



## INVITATION TO TENDER

**CIAT SCHOOL, CENTRAL RESERVE POLICE FORCE**  
**A.B. Road, Village-Barodi, Distt-Shivpuri (M.P.) - 473551**  
**Tel/Fax : 07492-225700**

No. L.VII-1/19-20-CIAT SVP-BLDG (Wages)

Dated, the \_\_16\_\_ April'2019

To,

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Dear Sir,

On behalf of the President of India, I invite you to tender online bids for the **Supply/providing of labour (skilled & unskilled) for Horticulture, Electric and Plumbing work at CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551 for a period of 12 months w.e.f 15/05/2019 to 14/05/2020 as per details given below:-**

i. Plumber (Skilled)	-	01 Labour
ii. Electrician (Skilled)	-	02 Labour
iii. Mason (Un-skilled)	-	01 Labour
iv. Sewer Man (Un-skilled)	-	01 Labour
<b>Total Labour</b>	<b>-</b>	<b>05 Labour</b>

2. If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule to tender, all documents attached herewith should be duly filled in, signed and submitted through e-Procurement site <https://eprocure.gov.in/eprocure/app>. You must also furnish with your tender, Bid, all the information as called for as indicated in schedule to tender. Attached appendix should also be filled and submitted through e-Procurement site <https://eprocure.gov.in/eprocure/app>, failing which your tender will be liable to be ignored and will not be considered.

3. This Tender is not transferable.

Thanking you.

Sd/-16/04/2019

(M.C. Panwar)

**IGP/PRINCIPAL,**

**CIAT SCHOOL, CRPF, SHIVPURI**

FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA



## **SCHEDULE TO TENDER**

**CIAT SCHOOL, CENTRAL RESERVE POLICE FORCE  
A.B. Road, Village-Barodi, Distt-Shivpuri (M.P.) - 473551  
Tel/Fax : 07492-225700**

No. L.VII-1/19-20-CIAT SVP-BLDG(Wages)

Dated, the \_\_16\_\_ April'2019

The IGP, CIAT School, CRPF, A.B. Road, Vill-Barodi, Distt-Shivpuri (M.P.)-473551 for and on behalf of the President of India, invites E-Tenders from approved/registered and eligible contractors for **“Supply/providing of labour (skilled & unskilled) for Horticulture, Electric and Plumbing work at CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551 for a period of 12 months w.e.f 15/05/2019 to 14/05/2020”** as per details given below:-

i. Plumber (Skilled)	-	01 Labour
ii. Electrician (Skilled)	-	02 Labour
iii. Mason (Skilled)	-	01 Labour
iv. Sewer Man (Un-skilled)	-	01 Labour
<b>Total Labour</b>	-	<b>05 Labour</b>

Last date & Time of receipt of Tender	:	07/05/2019 AT 1200 HRS.
Time & date of opening of Tender	:	08/05/2019 AT 1200 HRS.
Name of Work	:	<b>Supply/providing of labour (skilled &amp; unskilled) for Horticulture, Electric and Plumbing work at CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-</b>
Earnest Money	:	Rs. 45,000/-

- Bids will be accepted only online at e-procurement web site <http://eprocure.gov.in/eprocure/app> (CPP Portal). (Certain documents are required to be submitted in original as per Sl. No 07 of tender enquiry).
- All relevant details, including specification, terms & conditions etc are available on E-Procurement website [http://eprocure.gov.in/e-procure/app\(CPPP\)](http://eprocure.gov.in/e-procure/app(CPPP)), same may be downloaded by the bidders. Details can also be seen at CRPF website <https://www.crfp.gov.in/tenders.htm>.
- For any changes in Tender Enquiry/specifications etc, tenderers are requested to visit the CRPF/CPPP web sites regularly.
- Intending tenderers must read the terms and conditions carefully and submit their tenders, if they consider themselves eligible and are in possession of all the required documents, through online tenders (e-procurement portal) by 1200 hours on **07/05/2019**.
- Tenders will be opened online by the Board of Officers to be detailed by IGP, CIAT School, CRPF, A.B. Road, Village-Barodi, Shivpuri (M.P.)

7. The tenderer may survey the site and decide the quantum of works on any working day. In case of any clarification the same can be obtained on spot from DC (Bldg) of CIAT, Shivpuri. It is important that the **Tender Acceptance Letter as per Appendix- B of TE should be signed, stamped and submitted online through e-procurement site <http://eprocure.gov.in/eprocure/app>** and the original letter should be submitted offline also. EMD or Bank Guaranty in original is required to be submitted offline to tender inviting authority and copy of the same is also required to be uploaded online.

8. **The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Financial Bid.**

- a) The enlistment of the contractors should be valid on the last date of evaluation of Technical Bid.
- b) In case only the last date of evaluation of Technical Bid is extended, the enlistment of contractor should be valid on the original date of evaluation of Technical Bid.
- c) In case both the last date of evaluation of Technical Bid and Price Bid are extended, the enlistment of contractor should be valid for original date of evaluation of Technical Bid.

9. **TWO BID SYSTEM**

(a) **Technical Bid** should contain the following:-

**Offline Bid submission**

- i) RS. 45,000/- Earnest Money deposit or Bank Guaranty.
- ii) Tender Acceptance Letter on the company letter head.

**Online Bid submission**

- iii) Attested copy of registration (Registration details showing appropriate class & amount).
- iv) VAT / TIN/GST Registration certificate
- v) Previous performances / experience if any. However priority will be given to those with previous experience of similar works.
- vi) Any other relevant documents which the firms wish to submit.
- vii) The bidder/tenderer will submit the signed copy (all page to be signed) of the tender notice under his seal.
- viii) Complete postal address of contractor/Firm along with copy of valid I/Card/ Voter I/D Card.
- ix) Latest income tax return.

(b) **FINANCIAL BID:- (Bid submission Online only)**

- i) Details of rates, taxes, duties, discounts, if any, work completion period, validity of rates etc. quoted by the bidder.
- ii) Rates quoted by the firms should be on firm price basis including material, Labour, taxes, duties and /entry taxes of Madhya Pradesh.
- iii) The bidders will also manage the increased wages, if any increased by the Govt. during the time period of tender. This point may also be kept in mind at the time of filling the rates in BoQ.
- iv) Price should be quoted as per BOQ format provided along with tender document at e-procurement site <http://eprocure.gov.in/eprocure/app.specifying> per unit and total quantity.
- v) Rates quoted shall **remain open for 90 days** after the opening of the tender.

10. The Financial Bid submitted in Offline SHALL BE IGNORED and the tender will be rejected.
11. Price bids of only those firms will be **considered for opening online** which has passed in all tender condition and technical evaluation. After opening of price bids, ranking statement will be prepared and the finalization of tender will be done on L-1 (the least price) basis.
12. The tenderer may survey the site and decide/change the quantum of work if required. However ***name of work and as per schedule of work/quantity given in the tender document – Appendix“A”***.
13. All the contractors who are not registered for Civil Works with NSIC/DGS&D/CPWD/PWD or any other Govt. agency for the work for which the tenders are invited, are required to deposit Earnest Money Deposit (EMD) as per tender condition in original before specified time and date mentioned in the Schedule to Tender, failing which tender shall be summarily rejected.
14. The tender document is consisting of specifications, schedule of quantities of various types of works to be executed and terms and conditions of this contract to be complied with and other necessary documents.

Sd/-16/04/2019  
(M. C. Panwar)  
**IGP/PRINCIPAL,**  
**CIAT SCHOOL, CRPF, SHIVPURI**  
FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA

***Signature of the tenderer***

## I. IMPORTANT INSTRUCTIONS AND GUIDELINES

1. Full name and status of the person signing the tender documents must be clearly mentioned.
2. Intending tenderer is eligible to submit the tender provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works.
3. License issued by State government/union territory should be kept renewed as per periodicity laid down by the authority concerned and submit an attested copy of the same to IGP, CIAT School, CRPF, Shivpuri after each renewal. The contractor should produce valid license with tender.
4. The tenderer shall employ the required technical staff as per the terms and conditions of each contract/agreement No. of skilled (S) /Un-skilled (UnS) required-mentioned at para -1 above. He should intimate names of personnel employed by them. The successful bidder/tenderer will submit ESI/PF and all other required documents/registration details of hired employees to IGP/Principal, CIAT School, CRPF for record purpose. The worker should maintain discipline inside of the campus.
5. The contractor shall comply with the orders issued there by IGP, CIAT School, CRPF, Shivpuri from time to time. If he fails to do so, his failure will be breach of contract and IGP, CIAT School, CRPF, Shivpuri in his discretion without prejudice to any other right or remedy available in law can cancel the contract. The contractor shall be liable for any pecuniary liability arising on account of any violation by him.
6. To become eligible for submitting tender, the tenderer shall have to furnish an affidavit as under:-
  - (a) I/We undertake and confirm that similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, I/we shall be debarred for bidding in CRPF in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the IGP-Cum-Estate Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
  - (b) Contractor shall obtain Labour License under the Contract Labour (Regulation and Abolition) Act, 1970 & 1971 from Regional Labour Commission (Central) of area concerned.
  - (c) Certificate of Registration for GST/ Service tax and acknowledgment of tax clearance certificate as per GST.
7. Time allowed for carrying out the work will be **12 months w.e.f 15/05/2019 to 14/05/2020.**
8. Tender Enquiry and EMD should be in a sealed envelope duly superscripted with due mention of name of work, Tender Enquiry No. and date & time of opening of Tender and **same send by registered post/courier/by hand/through tender drop box to The IGP, CIAT School, CRPF, A.B. Road, Vill-Barodi, Shivpuri (M.P.)-473551 so as to reach on or before the scheduled time and date as mentioned in the schedule** to the tender enquiry. Department is not responsible for any postal delay. Late/ delayed / Non submission of originals would result in rejection of bid during on line bid opening.
9. All tender catalogue should have a card affixed to it duly signed and stamped by the firm indicating the following
  - i) Name and address of the firm.
  - ii) Tender No.
  - iii) Closing date & date of opening of tender
  - iv) Name of item, item no & size
  - v) Any other information, if required.
10. The Contractor whose tender is accepted will be required to furnish **PERFORMANCE SECURITY** for an **amount of 10 percent of the value of the contract** within 07 days. Performance Security may be furnished in the form of an Account payee Demand draft, Fixed Deposit receipt from a Commercial Bank, Bank Guarantee from Commercial bank in an acceptable form safeguarding. Performance Security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. In case the contractor fails to deposit the performance security within the stipulated period including extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

*Signature of the tenderer*

11. Intending Bidders are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their bids as to the nature of the ground and sub soil, (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice terms & conditions mentioned there in, all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc will be issued to him by the Government and location conditions and other factors having a bearing on the execution of the work.
12. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assigning of any reasons. All bids in which any of the prescribed condition are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
13. Canvassing whether by bidders directly or indirectly, in connection with bids is **strictly prohibited** and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
14. The Competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
15. The bid for the works shall remain open for acceptance for a period of **90 (Ninety) days** from the date of opening of bidder/ninety days from the date of opening of financial bid in case bidder are invited on 2/4 bid system (Strike out as the case may be ) if any bidder withdraws his bid before the said period or issue of letter of acceptance whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, is at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-bidding process of the work.
16. The notice inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of.
17. The notice inviting bid, all the documents including additional conditions & specifications if any forming part of the bid uploaded at the time of invitation of bid and the rates quoted at the of submission of bid and acceptance thereof together with any correspondence leading thereto.
18. The officer inviting bids shall have the right of rejecting all or any of the bids and will not be bound to accept the lowest or any other bid.
19. CGST/SGST/VAT/Tax or any other Tax in respect of the contract shall be payable by the contractor, direct to the concerned Department/Government.
20. The contractor submitting the tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated to or replied to by any of the contractor, no (repeat) no clarifications will be sought from the concerned firm and its offer will be rejected outright.
21. Tenderers who have past experience of the above work as per T/E Specification should furnish their performance statement if any may be attached. In case, it is found that information furnished is incomplete or incorrect, their tender will be liable to be ignored.
22. **The labourers/workers engaged by the contractor/agency shall be at the risk of contractor and in case of any untoward incident/accident, the contractor/agency will be liable for such risks and the department will not be held responsible in any way for such mis-happening and untoward incident.** It should be the duty of contractor to adhere to all security precautions as specified with industry by Govt.
23. Labour engaged should be multitasking in nature. They can be employed wherever is required.
24. Labour/worker of Firm/agency will not be employee of CRPF and they will not ask any employment in CRPF for doing above work.

Sd/-16/04/2019

(M. C. Panwar)

**IGP/PRINCIPAL,**

**CIAT SCHOOL, CRPF, SHIVPURI**

FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA

*Signature of the tenderer*

**II. TERMS AND CONDITIONS OF TENDER ENQUIRY**

1. Terms of price	1.1	Rates quoted by the Contractor should be quoted in Indian rupees both in figures as well as in words for complete units as per specifications. Any and every alteration in the rates should be signed in ink otherwise the offers will not be considered.
	1.2	Contractor should clearly indicate different taxes and duties, which they propose to charge as extra, along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.
	1.3	Lowest bidder will be bound to continue the Job after lapse of TE period on same rates quoted in this Tender Enquiry. Orders will be extended in the same rates for next financial year up to the period as per discretion of IGP, CIAT School, CRPF, Shivpuri.
2. Payment terms	2.1	Works are required to be executed on <b>credit basis only</b> and payment will be made quarterly after satisfactory service after drawal of amount from Pay and Account Office, CRPF.
	2.2	Payment in advance or immediately cannot be made. Firm should submit the bills on quarterly basis and same will be forwarded to Pay and Account Office, CRPF for further drawal action.
	2.3	Work order shall be issued for a period of <b>15/05/2019 to 14/05/2020</b> , if qualified firm failed to provide performance/work quality, contract may be terminated after short notice.
3. Earnest Money Deposit	3.1	All the contractors who are not registered with NSIC or DGS&D, CPWD/PWD or any other Govt. agency for the work for which the tenders are invited, are required to deposit earnest money Rs. 45,000/-, failing which their tender will be summarily rejected.
	3.2	For claiming exemption from depositing earnest money, the tenderer should submit valid document of registration with tender.
	3.3	The earnest money may only be deposited through any of the following alternative forms :- Fixed Deposit Receipt or Bank Guarantee (valid for 90 days) from any of the Nationalized, Scheduled or Commercial bank in any acceptable form drawn in favour of <b>The IGP, CIAT School, CRPF, A.B. Road, Shivpuri (M.P.) payable at SBI Shivpuri (Branch Code No. 03215).</b>
	3.4	The earnest money shall remain valid and be deposited with the purchaser/department for a <b>period of 90 days</b> from the date of tender opening. If the validity of the tender is extended, the validity of the BG/or any other alternate document submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser/department.
	3.5	<b>No interest</b> shall be payable on the earnest money deposited by the tenderer.
	3.6	The earnest money deposited <b>is liable to be forfeited</b> if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
	3.7	Earnest money deposits of all the unsuccessful tenderers shall be returned by the purchaser as early as possible after the expiry of bids validity, but not later than 45 days after placement of contract. Tenderers are advised to send a <b>pre receipt challan</b> along with their bids so that refund of earnest money can be made in time. Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in preceding paras, not accompanied with earnest money in any one of the approved forms acceptable to the purchaser, shall be summarily rejected.
	3.8	If the successful tenderer fails to furnish the Performance Security Deposit as required in the contract within the stipulated period, the earnest money shall be treated as performance security deposit for all practical purposes.

*Signature of the tenderer*

4. Performance security deposit clause	4.1	The successful contractor shall have to deposit a performance security <b>equivalent to 10% of the estimated value</b> of the work to be executed <b>within 07 days from the date of acceptance</b> for due performance. Failure on the part of the firm to deposit the security deposit within the stipulated time, empowers the competent authority to cancel the contract.
	4.2	The performance security deposit submitted by the supplier will remain valid at least <b>for 60 days beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.</b>
	4.3	The performance security can be deposited in any of the following alternative forms :
		(a) <b>A Bank Draft</b> drawn in favour of IGP, CIAT School, CRPF, Shivpuri payable at SBI Shivpuri, Branch Code No.03215.
		(b) <b>An irrevocable Bank Guarantee</b> of any nationalized/Scheduled Bank or reputed commercial bank in <b>any other form prescribed.</b>
	4.4	If the contractor fails to start the work within the stipulated period and places requests for extension of time, he shall submit an undertaking on Non Judicial stamp paper of Rs.100/- duly attested by the Notary public stating that the performance security deposit has already been extended for sixty days beyond the guarantee/warranty period.
	4.5	The performance security deposit shall be withheld or forfeited in full or part in case the work order is not executed satisfactorily within the stipulated period or requisite standard within the guarantee period is not undertaken to the best satisfaction of the user/department.
5. Method of submission of tender enquiry	5.1	The bids and all documents attached herewith should be duly filled in, signed and submitted through e-Procurement site <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . The bidder must also furnish with their tender, Bid, all the information as called for as indicated in schedule to tender. Attached appendix should also be filled and submitted through e-Procurement site <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> , failing which your tender will be liable to be ignored and will not be considered.
	5.2	The technical bids are to be opened at the first instance and evaluated by the competent authority. In the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
	5.3	The tender enquiries duly filled in all aspects and having completed all applicable formalities may be sent by registered post /speed post duly stamped or by courier / by hand to the The IGP, CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551 so as to reach on or before the scheduled time and date as mentioned in the schedule to the tender enquiry. Department is not responsible for any postal delay.

Sd/-16/04/2019

(M.C. Panwar)

**IGP/PRINCIPAL,**

**CIAT SCHOOL, CRPF, SHIVPURI**

FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA

*Signature of the tenderer*



### III. ADDITIONAL CONDITIONS

1. The prospective tenderer shall quote for providing of labour (Skilled & unskilled) for horticulture, Electric and plumbing work as per demand mentioned in tender documents.
2. The labour will report daily at Building Branch of CIAT School, CRPF at 0800 positively. The work period of every labour will from 0800 hrs to 1300 hrs and 1500 hrs to 1800 hrs.
3. The prospective tenderer should visit the campus and acquaint themselves of the conditions existing, restrictions in movement/working hours/security aspects/conditions of the job. No complaints of losses of labour items of work not included in the scope of work, variation etc., will be entertained at a later date. The prospective tenderer should have adequate past experience in handling similar works.
4. The contractor shall strictly provide the staff/labour for Horticulture, Electric and Plumbing work as per qualifications prescribed in the tender documents. He will follow the local labour laws, rules and regulations regarding such employment.
5. Hired persons/staff will report at designated place daily and take the assignments.
6. No advance payment shall be made. However quarterly payment will be made on succeeding months subject to satisfactory service by pre filling FVC bills to Pay and Accounts Office.
7. **The contractor shall employ qualified/trained person for Horticulture, Electric and Plumbing work and shall be fully responsible to obtain such licenses for taking up the above work as prescribed by the State/ local bodies/CPWD both for execution and operating staff.**
8. The contractor shall be fully responsible for setting all claims and identify the department against any claims arising out of any accidents to the hired staff/labourers.
9. The contractor shall be fully responsible for any damage or misconduct by hired staff within campus, during contract period. The suitable fine will be paid by the contractor for any damage etc.
10. This contract can be determined by the competent authority without assigning any reasons by giving a notice of a period of 15 days at any time during the period of contract. No claim for any compensation will however be entertained on such termination prior to the expiry of stipulated period of contract.
11. No travelling allowance, overtime allowance dearness allowance, transport facilities etc., shall be provided for carrying out the routine works. These are deemed to be included within the quoted rates.
12. All items/tools etc required maintenance shall be provided by the contractor. No extra payment shall be made on this account.
13. On any day during the contract period, if the number of staff present for shift is less than of minimum staff mentioned in additional condition, recovery for less staff will be effected as per the rates quoted by the contractor and in addition 50% penalty shall be imposed in case of absence is more than 4 days. However, if the department asks the contractor to reduce the staff, recovery at pre-rate basis as decided by the competent authority will be affected.
14. The contractor should make minimum fair wages to the staff as per prevailing labour laws. He will be responsible for deduction of ESI, PF etc of labour/worker and to comply labour laws issued by the concern departments.
15. All the workmen engaged for the work shall be group insured during the period of contract. In case, the contract is extended beyond the period stipulated in the agreement, the contractor shall extend the group insurance to the extended period of contract.
16. The Competent authority may require the contractor to dismiss or remove from the date of the work any person or persons in the contractors employ upon, who may be incompetent or misconduct himself and the contractor shall comply with such requirements.
17. All safety measure shall be provided to the workmen whenever required during the course of the operation and maintenance works by the contractor.
18. **The valuable added Tax is deductible from all bills payable to the contractor for the work, if applicable. The contractor/tenderer will be responsibility to deposit all taxes related to CGST/SGST/service tax.**

THE OPERATION SHALL BE AS UNDER :-

- i) The timing of work will be from 0800 hrs to 1300 hrs and 1500 hrs to 1800 hrs, however, the timing may be changes/decided by the Competent authority in future, if required.
- ii) The task of every day will be assigned to the worker and it will be binding on them to perform the said.
- iii) Authorized representative from department
  - AC or DC (Building)
  - Building SO
- iv) Qualification and experience and Physical fitness required for staff.
- v) Immediately after award of work, the contractor shall submit a list of persons to be employed on the job, along with relevant certificate of trade & experience, and also arrange to issue identity cards to such persons engaged on the job, the whole process, carried out to the entire satisfaction of the Competent authority of his designate. The staff shall invariably display the identity card on his pocket when on duty.
- vi) The contractor or his representative should be available on mobile phone round the clock to register the complaint. Immediately after award of work contractor shall intimate his present/permanent addresses as well as and his representative's contact telephone/mobile phone number to the department.
- xv) The contractor shall note that the work should be taken up in its true spirit therein promptness, punctuality and professionalism are of utmost significance, and which cannot be compromised upon. The workmen employed on the job shall be polite natured and well-mannered. In case it is observed that one or more workmen are felt to be impolite, or behaving badly, the Competent authority or his authorized representative are liable to issue notices to the contractor in writing directing immediate replacement of such workmen.

Sd/-16/04/2019

(M.C. Panwar)

**IGP/PRINCIPAL,**

**CIAT SCHOOL, CRPF, SHIVPURI**

FOR AND ON BEHALF OF  
THE PRESIDENT OF INDIA

*Signature of the tender*

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

### **Instructions to the Bidders to submit the bids on line through' the Central**

#### **Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/> e-procure/app.**

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enrol" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid email\_id. All the correspondence shall be made directly with the contractors/bidders through email\_id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrolment /registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go thro'them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained on line thro' the tender site, or thro' the contact details. Bidder should take into account the corrigendum published before submitting the bids on line.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrollment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) 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/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However of the file size is less than 1MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the on line bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc. under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the applicable EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.

- 17) While submitting the bids on line, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as off line to pay the Tender EMD as applicable and enter details of the instruments.
- 19) 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 submitted bid will not be acceptable.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BOQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through on line e-tendering system to the Tender Inviting Authority(TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids on line by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgment number, given by the system should be printed by the bidder and kept as a record of evidence for on line submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) 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 authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

***Signature of the Tenderer***

**IV STANDARD FORMS TO BE USED**

The following forms mentioned in the Appendixes are required to be submitted along with the bid.

- Appendix 'A' - Name of Work with details of labour (skilled & un-skilled) required.
- Appendix 'B' - Tender Acceptance letter (To be given on company letter head)
- Appendix 'C' - Performa of Bank Guarantee for submitting Earnest Money Deposit.
- Appendix 'D' - Model Bank Guarantee Format For Performance Security.
- Appendix 'E' - Form-68 –A.

Sd/-16/04/2019

(M.C. Panwar)

**IGP/PRINCIPAL,**

**CIAT SCHOOL, CRPF, SHIVPURI**

FOR AND ON BEHALF OF

THE PRESIDENT OF INDIA

*Signature of the Tendere*

**SCHEDULE OF WORK/QUANTITIES**

**Name of Work:-** Supply/providing of labour (skilled & unskilled) for Horticulture, Electric and Plumbing works at **CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551** for a period of **12 months w.e.f 15/05/2019 to 14/05/2020**.

**SCHEDULE :-** Horticulture, Electric and Plumbing Work for a period of **12 months w.e.f 15/05/2019 to 14/05/2020**.

Name of work & Location and its description	No. of skilled (S)/Un-skilled (UnS) & required per month		Earnest money deposit	Period	
Supply/providing of labour (skilled & unskilled) for Horticulture, Electric and Plumbing work at CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551 for a period of <b>12 months w.e.f 15/05/2019 to 14/05/2020</b> .	<b>Labour required</b>		Rs.45,000/-	<b>12 months w.e.f 15/05/2019 to 14/05/2020</b>	
	1.	Plumber (Skilled)			01
	2.	Electrician (Skilled)			02
	3.	Mason (Skilled)			01
	4.	Sewer Man (Un-skilled)			01

Signature of the Tenderer

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date: .....

To,

IGP/Principal,  
CIAT School, CRPF,  
A.B. Road, Shivpuri  
Madhya Pradesh  
Pin-473551

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [https:// eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).....

.....

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), schedule(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.

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

6. In case any provisions of this tender are found violated , then your department/ Organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**PROFORMA OF BANK GUARANTEE FOR SUBMITTING EARNEST MONEY**

(On banks letter head with adhesive stamp)

To

The Deputy Inspector General of Police,  
CIAT School, C.R.P.F, A.B. Road  
Vill – Barodi, Post-Shivpuri,  
Distt – Shivpuri (M.P.)– 473551.

Dear Sir,

In accordance with your invitation to Tender No-----

M/s. \_\_\_\_\_ (here in after called "The tenderer") with the following Directors on their Board of Directors/Partners of the firm.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

wish to participate in the said tender enquiry for "Supply/providing of labour (skilled & unskilled) for Horticulture, Electric and Plumbing works at **CIAT School, CRPF, A.B. Road, Shivpuri (M.P.)-473551** for a period of **12 months w.e.f 15/05/2019 to 14/05/2020**" work to you (here in after called "The purchaser") .Whereas a bank guarantee against Earnest Money for a sum of Rs. \_\_\_\_\_(in words)\_\_\_\_\_ Valid for 90 days from the date of tender opening viz. up to \_\_\_\_\_ is required to be submitted by "the tenderer" as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser upto the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 90 days without any reservation and recourse.

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.
2. If the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
3. If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and
  - a. If the tenderer fails to furnish the performance security for the due performance of the contract.
  - b. If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 90 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

This guarantee shall be valid until the .....day of .....2019.....

Signature of the authorized officer of the Bank  
Name and designation of the officer.....  
Seal, Name and address of the Bank and  
Address of the Branch

**Signature of the tenderer**



**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To

The President of India

Whereas..... (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to

supply (description of goods and services) (hereinafter called „the contract “).and whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; and whereas we have agreed to give the supplier such a bank guarantee.

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and

figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the .....day of.....2018

(Signature of the authorized officer of the Bank)

Name and designation of the officer .....  
and address of the Branch

Seal, name and address of the  
Bank

**Signature of Tenderer**

Form-68 -A

Tender No. \_\_\_\_\_

Full name and address of the Tenderer in addition Contractor's telegraphic address to post box No. it any should be quoted in all \_\_\_\_\_ Communication to this Office \_\_\_\_\_

Fax No. \_\_\_\_\_

From.

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule here to or such portion thereof you may specify in the acceptance of tender of the price given in the said schedule and agree to hold this offer open till \_\_\_\_\_ I/we shall be bound by a communication of acceptance within the prescribed time.

2. I/We have understood the instructions to Tenderers in the booklet DGS&D-229 and conditions contract in the Form No. 68 (Revised) including in the pamphlet entitling conditions of contract governing contracts placed by the Central Purchases Organization of the Government of India read with the amendments annexed herewith and have thoroughly examined the specifications drawing and /or pattern quoted in the schedule hereto and am/are fully aware of the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

Signature of the Tenderer

The following pages have been added to and form part of this tender.

\_\_\_\_\_

Yours Faithfully

Here paste coupon incase where coupons are supplied to contractors on payment

**Signature of the Tenderer**

Address

\_\_\_\_\_

Dated:-

(Signature of the Witness)

Address \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_

