

F. No.25-1/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

TENDER DOCUMENT

Tender for award of contract for hiring of Tata-407, Tempo and hiring of labourers etc. in the
Ministry of Human Resource Development – reg.

Date of issue of Tender Document	:	14 th August, 2015
Last date & time for submission of Tender Document	:	4 th September, 2015 up to 11.00 AM
Date & time for opening of Tender Document	:	
Opening of Techno-commercial Bids	:	4 th September, 2015, at 11.30 AM

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F.No.25-1/2015-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi
Dated the 14th August, 2015

e-TENDER NOTICE

e-tenders are invited by the Ministry of Human Resource Development for awarding the contract for clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development initially for a period of one year, extendable on year to year basis for further two years, one year at a time, based on satisfactory performance.

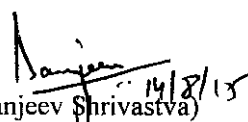
2. Complete Tender Documents can be downloaded from the website "<http://eprocure.gov.in/eprocure/app>" from 14th August, 2015 to 4th September, 2015 (up to 11.00 AM).

3. The bonafide, reputed, experienced firms who have executed similar nature of work in Central/State Governments, Semi-Government organizations, including Public Sector Undertakings, Autonomous Bodies and satisfying all other terms and conditions in this tender document may submit the tenders online at "<http://eprocure.gov.in/eprocure/app>" in single bid system (i.e. **Techno-commercial Bid**) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted.

4. The Techno-Commercial Bids will be opened online on the same day i.e. 4th September, 2015 at 11.30 AM in Room No.123, 'C' Wing, Shastri Bhawan, New Delhi.

5. The Competent Authority in the Ministry reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

6. The Ministry of Human Resource Development reserves the right to reject any or all the quotations without assigning any reason thereof.


(Sanjeev Shrivastva)

Under Secretary to the Government of India
Tele: 23073109

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2. SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

A. Scope of work :

- (i) Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development.
- (ii) Promptly attending to the orders placed by the Ministry of Human Resource Development, Shastri Bhawan, New Delhi in this regard.
- (iii) The rates finally approved/accepted by the Ministry shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances except the minimum wages of labour and statutory levy increased by the Government time to time.
- (iv) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority.
- (v) Delays in work will not be permissible on the grounds that the vehicle, labour etc. are not available.

B. Eligibility Criteria

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

I. The agency applying needs to be a reputed firm and should have Income Tax PAN No. and should have a minimum experience of 01 year in Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in Central Government/State Government Semi-Government including Public Sector Undertakings/Autonomous Bodies.

II. Copies of the following documents should be uploaded:

- i. Copy of PAN No. and / or TIN No. either in the name of the proprietor/owner/firm/company is required to be uploaded along with the Bid on the CPP Portal. The document to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected, thereby rejecting the tender of that firm.
- ii. Experience Certificate of 01 year in Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in Central Government/State Government, Semi-Government Organization including Public Sector Undertakings/ Autonomous Bodies.
- iii. The Earnest Money of Rs.20,000/ (Rupees twenty thousand only) in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi has to be submitted to Shri Kumar Kalikanand, Section Officer, S&S-I Section along with the tender. Bids shall not be considered in case the earnest money is not submitted by 4th September, 2015 up to 11.00 AM. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.

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C. Terms and Conditions

- i. The loading and unloading of the luggage/furniture/office records etc. on Tempo/Truck etc. and its safe delivery will be the responsibility of the contractor.
 - ii. The rates quoted for Tata-407/Tempo should invariably be inclusive of loading/unloading/labour charges/delivery of goods/articles to the consignees/representative of this Ministry/Sections/Rooms in any of the floors of Shastri Bhawan building. No extra charges for coolies or for any other such services will be paid by the Department.
 - iii. The Earnest Money of Rs.20,000/ (Rupees twenty thousand only) in the form of a Account payee Demand Draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi has to be submitted to Shri Kumar Kalikanand, Section Officer, S&S-I Section along with the tender. Bids shall not be considered in case the earnest money is not submitted by **4th September, 2015 up to 11.00 AM**. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.
 - iv. The rates finally approved/accepted by the Ministry shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances except the minimum wages of labour and statutory levy increased by the Government time to time.
 - v. The Ministry of Human Resource Development reserves the right to accept or reject all or any of the tenders without assigning any reason.
 - vi. In case of failure by the contractor to carry out the job in accordance with the provisions of the contract the undersigned will have the right to cancel the contract and award it to any other agency. Any loss sustained thereby will be recoverable from contractor. Any dispute arising in this regard will be referred to the Director (Administration) in the Ministry of Human Resource Development (Department of Higher Education) whose decision will be final and binding on the agency.
 - vii. Intending firms are advised to quote rates for such items also which are relevant to the above jobs and which have not been included in this letter.
 - viii. Failure to comply with the terms and conditions would constitute breach of the contract and would entail forfeiture of Security money, besides other action to be taken against the contractor.
 - ix. The rates may be quoted in figures as well as in words. Cuttings, overwriting should be avoided.
 - x. It will be the duty of the contractor themselves to obtain the permission etc. from concerned authority for movement of truck / tempo.
 - xi. The successful tenderer shall be required to deposit Performance security of Rs.50,000/- in form of FDR from any Commercial Bank duly pledged in favour of PAO (Edu), Department of Higher Education, Shastri Bhawan within ten days of the acceptance of the tender. **Non-compliance of the terms and conditions will result in forfeiture of security deposit.** Similarly, non-acceptance of the contract by the successful tenderer will result in forfeiture of the earnest money.
3. Interested, persons/firms may submit sealed quotations as prescribed under condition (2) above.

(Name and signature of authorized person)

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TECHNO-COMMERCIAL BID

TENDER FOR HIRING OF TATA-407, TEMPO AND HIRING OF LABOURA ETC. IN THE
MINISTRY OF HUMAN RESOURCE DEVELOPMENT

Tender No.25-1/2015-S&S

S.No.	Particular	Details
1.	Name & Address of the Agency/Firm	
2.	Name of the Proprietor/Partners of the Agency/Firm and telephone number	
Documents to be uploaded on the CPP Portal		
3.	PAN/TIN No.	Copy of PAN No./TIN No. in the name of the proprietor/owner/firm/Company to be uploaded
4.	one year experience in above said business in Central Government/State Government/Semi-Government including Public Sector Undertakings/Autonomous Bodies	Copy of experience certificate showing one year experience to be uploaded
4.	Details of EMD (Rs.20,000/-) [The original EMD is to be submitted to Shri Kumar Kalikanand, Section Officer, S&S-I Section)	Scanned copy of EMD to be uploaded Amount : Demand Draft/Pay Order No. Drawee Bank
Rates quoted for Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development should be furnished only in the BOQ attached with Tender Document		
Description		Rates
1. Tata-407 including labour charges for one day in Delhi/New Delhi		
2. Tempo including labour charges for one day in Delhi/New Delhi		
3. Collection of printed material, Books etc. through Tata 407 one trip Faridabad Press.		
4. Collection of printed material, Books etc. through Tata 407 one trip Chandigarh Press		
5. Collection of printed material, Books etc. through Tempo one trip Faridabad Press.		
6. Collection of printed material, Books etc. through Tempo one trip Chandigarh Press		
7. Rates of laboureres (Full day i.e. 8 hours)		

Date :

(Name and signature of authorized person)

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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 through their user ID/ password chosen during enrollment/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 through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 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 then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by 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 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 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 be 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, if 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 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.

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- 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 [_cppp-nic@nic.in](mailto:cppp-nic@nic.in).

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

Annexure-IV

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:25-1/2015-S&S

Name of Tender / Work:- **Tender for Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development.**

Dear Sir,

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

Tender for Clearance of incoming and dispatch of outgoing consignments and hiring of Tata-407, Tempo and hiring of labourers etc. in the Ministry of Human Resource Development 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/organization 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/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)

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Handwritten signature
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