



**Central Water Commission  
Planning and Investigation, Division  
Faridabad**

**e-Tender for “Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year”**

(Reference NIT Letter No. 102/06/NIQ/2017/1108-1112 dated 23.04.2017)

**Planning and Investigation, Division, Faridabad**

**COST OF TENDER DOCUMENT: Rs. 500/-**

Last date for submission of Tender:- 21.05.2017 up to 1700 Hrs  
Date of opening of Tender:- 22.05.2017 at 1100 Hrs

**Certified that this tender document contains 25 Pages including this page.**

**Executive Engineer  
Ph : 0129-2412576**

**Central Water Commission**  
**Planning and Investigation, Division, CWC,**  
**Faridabad**

**e-Tender for “Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad, for a period of one (1) year”**

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भारत सरकार /Govt. of India  
केन्द्रीय जल आयोग /Central Water Commission  
योजना एवम् अन्वेषण मंडल /Planning and Investigation Division  
फरीदाबाद /Faridabad

Quarter No. 1061-64,  
Type/V, NH-IV, NIT,  
Faridabad-121001, Haryana

**निविदा आमंत्रण सूचना/ NOTICE INVITING TENDER**

**No.: 102/06/NIQ/2017/1108-1112**

**Dated: 23.04.2017**

**e-Tender for “Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year”.**

The Executive Engineer, Planning & Investigation Division, Central Water Commission, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana, phone (O) 0129-2412576 on behalf of the President of India invites bid through TCIL from the authorized/ registered firms for the work of “Providing round clock watch & ward (without arm) services premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year.

S No.	Name of work	Estimated cost (Rs.)	Earnest Money Deposit (EMD) (Rs.)	Cost of Tender Form (Rs.)	Period of Contract
1.	Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year	Rs.1494668.00	Rs.29893.00	500.00	From 01.06.2017 to 31.05.2018

e-Tender will be available on TCIL web site URL <https://www.tcil-india-electronictender.com> from **12.05.2017 (0930 hrs) to 21.05.2017 up to (1700 hrs).**

अधिशाली अभियंता/Executive Engineer  
यो. एवं अ. मंडल/P&I Division

**प्रतिलिपी/Copy to:**

1. अधीक्षण अभियंता, यो. परि., के. ज. आ. , फरीदाबाद / Superintending Engineer, Planning Circle, CWC, Faridabad
2. उपमंडल अभियंता, यो. एवं अन्वेषण उप मंडल/ SDE, P&I Sub-Division, CWC, Faridabad.
3. लेखा शाखा, यो. एवं अन्वेषण मंडल, के. ज. आ. , फरीदाबाद/Accounts Branch, P&I, Division, CWC, Faridabad.
4. सूचना बोर्ड, यो. परि., यो. एवं अन्वेषण मंडल एवं यो. एवं अन्वेषण उप मंडल/Notice Board of P&I Division/Sub-Division/Planning Circle, CWC, Faridabad.

## **GENERAL INSTRUCTION TO BIDDERS**

1.0 Bids shall be submitted online 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. Tender through TCIL will also be available from 12.05.2017 (0930 hrs) to 21.05.2017 up to (1700 hrs). in the O/o of Executive Engineer, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana. The tender notice is also available at [www.cwc.nic.in](http://www.cwc.nic.in) & [www.eprocure.gov.in](http://www.eprocure.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](http://www.cwc.gov.in) at least 3 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 favor of ***Executive Engineer, P&I Division, CWC, Faridabad*** 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 copy of audited Balance sheet of last three years.
- iv) Signed and scanned true copy of Partnership deed as per the tender document.
- v) 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 The contractor should be registered with EPF and ESI and have a valid certificate of EPF and ESI department.
- 2.0 They should have a Valid PAN No. (copy to be enclosed).
- 3.0 They should have a Valid Service Tax Registration No. and Valid Registration / license from Central or State Government in the same field.
- 4.0 The Firm should have a minimum experience of five years in the field of providing round the clock watch & ward services for Government /public Sector undertaking.
- 5.0 The firm should have successfully completed following works during last five (5) years:-

- (a) **Three similar works of individual value not less than Rs. 6.00 Lakh or**
- (b) **Two works each costing not less than Rs. 9.00 Lakh or**
- (c) **One work costing not less than Rs. 12.00 Lakh.**

Also the firm should have average annual financial turnover during last three years should be more than Rs.15.00 Lakh. At least one work should have been executed for Government Departments/ Public Sector Undertaking (PSU). Similar work means "Providing round clock watch & ward (without arm) services to Government building & material".

- 6.0 A performance report from the Government Department / Public under taking duly signed by the competent authority, of having successfully completed similar work mentioned at S. No. 5 above and / or satisfactory performances in works being handled.
- 7.0 An undertaking in the specified Performa that the contractor has not been blacklisted anywhere in past.
- 8.0 **Verification of Details:** Executive Engineer, Planning & Investigation Division, CWC, Faridabad 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.
- 9.0 **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.
- 10.0 **Period of Contract:** The duration of the Contract shall be for a period from 01.06.2017 to 31.05.2018 which can be extended further by the mutual consent.
- 11.0 **Visit to Work Place by Tenderer:** Tenderers are encouraged to inspect and examine the work places and its surroundings and satisfy / apprise themselves as to the nature of the work, the means of access and in general, shall obtain themselves all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender and rates, before submitting their tenders. A tenderer shall be deemed to have full knowledge of the work place whether he/ she inspects the site or not and no extra payment / compensation consequent upon any misunderstanding / miss-happening or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining all materials, tools & plants, access, facilities for his personnel and all other services required for executing the work at his / her own cost, unless it is specifically mentioned in the contract documents.
- 12.0 **Acceptance of Tender:** The Executive Engineer, Planning & Investigation Division, CWC, Faridabad 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, Planning & Investigation Division, CWC, Faridabad 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.

- 13.0 **Tenders, in which the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.**
- 14.0 **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.**
- 15.0 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, Planning & Investigation Division, CWC, Faridabad 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 5% of agreement cost as performance guarantee in the form of DD/FDR/Bank guarantee issued by Nationalized Bank within 15 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,  
Planning & Investigation Division,  
CWC, Faridabad,

For & on behalf of President of India

**CPWD FORM 7/8**  
**GOVERNMENT OF INDIA**  
**Central Water Commission**

**STATE:** Central  
**CIRCLE:** Planning Circle, Faridabad  
**DIVISION:** Planning and Investigation Division, Faridabad

**ITEM RATE TENDER AND CONTRACT FOR WORKS**

Tender for the work of "Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad, for a period of one (1) year"

The Tenders to be submitted by 1700 Hrs. on 21.05.2017 to Executive Engineer, Planning and Investigation Division, CWC, Faridabad, in sealed envelope containing the tender form with the name of work and due date written on the envelope along with Tender Fee, Earnest Money, PAN No. and documentary evidence in support of his eligibility.

The tenders through TCIL will be opened at 1100 Hrs. on 22.05.2017 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, Planning and Investigation Division, CWC, Faridabad.

**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, Planning and Investigation Division, CWC, Faridabad, 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 90 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. 29893.00 (Rupees Twenty nine Thousand Eight Hundred Ninety Three Only) is hereby forwarded in form of DD/ Banker's cheque/ Fixed Deposit receipt (FDR) of Scheduled Bank in favour of ***Executive Engineer, P&I Division, CWC, Faridabad, payable at Faridabad*** as Earnest Money, if I/We, fail to commence the work specified; I/We agree that the said Executive Engineer, Planning and Investigation Division, CWC, Faridabad, 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 .

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**

## SCHEDULES

### **SCHEDULE `A`**

Schedule of quantities (Enclosed)

### **SCHEDULE `B`**

Schedule of materials to be issued to the contractor:-

S.NO.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5

-----NIL-----

### **SCHEDULE `C`**

Tools and plants to be hired to the contractor

Sl.No	Description	Hire charges per day	Place of Issue
1	2	3	4

-----NIL-----

### **SCHEDULE `D`**

Extra schedule for specific requirements/documents for the work, if any N.A.

**General Conditions ,Additional Conditions, Additional Specifications, etc. Enclosed.**

### **SCHEDULE `E`**

Reference to General Conditions of contract.

#### **Name of work :**

Estimated Cost of work: Rs. 1494668/-

(i) Earnest Money: Rs. 29893/-

(i) Security Deposit: 5% of tendered value.

### **SCHEDULE `F`**

#### **General Rules & Directions:**

Officer Inviting tender

**Executive Engineer, Planning &  
Investigation Division, CWC,  
Faridabad**

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with clauses 12.2 & 12.3.

See below

#### **Definitions:**

2 (v) Engineer-in-charge

**Executive Engineer, Planning &  
Investigation Division, CWC,  
Faridabad**

2 (viii) Accepting Authority

**Executive Engineer, Planning &  
Investigation Division, CWC, Faridabad**

2 (x) Percentage on cost of material and labour to cover all overheads and profits

**15 %**

2 (xi)	Standard Schedule of Rates	as per the rates of minimum wages of Haryana Govt.
2 (xii)	Department	Central Water Commission
9(ii)	Standard CPWD contract form	GCC-2010,CPWD Form7/8 modified & corrected

**Clause 1:**

(i)	Time allowed for submission of Performance guarantee from the date of issue of letter of acceptance	<b>05 (five) Days</b>
(ii)	Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above	<b>7 Days</b>

**Clause 2:**

Authority for fixing compensation under clause 2	<b>Superintending Engineer, Planning Circle, CWC, Faridabad</b>
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**Clause 2 A:**

Whether Clause 2A shall be applicable	Not Applicable
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**Clause 5:**

Number of days from the issue of letter of acceptance for reckoning date of start	<b>As given in letter</b>
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**Mile stone(s) as per table given below:- Not Applicable**

**Table of Mile Stone (s)**

Sl. No.	Description of Mile Stone (Physical)	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone
N/A			

Time allowed for execution of work	<b>12 Month</b>
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**Authority to decide:**

(i) Extension of time	<b>Executive Engineer, P&amp;I Division, CWC, Faridabad</b>
(ii) Rescheduling of mile stones	<b>N/A</b>
(ii) Shifting of date of start in case of delay in handing over of site	<b>Superintending Engineer, Planning Circle, CWC, Faridabad</b>

**Clause 6, 6A:**

Clause applicable (6 or 6A)	<b>6</b>
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**Clause 7:**

Gross work to be done together with net payment/adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment.

<b>Clause 7A:</b>	<b>N/A</b>
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**Clause 10 A**

List of testing equipment to be provided by the contractor at site lab.

**Clause 10 B (ii)**

Whether Clauses 10 B (ii) shall be applicable : **No**

**Clause 10 C**

Component of labour expressed as percent of value of work : **No**

**Clause 10 CA**

S.N.	Material covered under this clause	Nearest Materials (other than cement, reinforcement bars and the structural steel) for which All India Wholesale Price Index to be followed	Base Price of all Materials covered under clause 10 CA*
<b>N.A.</b>			

\* Base price of all the materials covered under clause 10 CA is to be mentioned at the time of approval of NIT.

**Clause 10 CC**

**N/ A**

Clause 10 CC to be applicable in contracts with stipulated period of completion exceeding the period shown in the next column :-

Schedule of component of other materials, labour, P.O.L. for price escalation.

Component of Civil (except materials covered under clause 10 CA)/Electrical construction materials expressed as percent of total value of work. :- X  
.....%

Component of Labour:- Y  
expressed as percent of total value of work. ....%

Component of P.O.L:- Z  
expressed as percent of total value of work. ....%

**Clause 11:**

Specifications to be followed for execution of work :- **As per Engineer-in-charge**

**Clause 12:**

**Type of Work**

:- **Watch & Ward Services**

12.2 & 12.3 Deviation limit beyond which clause 12.2 & 12.3 shall apply for building work :- **NA**

12.5 Deviation limit beyond which clause 12.2 & 12.3 shall apply for foundation work. :- **NA**

**Clause 16:**

Competent Authority for deciding reduced rates :- **Superintending Engineer (Planning Circle), Faridabad**

**Clause 18**

List of mandatory, tools & plants to be deployed by the contractor at site. :- **As required for execution of Work.**

**Clause 25**

<b>Constitution of Dispute Redressal Committee (DRC)</b>	<b>Competent Authority to appoint DRC</b>
DRC shall constitute one Chairman and two members	Chief Engineer or Additional Director General if there is no Chief Engineer

**Clause 36 (i) : Not Applicable**

Sl. No.	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative )	Minimum Experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)	
						Figures	Words
1.	<del>Graduate Engineer</del>	<del>Civil/ Elect/ Mech</del>	Principal Technical representative	5 yrs	1	4000	<del>Four Thousand only</del>

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

**Clause 42 : Not Applicable**

- i) Schedule/statement for determining theoretical quantity of cement & bitumen :- Delhi Schedule of Rates 2014 With up to date correction slips
- ii) Variations permissible of theoretical quantities
- a) Cement  
for works with estimated cost put to tender not more than Rs. 5 lakh :- 3% plus/minus.  
For works with estimated cost put to tender more than Rs. 5 lakh :- 2% plus/minus.
- b) Bitumen for all works. :- 2.5% plus only & nil on minus side.
- c) Steel Reinforcement and structural steel sections for each diameter, section and category :- 2% plus/minus.
- d) All other materials :- Nil

### RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

Sl. No	Description Of item	Rates in figures and words at which recovery shall be made from the contractor Rates in schedule "B' Plus 10% in case of materials issued by department	
		Excess beyond permissible variation	Less use beyond The permissible variation
1.	Cement	N.A.	N.A.
2.	Steel reinforcement	N.A.	N.A.
3.	Structural Sections	N.A.	N.A.

## **KEY EVENTS AND DATES**

1	Tender inviting authority Designation / Address	Executive Engineer, Planning & Investigation Division, Central Water Commission, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana.
2	Mode of submission of tender	Electronic Tenders are to be submitted on TCIL's e-Tendering portal which can be accessed using URL <a href="https://www.tcilindiaelectronicstender.com">https://www.tcilindiaelectronicstender.com</a>
3	Addressee and address at which documents are to be submitted in hard copy	Executive Engineer, Planning & Investigation Division, Central Water Commission, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana
4	Job requirement	Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year
5	Language(s) in which items to be printed	English
6	Validity of the Tender	90 Days
7	Issuance of the tender	Tender can be downloaded from 12.05.2017 at 0930 hrs to 20.05.2017 upto 1700 hrs from TCIL's e-Tendering portal with URL <a href="https://www.tcil-india-electronicstender.com">https://www.tcil-india-electronicstender.com</a> or <a href="http://www.cwc.gov.in">www.cwc.gov.in</a> . <b>However, in order to be able to participate in the tender it is mandatory to download official copy of tenders from <a href="https://www.tcil-india-electronicstender.com">https://www.tcil-india-electronicstender.com</a></b>
8	Cost of tender	Cost of the tender i.e. Rs. 500.00 (five hundred) 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 in favor of " <b>Executive Engineer, P&amp;I Division, CWC, Faridabad</b> ", payable at Faridabad.
9	Last date & Time for submission of Bids through TCIL	21.05.2017 (1700hrs)
10.	Earnest Money Deposit amount payable	Rs.29893.00 The Earnest Money Deposit can be submitted by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank in favor of " <b>Executive Engineer, P&amp;I Division, CWC, Faridabad</b> ", payable at Faridabad.
11.	Date, time and place of Public tender Opening Event	Online Public Opening of Bid shall commence at 1100 hours on 22.05.2017, Interested bidder or their representative not more than 1 or 2 per bidder may be present in Planning & Investigation Division, Central Water Commission, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana.
12	Performance guarantee	The successful bidders will have to deposit an

		<p>amount equal to 5% of the tendered and accepted value of the work (without limit) as a performance guarantee within 05 (five) 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 the successful completion of work.</p>
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## **SPECIAL CONDITIONS OF CONTRACT**

### **1. Scope of work:**

- A) The Agency/Contractor shall provide round the clock watch and ward services to the Government Building & Materials within the premises of Executive Engineer, Planning & Investigation Division, Central Water Commission, Quarter No. 1061-64, Type/V, NH-IV, NIT, Faridabad-121001, Haryana.
- B) The Agency/Contractor shall make the provision of eight guards on shift of 08:00 hours duty basis including holidays.

### **2. Penalty Clause:**

- A) In case, any security guard found to be absent from duty, recovery shall be made at the rate of twice the amount of wages per security guard per day for the period of absence from the bill.
- B) If any loss to Government properties / materials shall be occur due to negligence of duties, it shall be responsibility of agency / contractor and agency / contractor shall have to pay or recovered from the bills for losses as per decision of Engineer-in-charge. The amount of losses shall be determined by department and shall be binding on the agency / contractor. No claims of agency / contractor in this respect shall be entertained.

### **3. Terms of payments:**

- A) Any taxes and / or other Government levies as applicable or becoming applicable later due to under any law shall be deducted from the bill.
- B) The payment will be made through Cheque/DD after satisfactory completion of work on quarterly basis and on production of valid proof of submission / deduction of ESI, EPF and Service Tax Challan etc.
- C) The agency / contractor shall provide a Bank / performance Guarantee in the prescribed Perform of 5% of tendered amount. The Bank / performance Guarantee submitted by the agency / contractor shall be valid upto six months beyond the completion of work.
- D) Payment will be made on the actual measurement basis only.
- E) Service tax, EPF, ESI etc. shall be mentioned / quoted separately and specifically and shall be reimbursed by the department on production of valid paid Challan / Receipt of the Government agency.
- F) The estimated cost of work has been worked out by including all taxes like services tax etc., levies, EPF, ESI etc. The rates quoted by the tenderer shall be assumed to be inclusive of all taxes etc. if they are not specially mentioned in the Schedule of quantities.

- 4. **Withholding of Payment:** The department shall have the right to with hold payment due to the contractor under this agreement in the event of any breach of the terms and conditions of the contract. The opinion of the Executive Engineer, P&I Division or his authorized representative on this aspect shall be final. No interest shall be allowed on payment with held, when released

### **5. Period of Agreement:**

The watch & ward services agreement is initially for a period of 12 month and can be extended further by mutual consent.

### **6. 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 and only the courts in Delhi shall have jurisdiction in all matter arising out of or connected with the agreement.

### **7. Notice:**

Any notice given by one party to other pursuant to this contract shall be sent to the other party in witting by registered post or fax confirmed in writing to the other party's address specified in this contract.

### **8. Subcontracts:**

The agency / 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 agency / contractor.

### **9. Assignment:**

The agency / contractor shall not assign, in whole or any part, its obligations to perform under this contract, to other contractor without prior written permission of the department.

#### **10. Contractor's obligations:**

The agency / contractor is obliged to work closely with the Department's staff, act within its own authority and abide by directives issued by the Engineer-in-charge for implementation of watch and ward activities.

The agency / contractor will abide by the job safety measures prevalent in India and will free the Department from all the demands or responsibilities arising from accidents or loss of life the cause of which is the agency / contractor's negligence. The agency / contractor will pay all indemnities arising from such incidents and will not hold the department responsible or obligated.

The agency / contractor are responsible for managing the activities of its personnel or subcontracted personnel and will hold itself responsible for any misdemeanors.

- i) The contractor shall be solely responsible for all payments to its staff including statutory payments like EPF, ESI, payments under workmen's compensation act or any other act of the Government as applicable during the contract. The department shall not be responsible for any payment to the staff of the contractor under any circumstances.
- ii) The Contractor shall pay not less than minimum wage as per the minimum wages act, 1948 as applicable in the concerned states from time to time to the manpower engaged by him on the work.
- iii) In respect of all manpower directly or indirectly employed in the works for the performance of this contract, the contractor shall comply with or cause to be complied with the CPWD contractor's labour regulations made by the Government from time to time regarding payment of wages / wage period, deduction from wages, recovery of wages not paid, maintenance of wage register, wage cards, publication of scale of wages and other terms of employment, inspection and submission of periodical return and all other matters of like nature.
- iv) Under the provision of the minimum wages act, 1948 and the minimum wages (Central) Rules 1950, the contractor is bound to allow or cause to be allowed to the security work directly or indirectly employed in the works one day rest of six days continuous work and pay wages at the same rates as for duty.
- v) Vis-à-vis the Central Government the contractors shall be primarily liable for all payments to be made, and for the observance of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub contractors. The Regulations aforesaid shall be deemed to be a part of the contract and any breach thereof shall be deemed to be a breach of his contract.
- vi) The Contractor shall deploy the person for the aforesaid work should be less than 40 years old.

#### **11. Observance of Employees State Insurance Act 1948 and PF Act 1952:**

The Contractor shall observe all the provisions of Employees State Insurance Act, 1948 and the Employees Provident Fund Act, 1952 duly amended from time to time where ever applicable and shall pay the contribution / Subscription in accordance with the said act in respect of the employees with the said company engaged by it for Watch & Ward work.

#### **12. Responsibility for compliance with the provision of Employment of Children Act:**

The Contractor(s) shall at all times duly observe the provisions of employment of Children Act XXVI of 1938 and any reenactment or modification of the same and shall not employ or permit any person to do any work for the purpose or under the provisions of this agreement in contravention of the provisions of the said Act.

The Contractor(s) hereby agree(s) to indemnify the Department office from and against all claims penalties which by reason of any default on the part of the contractor(s) in the observance and performance of the provisions of Employment of Children Act XXVI of 1938, or any reenactment or modification of the same.

#### **13. The agency / contractor shall be responsible for**

- i) Deploying Security Guards by the contractor must be at least minimum matriculate and their addresses & antecedents before start of the job.
- ii) Providing proper uniform to the security guards and make sure that security guards should be in proper uniform.
- iii) Providing valid Identity card duly authenticated by Engineer-in-charge to the security guard while on duty.
- iv) Any security guard not found suitable to this office shall be changed within 24 hours.

14. The agency / contractor shall provide the under taking to this office that the Police verification has been done of all security guards deployed at site.

15. No materials will be issued to the security guards from this office for performing the duties.

16. The copy of Bio-data, appointment letter and Identity card of the security guards deputed on duty after due verifications are to be provided by the agency / contractor to this office for check and record.

17. The agency / contractor shall be fully responsible for the good character, conduct and behaviors of the staff deployed by him.

18. All aspects of verification (Police verification, address verification, document verification) concerning to the offered security guards shall be the sole responsibility of the Agency / contractor and no compensation shall be claimed for the same.

#### **19. COMMENCEMENT & COMPLETION OF SERVICE**

The "Tenderer" will commence service from 01.06.2017 to 31.05.2018, as per the instructions of the Engineer-in-charge.

#### **20. QUALITY OF SERVICE**

- (i) It will be the responsibility of the contractor to maintain the high standard of services.
- (ii) In case of mishap within the premises of the employer, the same will be reported to the officer in charge, appointed by the engineer-in-charge, who will deal with all such matters. In case, the matter is required to be reported to the Police, the same shall be done by the employer or in exceptional cases by the agency on the instruction of the engineer-in-charge.
- (iii) Any manpower not found suitable to this office shall have to be changed by the Agency/Contractor within 3 days from the date of intimation to the agency for change of manpower.
- (iv) The contractor will abide by the job safety measures prevalent in India and will free the Department from all the demands or responsibilities arising from accidents or loss of life the cause of which is the contractor's negligence. The contractor will pay all indemnities arising from such incidents and will not the department responsible or obligated.

#### **21. PENALTY OF SERVICES**

- (i) In case, any person providing the services as per the schedule of work is found to be absent from duty, twice the amount of wages for the period of absence will be deducted from the bill.
- (ii) If any loss to government properties/materials shall occur due to negligence of duties, it shall be responsibility of "Tenderer" and "Tenderer" shall have to pay or recovered from the bills for losses as per decision of Engineer-in-charge. The amount of losses shall be determined by department and shall be binding on the Agency. No claims of Agency in this respect shall be entertained.
- (iii) In case of the non-performance, part-performance and under-performance of the work in accordance with the schedule of services on any day or part of the day, then the Department, would be entitled to be compensated as the case may be. Before deciding quantum of compensation the department may give notice to agency. The decision of CWC as regards the quantum of compensation will be final.
- (iv) Watch & Ward of the Government Building & Materials within the premises of Kalindi Bhawan will be the responsibility of the agency. The contractor shall be fully responsible for loss & theft of any item from the premises of Kalindi Bhawan and the amount for the theft lost or theft items shall be recovered from the bill.
- (v) The contractor shall bring to immediate notice of the Engineer- in -Charge of any loss & theft of any item from the premises of Kalindi Bhawan.

#### **22. TERMS OF PAYMENTS**

- (i) No mobilization advance or secured advance will be paid.
- (ii) Bill should be prepared and submitted by the agency in three copies to the Executive Engineer, Upper Yamuna Division, CWC, New Delhi.
- (iii) Following documents shall be enclosed with the running bills:-
  - i) Proof of payment of wages

- ii) Proof of EPF contribution made by the contractor along with valid ECR.
- iii) ESI contribution made by the contribution along with valid ECR.
- iv) Service Tax payment proofs.
- (iv) Any taxes and/or other Governmental levies as applicable or becoming applicable later due to or under any law shall be deducted from the bill.
- (v) The payment will be made by account through Cheque/DD only after completion of work on quarterly basis for which the Agency shall be raising bills in triplicate in favour of **“Executive Engineer, P&I, Division, CWC, Faridabad”**.
- (vi) The “Tenderer” shall provide a Bank/Performance Guarantee in the prescribed Performance of 5% of tendered amount. The Bank/Performance Guarantee submitted by the “Tenderer” shall be valid up to 6 month beyond the completion of work.
- (vii) For the purpose of this tender document “Tenderer”, “Agency” and “Contractor” are synonymous.
- (viii) The department shall have the right to withhold payment due to the contractor under this agreement in the event of any breach of the terms and conditions of the contract. The opinion of the Executive Engineer, P&I Division or his authorized representative on this aspect shall be final. No interest shall be allowed on payment withheld, when released.

## 23. 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 and only the courts in New Delhi shall have jurisdiction in all matter arising out of or connected with the agreement.

## 24. 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 conformed in writing to the other party’s address specified in this contract.

## 25. SUBCONTRACTS

- (i) The “Tenderer” shall notify the Department in writing of all subcontracts awarded under this contract and this shall not relieve any liability or obligation under the contract to the Agency.
- (ii) The “Tenderer” shall not assign, in whole or any part, its obligations to perform under this contract, to other Agency without prior written permission of the Department.

## 26. AGENCY'S OBLIGATION

- (i) The “Tenderer” is obliged to work closely with the department’s staff, act within its authority and abide by directions issued by the Engineer-in-charge for implementation of works.
- (ii) The “Tenderer” will abide by the job safety measures prevalent in India as per Government norms and will free the Department from all the demands or responsibilities arising from accidents or loss of life the cause of which is the agency’s negligence. The Agency will pay all indemnities/compensation arising from such incidents and will not hold the Department responsible or obligated.
- (iii) The “Tenderer” is responsible for managing the activities of its personnel or subcontracted personnel and will hold itself responsible for any misdemeanors.
- (iv) The Department shall not in any manner be responsible for any act, negligence, default; omission of any personnel engaged by the Contractor and no claim in this respect will lie against the Department. However, if any such claim is made against the Department, the agency shall indemnify reimburse the Department against all the money paid and expenses incurred by the employer.
- (v) The “Tenderer” shall, in case any of its personnel is negligent in performing his duty resulting in inconvenience and/or loss to the property of the department, be liable to compensate the Department for such loss or damage. The extent of damages to be recovered as such shall be determined after due inquiry by the Committee constituted by the competent authority of CWC. The decision of competent authority of CWC shall be final and binding on the Contractor.

- 27. No other charges, wages, dues, allowances and compensation whatsoever to staff, employees or other persons to be deployed by the Agency for the services rendered or to be rendered by the contractor, over and above the amount quoted by the contractor will be paid to the contractor.

## Schedule of Quantity

**Name of work :-** Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year.

S. No.	Description of items	Qty.	Unit	Rates per month		Total Amount (in fig and words)	Remarks
				In Fig	In Words		
1.	Providing round clock watch & ward (without arm) services to Government building & material at Planning & Investigation Division, CWC, Faridabad within the offices premises of Planning Circle, P&I Division, and P&I Sub-Division, CWC, Faridabad for a period of one (1) year (08 Guards)	12	Month				
2.	Total-A						
3.	Contractor Profit @.....% (on A)-B						
4.	*EPF@13.36% on Total Amount-C						
5.	*ESI@4.75% on Total Amount-D						
6.	Service Tax@15% on (A+B+C+D)						
	Grand Total (S. no.2+3+4+5+6)						
*EPF & ESI shall be paid ( as applicable) on current minimum wages, 2016 of the employees employed in Watch and Ward (without arms) as per the minimum wages of Haryana Govt.							

Issuing Authority

**Executive Engineer**

Planning & Investigation Division,  
Central Water Commission,  
Faridabad-121001

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	Planning & Investigation Division, Central Water Commission, Executive Engineer
Telephone/Mobile	Telephone/Mobile : 0129-2412576 [between 10:00 hrs to 17:00 hrs on working days]
E-mail Id	E-mail Id : pi-cwc@nic.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)