29. The supporting /assistance services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/supervisor is to go on leave under intimation to this office. In case of being absent from the duty and no alternatives have been made, payment will be reduced accordingly.
 30. Changing of staff /Supervisor should be intimated to the nominated officer of ICAR-IIWM.
 31. The Director, ICAR-Indian Institute of Water Management reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIWM shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
 32. The staff provided should also maintain secrecy and discipline in the premises of Institute.
 33. In case of unsatisfactory performance by the worker so deployed by the agency, a suitable alternative will have to be provided immediately, otherwise payment will be deducted as per penalty clause.

34. **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.

➤ Work should be executed during working hours on working days or as and when required.

35. **LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:**

- 1) An amount equivalent to two days of contract amount, subject to a minimum of Rs.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 firm/supervisory staff of the firm by ICAR-IIWM and if no action is taken within one hour liquidated damages clause will be invoked.
- 2) Any misconduct / misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
- 3) **LOSS AND / OR DAMAGES:-** In case of any loss or damage done to the property of ICAR-IIWM by the personnel provided by the agency for the Job Work Contract for carrying out Office Assistant/Office Support Service/Lab. Attendant Work at Main Office, Guest House, Main Campus of ICAR-IIWM, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha indemnify to the extent of damages will be recovered from the Agency and decision of the competent authority of ICAR-IIWM shall be a binding on him.

36. **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 at the address herein given under registered post.

37. **Other terms & Conditions:**

- 1.1 In the tender for providing the Job Work Contract for carrying out Office Assistant/Office Support Service/Lab. Attendant Work at Main Office, Guest House, Main Campus of ICAR-IIWM, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023, Odisha compliance by contractors regarding compliance of EPF & MP Act' 1952 needs to be specified along with other labour laws, names of contractors covered under the EPF & MP Act. The same can be searched and downloaded from the website – www.epfindia.gov.in
- 1.2 Principal employer / D.D.O's should get a copy of ECR, e- challan and salary/wages register reflecting P.F. deductions, before release of payment.
- 1.3 Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in this institute is required to be submitted before release the payments to the contractor. **Thus, for the purpose, separate challan needs to be submitted for the persons deployed in ICAR-IIWM.**
- 1.4 At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
- 1.5 Employees may be guided to obtain e- passbooks from EPFO website.

- 1.6 The agreement is terminable with one-month notice on either side.
- 1.7 The contractor shall not sublet the work to other contractor under any circumstances.
- 1.8 The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 1.9 The selected agency shall provide necessary personnel for ICAR-IIWM, Bhubaneswar as per labour acts prevalent in the Odisha State. The agency shall preferably employ good and reliable manpower with robust health within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, by the ICAR-IIWM, the ICAR-IIWM shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
- 1.10 The persons so provided by the agency under this contract will not be the employee of the ICAR-IIWM and there will be no employer-employee relationship between the ICAR-IIWM and person so engaged by the contractor in the aforesaid services.
- 1.11 Payment for Office Assistant/Office Support Service/Lab. Attendant Work will be made monthly upon submission of pre-receipted bill.
- 1.12 The rates to be quoted should include cost of each and every item including transportation cost, and manpower cost and taxes etc. based on prevailing minimum labour wages prescribed by the Central or State Govt. whichever is higher. The ICAR-IIWM shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.
- 1.13 The contractor will discharge all its legal obligations in respect of the workers 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 labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-IIWM 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 of Central or State. In case of any dispute, the decision of the Director, ICAR-IIWM shall be final and binding on the contractor.
- 1.14 Income Tax will be deducted from the payments due for the work done as per rule.
- 1.15 The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
- 1.16 The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.

The Director, ICAR-Indian Institute of Water Management reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIWM shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

Details of works to be undertaken and the relevant category of manpower required:

SL. No.	Schedule of work	Unit	Category of skills required
1.	OFFICE ASSISTANCE WORK i) Daily work of filing, docketing of papers received, noting/drafting, Diary & Despatch including Typing work on computer in MS Office module and any other duty assigned by the Officer in charge in Administration & Finance.	Monthly	Skilled
2.	ESTATE i) Attending the electrical repair works at various locations in the ICAR- IIWM main campus, Office building, Street lights, Guest House and Residential quarter at Sailashree Vihar. ii) Attending the plumbing work of ICAR- IIWM main campus, office building, Guest House and Residential quarter at Sailashree Vihar	Monthly	Semiskilled Semiskilled
3.	OFFICE/ LABORATORY SUPPORT SERVICE i) Provide support to daily work at (a) PME Cell, (b) Administration, (c) Finance, (d) Canal Water Theme, (e) Ground Water Theme, (f) Rain Water Theme, (g) Transfer of Technology Theme of ICAR-IIWM or any other theme/ projects as assigned from time to time. ii) Proper and efficient cleaning and maintenance of laboratory equipment and facilities as well as recording various observations in the laboratories/ facilities.	Per Section wise on monthly basis	Unskilled
4.	GUEST HOUSE i) Daily cooking and maintenance of dining & kitchen in two shifts.	On monthly basis	Semiskilled

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टेलीफोन/Tel: (0674)-2300060 (निदेशक /Director)

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ANNEXURE-B

ई-मेल/ E-mail: director.iwm@icar.gov.in

वेब/Web: www.iwm.res.in



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओडीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



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 Company 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/ 29 /2017

Name of tender/work: Job Contract Work for carrying out office assistant/estate maintenance/ office support service/lab. attendant work at Office, Guest House, Main Campus of ICAR-IIWM, 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' from the web site(s) namely:

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

1. 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.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. 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)

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 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 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.

DETAILS OF JOB WORK CONTRACT AND E.M.D

Sl. No	Item	Qty.	Earnest Money in INR	File No. for reference
1	JOB CONTRACT WORK FOR CARRYING OUT OFFICE ASSISTANT/OFFICE SUPPORT SERVICE/LAB. ATTENDANT WORK at Office, Guest House, Main Campus of ICAR-IIWM, Chandrasekharpur, Bhubaneswar-751023, Odisha	--	35,000/-	No.56/Gen/2013(Vol-II)/