



**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION**

**Hiring of three commercial vehicles (AC/Non AC) with driver on monthly rent basis  
For  
RDC-1 Dte, CWC, R.K.Puram, New Delhi**

**Date of start of procurement of tender: 24.05.2017 from 1500hrs**

**Last date and time of procurement/download of tender: 29.05.2017 up to 11:00hrs**

**Last date for online submission of e-Tender : 29.05.2017 up to 13:00 Hrs.**

**Date of opening of e-Tenders: 29.05.2017 at 15:00 Hrs.**

**Officer inviting Tenders**

**: DEPUTY DIRECTOR,  
River Data Compilation-1 Dte.  
West Block-1, 2<sup>nd</sup> floor, Wing-4, R.K. PURAM, New  
Delhi-110066**

**(Certified that this document contains total 14 Pages)**

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**No.3/1/2017-RDD/1388  
Government of India  
Central Water Commission  
River Data Compilation -1 Directorate**

**West Block-1,2<sup>nd</sup> floor, Wing-4  
R.K.Puram, New Delhi-110066  
Dated: 24/05/2017**

**NIT No. RDD/02/2017  
TCIL search code-CWC-2017-TN000157**

**Sub: E-Tender for “Hiring of three commercial vehicles (AC/Non AC) with driver on monthly rent basis for RDC-1, CWC, Sewa Bhawan, R.K. Puram, New Delhi.”**

Deputy Director, River Data Compilation- 1 Directorate, Central Water Commission, West Block-1,2<sup>nd</sup> floor, Wing-4,R.K.Puram, New Delhi-110066 invites Tenders through e- tendering process on behalf of President of India from approved and eligible Agency/contractors for “Hiring of three commercial vehicles (AC/Non AC) Car with driver on monthly rent basis for RDC-1,CWC,SewaBhawan,R.K.Puram, New Delhi.” E- tender will be available on TCIL web site URL <https://www.tcil-india-electronictender.com/www.cwc.gov.in>

**1.0 DETAILS OF WORK:**

S.N	Name of work
1.	<p>Hiring of one Commercial vehicle with driver on monthly rent basis for <b>P&amp;D organization</b>, CWC, Sewa Bhawan,R.K. Puram, New Delhi as per details given below:</p> <p><b>Vehicle1for P&amp;D organ.</b></p> <p><b>A.</b> Hiring of one vehicle(AC) for 8 hrs.80 km. (five days per week excluding gazette holidays) on monthly basis for 4 months (1 June 2017 to 30 Sept. 2017)</p> <p><b>B.</b> Hiring of one vehicle(Non-AC) for 8 hrs.80 km. (five days per week excluding gazette holidays) on monthly basis for 6 months (1 Oct. 2017 to 31 March 2018)</p>
2.	<p>Hiring of two Commercial vehicle (Non-AC) with driver on monthly basis to FFM Dte., CWC, SewaBhawan, R.K.Puram, New Delhi for the period 01/06/2017 to 31/12/2017 as per details given below:</p> <p><b>Vehicle 2 for FFM Dte.</b></p> <p><b>C.</b> Hiring of One vehicle(Non-AC) for 8 hrs.50 km. in 3 shift from 01 June 2017 to Oct. 2017)</p> <p><b>D.</b> Hiring of One vehicle(Non-AC) for 8 hrs.80 km. in two shift (0400 hrs to 2000hrs) on monthly basis for 2 months from (01st Nov. 2017 to 31st Dec. 2017)</p> <p><b>Vehicle 3 for FFM Dte.</b></p> <p><b>E.</b> Hiring of One vehicle(Non-AC) for 8 hrs.50 km. in 3 shift from 01 June 2017 to 30 Sept. 2017</p> <p><b>F.</b> Hiring of One vehicle(Non-AC) for 8 hrs.80 km. in two shift( 0800 hrs. to 2400hrs) on monthly basis for 3 months from 01st Oct. 2017 to 31Dec.2017)</p>

**Special Note:**

- i). Type of Vehicle should be Indigo (AC/Non AC) / Maruti Desire (AC/Non AC) / Maruti SX4 (AC/Non AC) or equivalent
- ii). Vehicles should be parked at Sewa Bhawan and No extra charge will be paid in this regards.
- iii). T.D.S. /Levies/Any Other Govt.Taxes shall be deducted from the bill as per applicable Govt. orders.
- iv). Payment of Local/Outstation passenger Taxes, Tolls, Parking charges will be paid as per actual.
- v). Service Tax/Any other Taxes as per Govt. rule may be indicated separately.
- vi). If the vehicle of P&D organization is required on Saturday/ Sunday/Gazetted Holiday, the payment shall be made for extra kms& extra hr. as per actual.
- vii). All terms &conditions of Tender document will be referred.

## 2.0 GENERAL INSTRUCTION TO BIDDERS:

- 2.1 Bids shall be submitted online only at TCIL website URL <https://www.tcil-india-electronictender.com>. Tenderers/Contractors 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.eprocure.gov.in](http://www.eprocure.gov.in) and [www.cwc.gov.in](http://www.cwc.gov.in)
- 2.2 Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance 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.
- 2.3 Tenderer who has downloaded the tender from the TCIL website URL <https://www.tcil-india-electronictender.com> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 2.4 Intending Tenderer are advised to visit again TCIL website URL <https://www.tcil-india-electronictender.com> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / amendment.
- 2.5 Applicant contractor must provide demand draft for Rs 500/- (Rupees Five hundred only ) (to be purchased on or after publication date of this tender) in favor of Dy. Director, River Data Compilation-1 Directorate, Central Water Commission, R.K.Puram, New Delhi 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 demand draft in earlier calls will require to submit demand draft along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.
- 2.6 Bids will be opened as per date / time as mentioned in the Tender Key Event Sheet.

## 3.0 SUBMISSION OF DOCUMENTS:

- 3.1 The following documents are to be furnished online in the technical bid part by the Contractor along with as per the tender document:
- (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 / TIN No, Certificate / Affidavit of partnership firm/ public Ltd. Company registered certificate.
- 3.2 The following documents are to be furnished online in the financial bid part by the Contractor along with as per the tender document:
- (i). Signed and scanned price schedule as per tender document.
  - (ii). Signed and scanned copy of tender document cost & Earnest Money Deposit.
- 3.3 The financial bid will not be considered for evaluation for those bidders who do not qualify the eligibility criteria as per the tender document as a part of technical bid.
- 3.4 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 separate sealed envelope for opening of e-Tender.

## 4.0 Key Events :

Sl. No.	Particulars	Details
1.	Tender inviting authority Designation /Address	Deputy Director, River Data Compilation-1 Directorate, Central Water Commission, West Block-1, 2 <sup>nd</sup> floor, Wing-4, R.K.Puram, New Delhi-110066

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.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a>
3.	Addressee and address at which documents are to be submitted in hard copy	Deputy Director, River Data Compilation-1 Directorate, Central Water Commission, West Block-1, 2 <sup>nd</sup> floor, Wing-4, R.K.Puram, New Delhi-110066
4.	Name of work	Hiring of Motor Car with driver on monthly rent basis for P&D Organization, CWC at Sewa Bhawan, R.K.Puram, New Delhi
5.	Language(s) in which items to be printed	English
6.	Validity of the Tender	Rates inclusive of all taxes etc. shall be valid for a period of 10 months
7.	Issuance of the tender	Tender can be downloaded from TCIL's e-Tendering portal with URL <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a> , <a href="http://www.cwc.gov.in">www.cwc.gov.in</a> or <a href="http://www.eprocure.gov.in">www.eprocure.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-electronictender.com">https://www.tcil-india-electronictender.com</a></b>
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 <b>Dy. Director, River Data Directorate, Central Water Commission, R.K.Puram, New Delhi</b>
9.	Pre-Bid Meeting	Nil
10.	Details of the contacts for Clarifications and Queries	Deputy Director, River Data Compilation-1 Directorate, Central Water Commission, West Block-1, 2 <sup>nd</sup> floor, Wing-4, R.K.Puram, New Delhi-110066, Ph. No. 011-26108075, or AD-II,
12.	Earnest Money Deposit	<b>INR 32,600/-</b> (Rupees thirty two thousand six hundred only) by means of Demand Draft / Banker Cheque/ drawn on any Nationalized Bank in favor of <b>Dy. Director, River Data Directorate, Central Water Commission, R.K.Puram, New Delhi</b> to be submitted in a sealed envelope before last date and time of submission of online bid.
13.	Participation in online public bid	Interested bidder or their representative not more than 1 or 2 per bidder may be present West Block-1, 2 <sup>nd</sup> floor, Wing-4, R.K.Puram, New Delhi.
15.	Performance guarantee	The successful bidders will have to deposit an amount equal to 5% of the tendered and accepted value of the work (without limit) as 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.

## 5.0 Key dates.

<b>Date of start of procurement of tender</b>	24.05.2017 from 1500hrs
<b>Last date of download of tender document</b>	29.05.2017 up to 11:00Hrs.
<b>Last date of on line submission of Tender</b>	29.05.2017 up to 13:00 Hrs
<b>Date of opening of e-Tender (both technical and financial bid)</b>	29.05.2017 up to 15:00 Hrs

## 6.0 QUALIFYING REQUIREMENTS:

- 6.1 The firm should have past experience of successfully executed similar one work under any Govt. agency / Govt. Undertaking in last three years. Similar work means provision of at least 05 to 06 No. vehicles (specified category as mentioned at annexure-I) per month for 10 months.
- 6.2 The firm shall have valid registration of service tax/ local tax as applicable, with the State / Central Government. The bidders shall submit PAN / TIN No.
- 6.3 An undertaking that the contractor has not been blacklisted anywhere in the past.
- 6.4 The offer should be valid for a minimum period of 60 days from the date of opening the tender.

- 6.5 Only one tender can be submitted. Tenders not complete in all respect are liable to be rejected. Cutting and overwriting should be avoided. All corrections, if any, must be signed and re-written.
- 6.6 While submitting the tender for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions of the contract.
- 6.7 Bidder will indicate the complete address of their firm / office and residence along with telephone numbers.
- 6.8 The rates should be quoted in Indian Rupees both in figures and words and signature on each page of tender document.
- 6.9 Rates for the works should be quoted in the prescribed Performa at **Annexure-I**. The rates if not given in this Performa liable to be rejected.
- 6.10 No advance payment shall be made. On submission of pre-receipted bill in triplicate, payment will be made by A/c payee cheque or through e-payment. However, the payment shall be made after the satisfactory completion of work in a month.
- 6.11 Tax at source (TDS) will be deducted from the bill of the Contractor as applicable other tax. Service tax/ VAT inclusive/ exclusive should be clearly mentioned in the bid.
- 6.12 The tender shall be evaluated as a single work.
- 6.13 The CWC shall award the contract to the tenderer whose rate has been determined to be substantially responsive and who has offered the lowest cost.
- 6.14 Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to the award of contract.
- 6.15 The tenderer whose rate is accepted will be notified of the award of contract prior to expiry of the tender validity period. The terms of the accepted offer shall be incorporated in the contract.

## 7.0 SPECIAL TERMS AND CONDITONS

- 7.1 The bidders have been permitted to quote on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the tender be withdrawn / amended or any further conditions are imposed by the tenderer, the earnest money deposited by the tenderer shall be forfeited and his name shall be removed from the approved list of contractors without prejudice to any other right or remedies, the department may be entitled for such breach on the part of the bidder.
- 7.2 In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the Member, RM, CWC whose decision shall be final and binding. The proceedings of the arbitration shall be carried out in New Delhi only.
- 7.3 Initially the contract will be for 10 months unless it is curtailed or terminated by the department owing to deficiency of works, substandard quality of services etc.
- 7.4 The vehicle of P&D Org. should be available at one hour information time of the same make / Model. Normal duty timings shall be from 09.30 hrs to 18.00 hrs (including 00.30 hrs Lunch) on working days. However if the vehicle is required on non-working days, payment shall be made on the basis of extra Kms with hrs as per actual. The timing and days may vary depending on the requirements and the actual duty hours shall be specified by the users of the Vehicles and the vehicles of FFM Dte should be available at one hour information time of the same make / Model. Normal duty timings shall be three shift (08.00 hrs to 16.00hrs, 16.00hrs to 24.00 hrs and 24.00hrs to 08.00hrs) (including 00.30 hrs Lunch) on 24x7 basis. The timing and days may vary depending on the requirements and the actual duty hours shall be specified by the users of the Vehicles..
- 7.5 The vehicles make / model to be provided should not be older than 01/01/2014 and should not have run more than 50,000 Kms. The vehicles should be kept in neat and clean and in perfect running condition with clean interiors and proper upholstery.
- 7.6 In case the condition of the vehicles is not found to be satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred if any will be borne by the agency / firm.

- 7.7 The agency / firm should ensure that the drivers employed have the Mobile phone for round the clock contact and valid driving license with clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.
- 7.8 The vehicle should be registered with the concerned authority of Central / State Govt. The agency / firm should have adequate number of telephones for contact round the clock.
- 7.9 POL, all taxes, fee, levy, and insurance charges would be borne by the Agency / Firm and CWC shall pay only Local / Outstation passenger Taxes, Toll tax, Parking charges etc (as per actual) & Govt. Service Tax + Edu. Cess as per Govt. Rule may be indicated separately in the bill for payment.
- 7.10 The billing will be done on monthly basis. Preferably typed Bill along with MANDATE FORM in triplicate shall be submitted to arrange payment.
- 7.11 A daily record indicating time and mileage for each vehicle shall be maintained by the driver as per department instructions and log book shall be submitted to the concerned officer- in- charge regularly for scrutiny.
- 7.12 Once the hiring of vehicles commences the vehicles and the drivers should not be changed unless so requested by this office. The vehicle must be available at any time as desired.
- 7.13 On awarding of the work, the agency / firm has to furnish the certified copies of RC books of the vehicle.
- 7.14 CWC shall be liable to pay the hiring charge only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.
- 7.15 The agreement is for middle segment vehicle and payment will be as per agreement rates. No claim for higher charges will be entertained for deployment of vehicles of higher segment.
- 7.16 In case of breakdown of any vehicle during official duty or not reporting on duty, it shall be the responsibility of the firm to provide a substitute vehicle of similar make / type as replacement immediately otherwise vehicle will be hired from the market and the cost incurred will be borne by the agency/firm, which will be deducted from the bill.
- 7.17 In case of any accident, all the claims arising out of it shall be met by the agency / firm.
- 7.18 The liability of the CWC will be limited to the hiring charges agreed in the agreement.
- 7.19 The contract between CWC and the service provider can be terminated on a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated in the contract.
- 7.20 Any other matter which has not been specifically covered in the agreement, shall be decided by CWC whose decision shall be final and conclusive during the period of this agreement.
- 7.21 No additional terms & conditions over and above as stipulated in the NIT shall be entertained by CWC. In case of any dispute of any kind and in any respect whatsoever, the decision of Central Water Commission shall be final and binding.
- 7.22 The "Agency" shall be responsible for any loss / damage / theft / accident with the Vehicle or any part thereof due to the irresponsible / negligent driving by the Driver, deployed by the "Agency" during their duty and the "**Authority**" means **CENTRAL WATER COMMISSION** has the right to recover full loss of such amount from the "Agency".
- 7.23 The 'Agency' shall be responsible for the protection of the Government officials during journey in the vehicle. In the event of any accident, the Agency shall indemnify, the department from any liability arising out of dispute with third party or legal matters.
- 7.24 The "Authority" shall not be responsible for death / injury sustained to any persons / Driver during the performance of their duties and also for any damages or compensation due to any dispute. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the "Agency". The Agency" will be responsible for the payment of compensation, if any. In case of any litigation due to the accident, the Agency shall handle at its own cost and in the event of the department happens to incur any expenditure; the same shall be recovered from the agency.
- 7.25 The Agency shall carry out daily routine checking and cleaning of the vehicle and carry out maintenance of minor nature as required for keeping the vehicle in running condition and he will not be paid extra for carrying out such job with filling of POL etc. and no advance payment shall be made.

- 7.26 The period of contract will be for 10 month and if required more, However, the period of contract to be reviewed every month on successful completion. The "Authority" reserves the right to extend / reduce the period of contract without assigning any reason.
- 7.27 The "Agency" shall register themselves in the Labour enforcement departments and should deal with the Labour department directly and shall meet all the requirements of Central Labour (Regulation and Abolition) Act, 1970, contract Labour (Regulation and Abolition) Central Rules 1971 and child Labour (Prohibition and Regulation) Act, 1986. Nothing extra shall be paid on this account. The "Agency" shall not be paid less than the minimum wages fixed by the Government from time to time. No claim due to revision in wages will be entertained.
- 7.28 The department reserves the right to terminate the services of any deployed M.V. Driver without stating any reason at any time or ask for the replacement. In case of any dispute, the decision of the "Authority" will be final and binding.
- 7.29 In case it is noticed by the "Authority" that the work carried out by the "Agency" is not up to the mark/required standard, 7 days written notice will be given to the "Agency" warning the inefficient state of work and asking "Agency" to improve upon the standard with in this period. In the event of finding that there is no improvement and the work is not being carried out as per instruction of "Authority" the contract shall be terminated by giving 24 hours notice.
- 7.30 The "Agency" shall arrange equipment like uniform, name badge, shoes etc required for the work at its own cost.
- 7.31 The "Agency" shall work under the control of the "CWC" or Engineer-in-Charge.
- 7.32 If the M.V Driver is found in drunken state or found misbehaving while on duty or unfit for duty, such M.V Driver shall be replaced immediately by the "Agency" at the absolute discretion of "CWC" or Engineer-in-Charge.
- 7.33 The Agency should ensure and furnish a certificate supported by documentary proof while claiming the bill in every month that they are paying at least minimum wages to the engaged persons and also deposited the PF, ESI etc as per the rates fixed by the competent authority.
- 7.34 For any breach of condition mentioned above, CWC shall have absolute power to withhold such amount from the claim of the Agency, which will be suitable to compensate damages / risk caused by negligence of its personnel.
- 7.35 The 'Agency' shall provide identity card to the M.V. Driver on duty.
- 7.36 If the services of the M.V. Driver required before/beyond the duty hours (8 hours + half hours before and after the office timing), he will be bound to perform the duty without paying any money for the extra duty, however he will be compensated by as a compensatory leave for performing extra duty on local station on any other day as directed by the Authority.
- 7.37 Any other rules of CPWD codes and its amendment and the order of the CWC HQ's from New Delhi / Faridabad as applicable will be binding for this agreement.
- 7.38 The department reserves the right of test and interview of the M.V. Drivers before their engagement.
- 7.39 The Motor Vehicle Driver should have minimum age 21 years and must have valid LMV / HMV license and shall have minimum 3 years of experience of driving the vehicle.
- 7.40 The "Agency" shall be solely responsible for any compensation, penalty or any other expense, which may be imposed by the authority for failure in complying with any of the statutory requirement. The Agency indemnifies the Authority for any damage/penalty/cost or any obligation, which the Authority may sustain or incur on account of failure or alleged failure on the part of the contractor for such compliances.

## **8.0 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	<a href="mailto:ets_support@tcil-india.com">ets_support@tcil-india.com</a>

Buyer Organization Name Contact	
Central Water Commission Contact Person	Central Water Commission, Naveen Kumar, Dy, Director
Telephone/ Mobile	Telephone/Mobile : 011-26108075, Mob No. 9971434229, [between 10:00 hrs to 18:00 hrs on working days]
E-mail ID	E-mail Id : <a href="mailto:rdcdte-cwc@nic.in">rdcdte-cwc@nic.in</a>

### 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 'ElectronicForms' 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).

**OR**

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 OpeningEvent (TOE)', including digital counter-signing of each opened bid by the authorized TOEEvent (TOE)', including digital counter-signing of each opened bid by the authorized TOEofficer(s)in the simultaneous online presence of the participating bidders' representatives, hasbeen implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted onlineby 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.tcil-india-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)



**( Naveen Kumar)**  
**Deputy Director (RDD)**  
**Tel.26108075**

**Copy to the:**

1. Director, RDD, CWC, West Block-1, 2<sup>nd</sup> floor, wing-4,,R.K.Puram, New Delhi.
2. Notice Board, CWC, Sewa Bhawan/ WB-I&II/CWC library building, R.K.Puram, New Delhi

**Financial Bid**  
**CENTRAL WATER COMMISSION**  
**RIVER DATA DIRECTORATE**  
**Detail of work and Rates to be quoted**  
**To be filled online only**

Sl. No.	Description of work	Rate per Unit	Rate offered in (Rs.)	
			In figure	In words
	<b>Hiring of three commercial vehicle (AC/Non AC) Car with driver on monthly rent basis for RDC-1,CWC, Sewa Bhawan, R.K.Puram, New Delhi for 10 months 9 days</b>			
<b>A</b>	<b>Vehicle 1</b>			
1.	One vehicle (AC) for 8 hrs. 80 km. (five days per week excluding gazette holidays) on monthly basis for 4 months 1 <sup>st</sup> June 2017 to Sept. 2017)	Monthly		
2.	Extra per km.	Per Km		
3.	Extra per hrs.	Per hr.		
<b>B</b>				
1.	One vehicle (Non-AC) for 8 hrs. 80 km. (five days per week excluding gazette holidays) on monthly basis for 6 months (Oct. 2017 to March 2018)	Monthly		
2.	Extra per km.	Per Km		
3.	Extra per hrs.	Per hr.		
	<b>Vehicle 2 for FFM Dte.</b>			
<b>(A)</b>				
1.	One vehicle(Non-AC) for 8 hrs.50 km. in 3 shift From 23 May 2017 to 31st Oct. 2017	Monthly		
2.	Extra per km.	Per Km		
<b>(B)</b>				
1.	One vehicle(Non-AC) for 8 hrs.80 km. in two shift( 0400 hrs to 2000hrs) on monthly basis for 2 months from 01st Nov. 2017 to 31th Dec. 2017	Monthly		
2.	Extra per km.	Per Km		
3.	Extra per hrs.	Per hr.		
	<b>Vehicle 3 for FFM Dte.</b>			
<b>(A)</b>				
1.	One vehicle(Non-AC) for 8 hrs.50 km. in 3 shift for 4 month from 1 <sup>st</sup> June 2017 to 30th Sept. 2017	Monthly		
2.	Extra per km.	Per Km		
<b>(B)</b>				
1.	One vehicle(Non-AC) for 8 hrs.80 km. in two shift( 0800 hrs to 2400hrs) on monthly basis for 3 months from Oct. 2017 to Dec.2017	Monthly		
2.	Extra per km.	Per Km		
3.	Extra per hrs.	Per hr.		
	<b>TOTAL</b>			

**Note:** The number / Quantity and Make / model of vehicles for hiring may vary as per the requirement of department subjected to bidding amount as well as condition of vehicles.

Total Amount for Contract Rs. \_\_\_\_\_

In words Rupees \_\_\_\_\_

Signature of Tenderer  
Name of firm  
Rubber Seal

**Annexure-II**

**Undertaking**

I/we hereby undertake that M/s\_\_\_\_\_ have not been blacklisted by the Govt. department/ organization anytime in the past.

**Signature of Tenderer**

**Name of firm**

**Rubber Seal**

**Address:**

**Ph. No.:**