



**Central Water Commission
Wainganga Division
Nagpur**

E-Tender for “Hiring of Vehicles on rent “as & when required basis” Monitoring Central Organisation, CWC Nagpur.”

**NIT NO.:CWC/MCO/WDN/2018-19/02, Dated:09/04 /2018
Wainganga Division, Central Water Commission, Nagpur**

COST OF TENDER DOCUMENT: Rs. 500/-

Last date for online submission of e-Tender :- 19.04.2018 up to 1100 Hrs
Date of opening of e-Tenders:- 20.04.2018 at 15:00 Hrs

Certified that this tender document contains 21 Pages including this page.

**Executive Engineer
Wainganga Division
Ph : 0712-2510156,2519939
Fax: 0712-2510156**

**Central Water Commission
Wainganga Division
Nagpur**

**E-Tender for “Hiring of Vehicles on rent “as & when required basis”
For Monitoring Central Organisation, CWC Nagpur.”**

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SECTION-1
NOTICE INVITING E-TENDER
No- CWC/MCO/WDN/2018-19/02 Dated: 09/04/2018

E-Tender for “Hiring of Vehicles on rent “as & when required basis””
For Monitoring Central Organisation, CWC Nagpur.”

The Executive Engineer, Wainganga Division, Central Water Commission, 2nd Floor, Block ‘C’, C.G.O. complex, Seminary Hills, Nagpur -440006 Phone (O) 0712-2510156 on behalf of the President of India invites bids by e- tendering from the authorized/registered service provider .

S No.	Name of work	Earnest Money Deposit (EMD) (Rs.)	Cost of Tender Form (Rs.)	Period of Contract
1.	Hiring of Vehicle on rent “as & when required basis” For Monitoring Central Organisation, CWC Nagpur.	10000.00	500.00	Upto 31.03.2019

E-tender will be available on TCIL web site URL <https://www.tcil-india-electronictender.com> Or www.cwc.nic.in from 09.04.2018 (17:00 hrs) to 19.04.2018 up to 11:00hrs.

-sd-
Executive Engineer
Wainganga Division
Nagpur

GENERAL INSTRUCTION TO BIDDERS

1.0 Bids shall be submitted online only at TCIL website URL <https://www.tcil-india-electronictender.com>. Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through TCIL portal. The tender notice is also available at www.cwc.gov.in

2.0 Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection

3.0 Tenderer who has downloaded the tender from the TCIL website URL <https://www.tcil-india-electronictender.com> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

4.0 Intending tenderers are advised to visit again TCIL website URL <https://www.tcil-india-electronictender.com> and CWC website www.cwc.gov.in at least 2 days prior to closing date of submission of tender for any corrigendum / amendment.

5.0 Applicant contractor must provide demand draft for Rs 500/- (Rupees Five hundred only) in favour of Executive Engineer, Wainganga Division, CWC, Nagpur obtained from any Nationalized/scheduled Bank with their application/downloaded tenders as the cost of tender forms/ documents. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on department. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.

6.0 Bids will be opened as per date/time as mentioned in the Tender Key Event Sheet.

7.0 SUBMISSION OF DOCUMENTS

- i) Signed and scanned copy of appropriate value of valid registration certificate, experience certificates of similar works executed as per the tender notice, PAN No and Tender Acceptance Letter
- ii) Signed and Scanned copy of previous three years Income-tax / latest VAT Clearance Certificate, TIN No, Certificate / Affidavit of partnership firm/ Pvt. Ltd. Or public Ltd. Company registered certificate
- iii) Signed and scanned true copy of Partnership deed as per the tender document.
- iv) Signed and scanned true copy of undertaking of not being blacklisted by any government department.

7.1 The following documents are to be furnished online in the financial bid part by the Contractor along with bid as per the tender document:

- i) Signed and scanned price schedule as per tender document.

7.2 The financial bid will be opened only for those bidders who qualify the eligibility criteria as per the tender document as a part of technical bid.

The bidder has to submit following documents in hard copy in a sealed envelope before last date and time of submission of online bid otherwise the bid will not be considered for opening

- i) Earnest Money Deposit in original.
- ii) Demand Draft towards tender document cost in original.
- iii) Pass phrase in a sealed envelope.

ELIGIBILITY CONDITIONS FOR THE TENDERERS

- 1.0 They should have a Valid TIN/PAN No. (copy to be enclosed).
- 2.0 They should have a Valid Registration / license with Government agency.
- 3.0 The Firm should have a minimum experience of five years in the field of hiring of vehicle services for Government /public Sector undertaking .The firm should have successfully completed following works during last seven years, **ending 31March 2018.**
 - (a) **Three similar works of individual value not less than Rs.1.70 Lakh or**
 - (b) **Two works each costing not less than Rs. 2.50 Lakh or**
 - (c) **One work costing not less than Rs.5.00 Lakh.**
- 6.0 **Verification of Details:** Executive Engineer , Wainganga Division, CWC, Nagpur reserves the right to verify the particulars furnished by the Tenderer independently. If any information furnished by the Tenderer is found to be incorrect at a later stage, his / her Earnest Money / performance guarantee shall be forfeited and he / she shall be debarred from tendering for the works of CWC in future.
- 7.0 **Agreement:** Agreement shall be drawn with the successful tenderer on prescribed Form No CPWD 7/8 (enclosed). Tenderer shall quote their rates as per terms and conditions of the said form, which shall form part of the agreement.
- 8.0 **Period of Contract:** The duration of the Contract shall be for a period of upto 31.03.2019 which can be revised depending upon the exigency of work.
- 9.0 **Availability of Work Place:** The work place where vehicle are to be provided will be the Office of Executive Engineer,MCO, CWC, Nagpur.
- 11.0 **Acceptance of Tender:** The Executive Engineer , Wainganga Division, CWC, Nagpur does not bind himself to accept the lowest or any other tender and reserves right to accept or reject any or all of the tenders received without assigning any reason.
Executive Engineer , Wainganga Division, CWC, Nagpur also reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the quoted rate.
- 12.0 **Tenders, in which the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.**
- 13.0 **Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tender submitted by a Tenderer who resorts to canvassing is liable to rejection.**
- 14.0 The tenderer shall not be permitted to tender for the work if any of his / her near relative is posted in office of Executive Engineer , Wainganga Division, CWC, Nagpur or other CWC offices located as an Accounts Officer / Divisional Accountant or as an Officer in any capacity from the level of Junior Engineer and above. Tenderer shall also intimate the names of persons who are presently working with him / her and are near relatives to Gazetted officers in any CWC office and Ministry of Water Resources. Any breach of this

condition on the part of the tenderer would render him / her liable to be disqualified for award of work.

- 15.0 **Signing of Contract Agreement:** The successful Tenderer/Contractor on acceptance of his tender by the accepting authority of CWC shall deposit 25000/- as performance guarantee in the form of DD/FDR/Bank guarantee issued by Nationalized Bank within 7 days from the date of issue of letter of acceptance and signed contract agreement consisting of:-
- (a) The '**Notice Inviting Tender**', all the documents including '**General Conditions & Clauses of Contract**', '**Special Terms & Conditions**', '**Scope of Work & Specifications**' and '**Drawings**', if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with all correspondence leading thereto.
 - (b) Standard CPWD Form-7/8: Item Rate Tenders & Contract for Works.

Executive Engineer,
Wainganga Division,
CWC, Nagpur

CPWD FORM 7/8
GOVERNMENT OF INDIA
Central Water Commission

STATE Central
CIRCLE S.E.(C),MCO,CWC,Nagpur
DIVISION Wainganga Division, CWC, Nagpur

ITEM RATE TENDER AND CONTRACT FOR WORKS

(A) Tender for the work of “ **Hiring of Vehicle vehicles on rent “as & when required basis”**
For Monitoring Central Organisation, CWC Nagpur.”

The Tenders to be submitted Online by 11:00 Hrs. on 19.04.2018 to Executive Engineer, Wainganga Division, CWC, Nagpur in sealed envelope containing the tender form with the name of work and due date written on the envelope along with Tender Fees, Earnest Money, PAN No. and documentary evidence in support of his eligibility.

- (i) The tenders will be opened at 1500 Hrs. on 20.04.2018 in the presence of tenderers or their representatives who may wish to be present at their own cost in the office of the Executive Engineer, Wainganga Division, CWC, Nagpur

Issued to
(Contractor) _____

Signature of officer issuing the documents _____

Designation –Executive Engineer

Date of issue

TENDER

I/We have read and examined the notice inviting tender, Specifications applicable, Drawings, General Rules and Directions, Conditions of Contract, Clauses of contract and all other contents in the tender documents for the work.

I/We hereby tender for the execution of the work specified for the Executive Engineer, Wainganga Division, CWC, Nagpur within the time specified in schedule of quantities and in accordance with the specifications, drawings if any and instructions in writing referred to in general rules, special rules and terms and conditions of contract.

I/We agree to keep the tender open for 365 days from the due date of submission thereof and not to make the modifications in its rates, terms and conditions etc.

A sum of Rs. 10000.00 (Rupees Ten Thousand Only) is hereby forwarded in form of DD/ Banker's cheque/ Fixed Deposit receipt (FDR) of Scheduled Bank in favour of Executive **Engineer, Wainganga Division, CWC, Nagpur payable at Nagpur** as Earnest Money, if I/We, fail to commence the work specified; I/We agree that the said Executive Engineer, Wainganga Division, CWC, Nagpur or his successors in office shall without prejudice to any other right or remedy,

liberty to forfeit the said earnest money and the performance guarantee absolutely otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered upto maximum of the percentage mentioned in schedule F.

Further I/We agree that in case of forfeiture of earnest money or both earnest money and performance guarantee as aforesaid, I/We shall be debarred for participation in the retendering process of the work.

I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Department.

Date

Signature of Contractor

Postal Address

Witness

Address

Occupation

ACCEPTANCE

The above tender (as modified by you in the letters mentioned here under) is accepted by me for and on behalf of President of India for a sum of Rs. _____(Rupees)

The letters referred to below shall form part of this contract agreement.

1

2

3

For and on behalf of President of India

**Signature
Designation**

KEY EVENTS AND DATES

1	Tender inviting authority Designation / Address	Executive Engineer, Wainganga Division, CWC, Nagpur 2 nd Floor, Block 'C', C.G.O. Complex, Seminary Hills, Nagpur -440006
2	Mode of submission of tender	Electronic Tenders are to be submitted on TCIL's e-Tendering portal which can be accessed using URL https://www.tcilindiaelectronicstender.com
3	Addressee and address at which documents are to be submitted in hard copy	Executive Engineer, Wainganga Division, CWC, Nagpur 2 nd Floor, Block 'C', C.G.O. Complex, Seminary Hills, Nagpur -440006
4	Job requirement	Hiring of vehicles on rent "as & when required basis" Monitoring Central Organisation, CWC Nagpur.
5	Language(s) in which items to be printed	English
6	Validity of the Tender	Upto 31.03.2019
7	Issuance of the tender	Tender can be downloaded from 09.04.2018 to 19.04.2018 upto 1100 hrs from TCIL's e-Tendering portal with URL https://www.tcil-india-electronicstender.com or www.cwc.gov.in . However, in order to be able to participate in the tender it is mandatory to download official copy of tenders from https://www.tcil-india-electronicstender.com
8	Cost of tender	Cost of the tender i.e. Rs. 500.00 is to be submitted in a sealed envelope before last date and time of submission of online bid. The cost of tender can be submitted by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank payable to the Executive Engineer, Wainganga Division, CWC, Nagpur payable at Nagpur
9	Last date & Time for submission of Bids online	19/04/2018 (1100hrs)
10.	Earnest Money Deposit amount payable	Rs. 10000.00
11.	Date, time and place of Public Online tender Opening Event	Online Public Opening of Bid shall commence at 1500 hours on 20/04/2018, Interested bidder or their representative not more than 1 or 2 per bidder may be present in 2 nd Floor, Block 'C', C.G.O. Complex, Seminary Hills, Nagpur - 440006
12	Performance guarantee	The successful bidders will have to deposit an amount equal to 25000/-

		as a performance guarantee within 7 days from the date of receipt of the acceptance letter . In case the contractor fails to deposit the said performance guarantee within the period, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee
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**Central Water Commission
Wainganga Division
Nagpur**

**SCOPE OF WORK, SPECIFICATIONS AND SPECIAL TERMS
& CONDITIONS**

1. SCOPE OF WORK

The Scope of work covered by this contract is as per the schedule of work.

Special Terms and Conditions

- 1.1 All the type of rates as required above may be quoted for all type of vehicles.
- 1.2 The rates should be quoted inclusive of all taxes and levies and kept valid up to 31.03.2019.
- 1.3 The vehicle should not be more than 2 years old and in good condition & provided with clean white cotton upholstery & curtains.
- 1.4 The vehicle should be passed by the R.T. Authority and should have valid permit , road tax , insurance PUC and all other required documents for plying commercial vehicles.
- 1.5 The vehicle will ply within the states of Maharashtra , Madhya Pradesh and Telangana.
- 1.6 The Driver should possess valid driving license to drive the vehicle and should be uniformed.
- 1.7 The driver should be familiar with the surrounding areas of Madhya Pradesh, Telangana & areas within Maharashtra.
- 1.8 The driver should be conversant with at least two languages i.e. Marathi, English & Hindi.
- 1.9 During the tour, expenditure on account of the daily expenses of driver, maintenance of vehicle and cost of fuel will have to be borne by the vehicle provider.
- 2.0 The agency must possess valid GST Registration & PAN of Income tax. The copy of the same may be provided alongwith the Tender.
- 2.1 The vehicle will have to be made available within 30 minutes on being requisitioned.
- 2.2 Pre-receipted bill in triplicate will have to be submitted for making payment on fortnightly basis after completion of the journey if any.
- 2.3 Income tax as applicable will be deducted at source from the bill.
- 2.4 Payment will be made by Online.
- 2.5 The Toll tax & parking charges as applicable during the transit shall be reimbursed by the department on production of valid receipts.
- 2.6 Once agreement made between department and agency, nothing extra shall be paid on account of increase in rate of fuel, lubricant etc.
- 2.7 All expenditure involve in connection with Petrol / Diesel / CNG / Pollution check, repair and maintenance of vehicle , road taxes , insurance and any other incidental expenditure shall be born by the agency including all Government levies and challans (if any).
- 2.8 The vehicle shall be kept neat & clean and in good working condition maintained well during contract agreement period.
- 2.9 All the distances shall be measured from the office of Executive Engineer.WD,Central Water Commission, C.G.O. Complex, Seminary Hills,Nagpur and nothing extra shall be paid.

- 3.0. The distance Milo meter of vehicle shall be accurate. If the meter is found faulty. The payment shall be made on the basis of distance calculated by the department or Officer-in-Charge, whose duty is performed. The decision of the department / Officer-in-Charge shall be final.
- 3.1. The rate shall be quoted inclusive of all taxes.
- 3.2. The Agency shall comply with the Government / RTO rules and regulations, Government notifications before deployment of inspection vehicles, including all RTO formalities for operating the inspection vehicle.
- 3.3. The agency shall be responsible for safety and security of vehicle and shall also be responsible for compensation and damages due to accident of vehicle, if any.
- 3.4. The drivers and occupants of inspection vehicle shall be adequately protected through a valid comprehensive insurance policy. The liability of such claim shall be on part of the agency.
- 3.5 The department shall not be responsible for any dispute between the agency and its staff.

- 4.0 The department reserves the right to terminate the contract before the expiry of the contract period without assigning any reason.
- 5.0 **Penalty Clause:**
If the agency fails to provide the vehicle as per requirement of department, the penalty @ Rs 2000.00 per day shall be imposed on the agency.
- 6.0 **Terms of payment:**
 - 6.1 Any taxes and / or other Government levies as applicable or becoming applicable later due to or under any law shall be deducted from the bill.
 - 6.2 The payment will be made by E-Payment after completion of journey on Monthly basis on production of duty slip duly verified / signed by the authorized officer/ officials.
 - 6.3 The contractor shall provide a Bank / Performance Guarantee in the prescribed Performa of 5% of the tendered amount. The Bank / Performance Guarantee submitted by the contractor shall be valid up to six months beyond the completion of work. In addition to this security deposit of 5% of tendered amount shall be deducted from the bills at the time of making the payments.
- 7.0 **Period of agreement:**
This agreement is initially up to 31.03.2019 from the date of start of work and can be extended further by mutual consent.
- 8.0 **Jurisdiction:**
All disputes or differences between the parties to this agreement, meaning or effect of this agreement of the respective rights and liabilities of the parties here to or their enforcement there under, shall be referred as per the provision of the Indian Arbitration Act.
- 9.0 **Notices:**
Any notice given by one party to other pursuant to this contract shall be sent to the other party in writing by registered post or Fax confirmed in writing to the other party's address specified in this contract.
- 10.0 **Subcontracts:**
The contractor shall notify the customer in writing of all subcontracts awarded under this contract and this shall not relieve any liability or obligation under the contract to the contractor.

**Wainganga Division,
Central Water Commission,
Nagpur**

SCHEDULE 'F'

Reference to General Conditions of Contract.

1	Name of work:	Hiring of vehicles on rent "as & when required basis" for Monitoring Central Organisation, CWC Nagpur
2	Earnest money:	Rs. 10000.00
3	Performance Guarantee/ Security Deposit	Rs.25000.00 of Tender value to be deposited within 7 days from the issue of Letter of Intent in the form as specified in Clause 20.1 of General Conditions & Clauses of Contract.
4	Officer Inviting Tender	Executive Engineer, Wainganga Division, CWC, Nagpur 2 nd Floor, Block 'C', C.G.O. Complex, Seminary Hills, Nagpur -440006
5	GENERAL RULES & DIRECTIONS	As mentioned in NIT
7	Definitions	
2(v)	Engineer-in-charge	Executive Engineer, Wainganga Division, CWC, Nagpur
2 viii)	Accepting Authority:	Executive Engineer, Wainganga Division, CWC, Nagpur
2 (x)	Percentage on cost of materials and labour to cover all overheads and profits.	15%
2	Department:	Central Water Commission
8(ii)	Standard Form.	CPWD Form-7/8 as modified & corrected up to one month prior to date of submission of Tender.
Clause 2	Authority for fixing compensation under Clause 2 of CPWD General conditions of contract.	Superintending Engineer(C), CWC, Nagpur
Time allowed for execution of work		Upto 31.03.2019
Authority to give fair and reasonable extension of time for completion of work.		Executive Engineer, Wainganga Division, CWC, Nagpur
Clause 11	Specifications to be followed for execution	As per Tender document

Clause 12	Deviation Limit beyond which fresh rate for an item may be claimed by contractor.	Individual item may change to any extent without any limit.
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SCHEDULE OF QUANTITY

Name of Work : “Hiring of Vehicle on rent “as & when required basis” For Monitoring Central Organisation, CWC Nagpur

Sr.No.	Description of Vehicle	Rates for
1	i) Tata Indica – A/C & Non A/C ii) Mahindra Xylo – A/C & Non A/C iii) Innova – A/C & Non A/C iv) Tavera – A/C & Non A/C	a) Local journey – 80 Km and 8 Hrs. (with charges for extra km. & hr.) b) Per Km (with night halt charges & Minimum Km per day allowed will be 200 km only per day)

Issuing Authority

Executive Engineer
Wainganga Division

Signature of Contractor
Seal
Address

Special instructions to Bidders by TCIL for e-Tendering

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **Central Water Commission** has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from Electronic Tender®. A portal built using Electronic Tender's Software is also referred to as Electronic Tender System® (ETS). Benefits to tenderers are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Single Stage Envelope

Broad Outline of Activities from Bidder's Perspective:

Procure a Digital Signing Certificate (DSC)

Register on Electronic Tendering System® (ETS)

Create Marketing Authorities (MAs), Users and assign roles on ETS

View Notice Inviting Tender (NIT) on ETS

For this tender -- Assign Tender Search Code (TSC) to a MA

Download Official Copy of Tender Documents from ETS

Clarification to Tender Documents on ETS

Query to Central Water Commission (Optional)

View response to queries posted by Central Water Commission

Bid-Submission on ETS

Attend Public Online Tender Opening Event (TOE) on ETS

– Opening of relevant Bid-Part

Post-TOE Clarification on ETS (Optional)

– Respond to Central Water Commission Post-TOE queries

Attend Public Online Tender Opening Event (TOE) on ETS

Opening of relevant part (i.e. Financial-Part)

(Only for Technical Responsive Bidders)

Participate in e-Reverse Auction on ETS

For participating in this tender online, the following instructions are to be read carefully.

These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

Digital Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Registration

To use the Electronic Tender® portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ETS Helpdesk (as given below), to get your registration accepted/activated.

Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Center' located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to 'Essential Computer Security Settings for Use of ETS' and 'Important Functionality Checks' should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

TCIL/ ETS Helpdesk	
Telephone/Mobile	Customer Support (0930 hrs to 1800 hrs, Monday to Friday except on gazetted holidays): +91-11-26202699 (Multiple lines) Emergency Support Mobile Numbers: +91-9868393775, 9868393717, 9868393792
E-mail ID	ets_support@tcil-india.com

Buyer Organization Name Contact	
Central Water Commission Contact Person	Wainganga Division, Central Water Commission, Executive Engineer ,Wainganga Division
Telephone/Mobile	Telephone/Mobile : 0712-2510156 [between 10:00 hrs to 17:00 hrs on working days]
E-mail Id	E-mail Id : wgdivision@yahoo.co.in

Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions).

Broad outline of submissions are as follows:

Submission of Bid-Parts/ Envelopes

Single-Part

Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)

Submission of digitally signed copy of Tender Documents/ Addendum

Submission of General Terms and Conditions (with/ without deviations)
Submission of Special Terms and Conditions (with/ without deviations)
Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider

CAUTION: All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the 'Main-Bid', the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. the higher price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. the lower price) for the purpose of payment in case that bidder is an awardee in that tender

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

(Optional Text in EBI, depending upon the decision of the Buyer organization):

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Buyer Organization Name in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted into the 'Time Locked Electronic Key Box (EKB)' after the corresponding deadline of Bid Submission, and before the commencement of the Online TOE. The process of submission of this Pass-Phrase in the 'Time Locked Electronic Key Box' is done in a secure manner by first encrypting this Pass-Phrase with the designated keys provided by the Buyer organization.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

Public Online Tender Opening Event (TOE)

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public

Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’, including digital counter-signing of each opened bid by the authorized TOE Event

(TOE)’, including digital counter-signing of each opened bid by the authorized TOE officer(s) in the simultaneous online presence of the participating bidders’ representatives, has been implemented on ETS

As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public Online Tender Opening Event (TOE)’.

ETS has a unique facility of ‘Online Comparison Chart’ which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled ‘Minutes of Online Tender Opening Event (TOE)’ covering all important activities of ‘Online Tender Opening Event (TOE)’. This is available to all participating bidders for ‘Viewing/ Downloading’.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Other Instructions

For further instructions, the vendor should visit the home-page of the portal <https://www.tcilindia-electronictender.com>, and go to the User-Guidance Center

The help information provided through ‘ETS User-Guidance Center’ is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

SIX CRITICAL DO’S AND DON’TS FOR BIDDERS

Specifically for Supplier organizations, the following 'SIX KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS
2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz ‘Date and Time of Closure of Procurement of Tender Documents’ and ‘Last Date and Time of Receipt of Bids’. Please note that even after acceptance of your registration by the Service

Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS

4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

5. It is the responsibility of each bidder to remember and securely store the Pass Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)

6. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

NOTE :

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth and sixth instructions are relevant at all times.

Minimum Requirements at Bidder's End

Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP with Service Pack 3)

Broadband connectivity

Microsoft Internet Explorer 6.0 or above

Digital Certificate(s)