

No.2-6/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

TENDER DOCUMENT

Award of contract for supply of furniture items etc. to the Ministry of Human Resource Development .

Date of issue of Tender Document:	30 th April, 2015
Last Dates & Time for submission of Tender Document	Up to 11.00 A.M. on 25 th May, 2015
Date & Time for opening of Tender Document	
Technical Bids	At 11:30 A.M. 25 th May, 2015
Financial Bids of eligible Tenderers	Would be informed later.

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No.2-6/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
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Shastri Bhawan, New Delhi.
Dated: 29th April, 2015

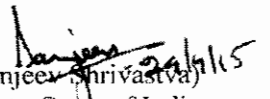
E-Tender Notice

Subject: E-Tender for supply of furniture items etc. to the Ministry of Human Resource Development.

Ministry of Human Resource Development invites e-tenders on CPP portal in two bid system (**Part-I: Technical Bid and Part II: Financial Bid**) for Award of contract for **supply of furniture items etc. to the Ministry of Human Resource Development**, Shastri Bhawan, New Delhi. The contract will be subject to Eligibility Criteria and terms & conditions of the contract. The last date of receipt of quotation is by **11.00A.M. on 25th May, 2015**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. The estimated tender Cost is between Rs. 25 Lakh to Rs. 50 Lakh depending on demands. The technical bid will be opened **on 25th May, 2015 at 11.30 P.M.**

2. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


(Sanjeev Privastva)
Under Secretary to Govt. of India
Tel. No. 23073109.

2. SCOPE OF WORK AND TERMS AND CONDITIONS

SCOPE OF WORK

Supply of furniture items to Ministry of HRD as described in Annexure-III.

TERMS AND CONDITIONS

1. **EMD of Rs. 65, 000/-**(Rupee Sixty Five Thousand Only) payable through Demand Draft/Banker's cheque, Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks only drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-1 Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents.
2. The successful bidder will be required to provide a **Performance Security Deposit of Rs. 1,25,000/-**(Rupee One Lakh Twenty Five Thousand Only) payable through Demand Draft/Banker's cheque, Fixed Deposit receipt or Bank Guarantee from any of the Commercial Banks only upon award of the contract. Performance Security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees.
3. The prospective bidders are requested to go through the enclosed, Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** The rates quoted in the BOQ should be inclusive of all charges. Taxes, as applicable will be paid by the Ministry. Any disclosure of financial bid in the technical bid documents will lead to summary rejection of the bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
4. The Contract will be awarded for a period of one year which can be extended further subject to satisfactory performance of the contractor on year to year basis for a maximum of two years.
5. The Ministry reserves the right to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
6. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract.
7. Delay in delivery will not be permissible on the grounds that the materials, items etc. are not available.
8. The furniture items etc. supplied by the firm should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, the Ministry reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. The Ministry also reserves the right of imposing financial penalties for any losses caused to the Ministry including loss of time.
9. In case the contractor fails to cope with the workload or does not supply quality goods or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons thereof and the security deposit and payment due to the firm, if any, shall also be forfeited. The Ministry is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the Ministry shall be final and binding on the contractor.

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10. It will be the responsibility of the contractor to obtain delivery reports from the officer/section/unit concerned in which the items are delivered. In the absence of delivery reports, no payments will be released.
11. Tenderers may please quote their unconditional rates. The price quoted at the time of submission of tender should remain valid for 90 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
12. The contractor shall be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Delhi and the Ministry of Human Resource Development shall not be a party to any dispute between the contractor and workers.
13. The prospective bidders are free to seek any clarifications / see the kind of requirement's Ministry is looking for. Section Officer (S&S-1), Room No.123-C, Shastri Bhawan, New Delhi-110001. (Telephone No. 23384590) may be contacted with prior appointment on any working day before tender opening.
14. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Ministry reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
15. If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of tender.
16. The earnest money shall be returned to the successful bidder only after receipt of performance security and will not carry any interest.
17. The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favour of Ministry of HRD, Shastri Bhawan, New Delhi for effecting payment together with the copies of jobworks carried out duly signed by user officers/sections. No advance payment shall be made for the services. The payment will be released through ECS System only.
18. The job carried out shall be to the satisfaction of the Ministry, else no payment will be made. Further, depending upon the severity of negligence, this Ministry reserves the right to blacklist the agency for a suitable period or from further participation in any of this Department's contracts. The decision of the competent authority of the Ministry shall be final and binding on the firm/agency.
19. Rates shall remain fixed and valid during the period of contract. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted. The contracting firm is required to provide the furniture items in MHRD's office at Shastri Bhawan, New Delhi or West Block-I, R.K. Puram, West Block-II, R.K. Puram or Jeevandeep Building, Connaught Place where the need be and no transportation charges will be paid by the Ministry.
20. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.

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3. ELIGIBILITY CRITERIA

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be summarily rejected.

1. Proof of Service Tax Number/Sales Tax Number/VAT Number (Copy of Service Tax/Sales Tax/VAT also should be enclosed).
2. PAN No. of the firm.
3. Copy of Income Tax Return for the last three years.
4. Proof of Annual Turn Over which should not be less than Rs. 20 lakhs every year along with balance sheets and profit & loss Account for the last three years (2011-12, 2012-2013, 2013-14).
5. Bidder should have its own workshop facility/Commercial establishment for manufacturing the furniture.
6. List of their Clients along with performance certificates from each one of them.
7. The firm should be having minimum experience of 3 years for similar type of work in Government Ministries/Departments/bodies etc. with documentary proof.
8. Proof of three contracts with Govt. Ministries/Departments/Reputed PSUs etc. with satisfactory report of value not less than Rs. 5 lakhs each (work order with performance/completion report should be enclosed).
9. The Earnest Money Deposit (EMD) of Rs. 65,000/- (Rupees Sixty Five Thousand only) through a Demand Draft/Pay Order (No..... & Date.....) *etc.*

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TECHNICAL BID**PROFORMA FOR SUBMISSION OF TECHNICAL BID-FOR SUPPLY OF FURNITURE ITEMS ETC.**

Sl. No.	DESCRIPTION	Document to be uploaded
1	Name & Address of the firm/Agency	
2	Name of the Proprietor/Partners of the Agency/Firm	
3	Service Tax Number/Sales Tax Number/VAT Number	Copy of Service Tax Number/Sales Tax Number/VAT Number
4	PAN Number	Copy of PAN Number
5	Income Tax Return for the last three years (2011-12, 2012-13, 2013-14)	Copies of Income Tax Returns
6	Proof of Annual Turn Over not less than Rs. 20 Lakhs every year for the last three years 2011-12 2012-13 2013-14	(i) C. A. Certificate (ii) Audited Balance Sheet (iii) Annual Turn Over to be Clearly mentioned for 2011-12, 2012-13 and 2013-14
7	Whether Bidder has its own Workshop facility and if so its location	
8	List of Clients - Govt. Ministries / Depts / PSUs etc.	(i) Award Letters/Work Orders, of last three years.
9	Experience of 3 years for similar type of work in Government Ministries/Departments/Autonomous bodies etc. with documentary proof	(ii) Performance Certificates from Govt. Ministries/Departments/PSUs etc. for having completed three contracts satisfactorily with value of not less than Rs. 5 lakh each.
10	Proof of three Contract with Govt. Ministries/Departments/ PSUs etc. with satisfactory report not less than 5 lakhs of each work	
11	Details of EMD	

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the
Authorised Signatory of the Firm
(with Seal of the Agency affixed)
Date :

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FINANCIAL BID**PROFORMA FOR SUBMISSION OF FINANCIAL BID-FOR SUPPLY OF FURNITURE ITEMS ETC.**

Sl. No.	Description/ Name of the items	Rate per Unit (Excluding Taxes)
1	Computer Table made of ISI mark commercial Board (Green Board/ Duro make or equivalent) of 19mm , 12mm , 6mm with sliding key board tray, Powder coated frame, storage shelf for CVT etc. Pre-laminated ISI Mark Board on top. Size: 36"X24"X30"	
2	Computer Table made of ISI mark commercial Board (Green Board/ Duro make or equivalent) of 19mm , 12mm , 6mm with sliding key board tray, Powder coated frame, storage shelf for CVT etc. Pre-laminated ISI Mark Board on top. Size: 48"X24"X30".	
3	Computer Table made of ISI mark commercial Board (Green Board , Duro) (Green Board/ Duro make or equivalent) of 19mm , 12mm , 6mm with sliding key board tray, Powder coated frame, storage shelf for CVT etc. Pre-laminated ISI Mark Board on top. Size: 48"X24" X30" with three drawers/storage.	
4	Computer Chair : PP Arms , PP Base , Gas Lift , PP seat & back cover , PU Molded seat & back cushion fabric tapestry (Push Back)	
5	Computer Chair Low back chair , without arms, PP Base, Gas Lift, PP back cover, PU Molded seat & back cushion fabric tapestry (Revolving)	
6	Executive High back Revolving Chair . PU Arms, PP Base , Gas lift, PU Molded seat & back cushion, PP seat & back cover, fabric tapestry (Swivel Tilt)	
7	High Back Revolving Chair : PU Arms , PP Base , Gas Lift , PU Molded Seat & back cushion , Fabric Tapestry (Swivel Tilt)	
8	Medium Back Revolving chair : PU Arms , PP Base , Gas Lift , PU Moulded Seat & Back cushion , PP seat & back cover, fabric tapestry (Synchro Tilt)	
9	Steel Visitor chair : PU Arms , Pipe stand , PU Molded seat & back cushion , PP seat & back cover ,fabric tapestry (Powder coated)	
10	Steel Visitor chair : Pipe frame, fabric tapestry (Chrome plated)	
11	Orthopedic High back Chair : PU arms . PP base Gs Lifted net Tapestry (Knee Tilt)	
12	Wooden Executive Table made of First class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm , 12mm , 6mm with 1mm merino , green century or equivalent make and melamine finish color and shade as per approved. a. Table 60"X36"X30" b. Side Unit : 36"X18"X30" c. Pedestal Unit 28"X18"X24"	
13	Wooden Executive Table made of First class ISI mark commercial Board (Green Board , Duro, Laser) of 19mm , 12mm , 6mm with 1mm merino , green century or equivalent make and melamine	

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	<p>finish color and shade as per approved.</p> <p>a. Table : 66"X36"X30"</p> <p>b. Side Unit : 36"X18"X30"</p> <p>c. Pedestal Unit 28"X18"X24"</p>	
14	<p>Wooden Executive Table made of First class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm , 12mm , 6mm with 1mm merino/green century or equivalent make and melamine finish color and shade as per approved .</p> <p>a. Table 72"X36"X30" "</p> <p>b. Side Unit : 36"X18"X30"</p> <p>c. Pedestal Unit 28"X18"X24"</p>	
15	<p>Wooden Executive Table made of First class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm , 12mm , 6mm with 1mm merino/green century or equivalent make and melamine finish color and shade as per approved.</p> <p>a. Table 78"X36"X30" "</p> <p>b. Side Unit : 36"X18"X30"</p> <p>c. Pedestal Unit 28"X18"X24"</p>	
16	<p>Wooden Executive Table made of First class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm , 12mm , 6mm with 1mm merino/green century or equivalent make and melamine finish color and shade as per approved.</p> <p>a. Table 84"X36"X30" "</p> <p>b. Side Unit : 36"X18"X30"</p> <p>c. Pedestal Unit 28"X18"X24"</p>	
17	<p>Working Table/Work Station made of First class ISI mark commercial Board (Green Board /Duro /Laser or equivalent) of 19mm , 12mm , 6mm / Prelaminated board of 18mm ,12mm or 9mm with 1mm merino/green century or equivalent make, with key board tray, drawers, Made of Pre-laminated ISI Mark Board exterior grade/Teak Board Complete with spirit polish Upto Depth-24" X 27" (Front Area in Per Sq.Ft.)</p>	
18	<p>Storage Unit/Rack-Made, made of First class ISI mark commercial Board (Green Board/Duro/Laser or equivalent) of 19mm , 12mm , 6mm / Prelaminated board of 18mm ,12mm or 9mm with 1mm merino/green century or equivalent make, with Godrej / Harrison Locking system. Complete with melamine polish mat finish Depth. 18" (Per Sq. Ft.)</p>	
19	<p>Storage Unit/Rack- made of first class ISI mark commercial Board (Green Board /Duro/ Laser or equivalent) of 19mm , 12mm . 6mm / Prelaminated board of 18mm ,12mm or 9mm with 1mm merino / green century or equivalent make, with Godrej / Harrison Locking system. Complete with melamine polish mat finish Depth. 16" (Per Sq.ft.)</p>	
20	<p>Storage Unit/Rack made of First class ISI mark commercial Board (Green Board /Duro/Laser or equivalent) of 19mm , 12mm , 6mm / Prelaminated board of 18mm ,12mm or 9mm with 1mm merino</p>	

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	/green century or equivalent make, with Godrej/ Harrison Locking system. Complete with melamine polish mat finish Depth. 12" (Per Sq.Ft.)	
21	Coat Stand Made of all Teak Wood.	
22	Coat Stand with Brass fittings. Made of all Teak Wood.	
23	Acrylic Carpet 1000Gms / Sq Mtr with profile foam 8mm under lay (machine made) per sft	
24	Handloom Make carpet : 1000 Gms / Sq Mtr with profile foam 8mm under lay	
25	Acrylic carpet 1250 Gms / Sq Mtr with profile foam 8mm under lay (Machine made) Per Sqft)	
26	Handloom make Carpet : 1250Gms / Sqmtr with profile foam 8mm under lay (per Sq Ft)	
27	Acrylic Elevator/Writing stand - Made of acrylic sheet 10mm thick, adjustable height with Brass fittings. Size: 22" X 16"	
28	Sofa set: Regular Model Design fully upholstered with cushion 21"X22"4" padded with high 40 density U foam and approved cloth / fabric cloth cost @ Rs.200/- to 250/- Per Mtr	
29	Sofa set : complete teak wood exterior heavy frame duly melamine polish Oliver design padded with Pin hole rubber cushion ISI cloth ranging @ Rs 295/- to 395/- per Mtr	
30	Sofa set : Deluxe Model heavy structure design fully upholstered with cushion 21"X22"X4" padded with 40 density U foam and approved cloth / Oliver book design . Fabric cloth @ Rs.395/- Per Mtr to 495/- per Mtr	
31	Centre Table- Made of all Teak wood frame (2 ½" X2") with glass Top (10mm thick) Size: 36" X 18" X 18"	
32	Centre Table- Made of all Teak wood frame(2 ½" X2") with glass Top (10mm thick) Size: 48"X24"X18"	
33	Side table - made of all teak wood frame (2 ½" X2") with glass top (10mm Thick) Size: 18"x18"	
34	Side table : Made of all teak wooden frame (2 ½" X2") with glass top (10mm thick) Size: 24"x24"	
35	Peg Table / side table - Made of all teak wooden with French / Spirit Polish - Size: 15"X15" with sunmica top	
36	Peg Table / Side table : Made of all teak wood with French / Spirit polish - Size: 18"X18" with sunmica top	
37	Peg table / Side table : Made of all teak wood with French / Spirit polish – Size: 24"X18" with sunmica top	
38	Wooden Visitor chair made of teak wood frame with canned seat and back without arms finish with teak melamine polish	
39	Wooden visitor chairs : made of teak wood frame with canned seat and back with arms finish with teak melamine polish	
40	Wooden Cushioned visitor chair - Made of teak wood frame with cushion seat & back covered with Jaicard cloth with melamine finish.	

41	Wooden visitor chair : Made of all white cedar wood with melamine finish covered with silk cloth / skautch Guard	
42	Wooden Planter: made of 19mm thick commercial board. 4mm thick teak plies, with Gl sheet 2mm thick (container) finish with teak lacquer polish. Size: 15"X15"X15"	
43	Vertical Blinds : 100mm in size (Regular Model) (Per SqMtr)	
44	Vertical Blinds : 100mm in size (Deluxe Model) (per Sqmtr)	
45	Wooden Wall mirror : made of teakwood frames (including fixing) per Sqft	
46	Side screen (4 fold) : Made of all teak wood: size: 6' X6'	
47	Wooden settee Box : made of 19mm thick commercial board , 18mm Thick commercial ply , cushioned seat & back covered with Jaicard polyster cloth (Two seater)	
48	Wooden Settee Box : made of 19mm thick commercial board , 18mm Thick commercial ply , cushioned seat & back covered with Jaicard polyster cloth (Three seater)	
49	Steel Office Almirah (Big Size)- Having four metal shelves making Five Compartments with 20/22 SWG without locker. Size: 78" X 36" X 19" (Standard make)	
50	Steel Office Almirah (Small size) having three metal shelves making four compartments with 20/22 SWG without locker Size: 50"X30"X17" (Standard make)	
51	Steel Book case : with four fixed shelves and transparent Glass doors with locks : Size: 66"X33"X12" with 20/22 SWG	
52	Steel Book case : with four fixed shelves and transparent Glass doors with locks : Size: 66"X33"X15" with 20/22 SW Gauge	
53	Steel Filing cabinet: with plastic handles side back , top & bottom 0.8mm thick sheet with lock mechanism Size: 1080mm X470mm X700mm (Three drawer)	
54	Steel filing cabinet : with plastic handles , side back , top & bottom 0.8mm thick sheet with lock mechanism Size: 1380mm X470mm X700mm (four drawers)	
55	Display board : Made of all teakwood frame with Blazer cloth (Per sft)	
56	Display Board made of all teak wood frame with Glass doors (Per Sft)	
57	White Board (Plain) with duster , marker & knob etc (Per Sft)	
58	White Board (Magnetic) with duster & knob etc. (Per Sft)	
59	Acrylic sheet Transparent colour / smoke colour – 8mm thick per sft	
60	Acrylic sheet Transparent colour / smoke colour 10mm thick per sft	
61	Supply and fixing of aluminium partition/cabin with 12/14 SWG with Glass panes/Pre-laminated ISI mark board. Powder coated frame (per sft)	
62	Supply of Aluminium beading for aluminum partition / aluminum window (Per sft)	
63	Supply of Rubber Gasket (Per sft)	
64	Back rest cushion (with body shape)	
65	Foot rest (per sft)	
66	3 Seater Steel Bench chrome plated (1860 x 760 x 790) mm	
67	2 Seater Bench chrome plated (1230 x 760 x 790) mm	

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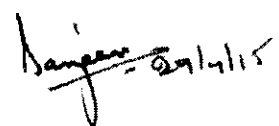
Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/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 enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site thro` their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/Code/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 through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder the logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then hy giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed 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 documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may he scanned with 100 dpi with black and white option. It is advisable that 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 rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB 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 online 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

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- 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 Tender Fee/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 or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
 - 17) While submitting the bids online, 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 offline to pay the Tender FEE/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 or liable for rejection.
 - 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 Priced-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 online 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 bid online by the bidders at the eleventh hour.
 - 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online 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) exist option in the browser.
 - 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely 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.

Handwritten signature and date: *Sanjay* - 29/1/15

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

Date

To

The Under Secretary to the Government of India
S&S Section
Ministry of Human Resource Development
Department of Higher Education
Room No.123-C
Shastri Bhawan
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 2-6/2015-S&S

Name of Tender / Work:- **Award of contract for supply of furniture items etc. to the Ministry of Human Resource Development.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

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

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), 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/organisation too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organisation 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)

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Signature - 29/4/15