

GARDEN COMMITTEE
UNIVERSITY OF DELHI
DELHI-110007

REF.NO. GDNC/

/DU/ Flower Show (2017-18)

Dated-

NOTICE INVITING E-QUOTATION

1. Online bids are invited from the registered contractor with C.P.W.D./ M.E.S./ Railways / State PWDs (B&R) Delhi University and specialized agencies providing such works in two bid system for “**Hiring of tentage articles for 60th Annual Flower Show 2018, University of Delhi**” Manual bids shall not be accepted.
2. **Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in as under.**

Publishing Date	17.01.2018 (10.00 AM)
Bid Document Download Start Date	17.01.2018 (10.00 AM)
Estimate Cost	Rs.1,20540/-
Quotation Fees	Rs.500/-
Completion Time	02 Days
Bid Submission start date	17.01.2018 (10.00 AM)
Bid Submission end date	24.01.2018 (01:00 PM)
Bid Opening date	25.01.2018 (03:00 PM)

3. **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Bidder/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. 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.

5. Bidder who has downloaded the quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the quotation form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, quotation will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with University of Delhi.
6. Intending Bidders are advised to visit University of Delhi website www.du.ac.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
7. **Mode of payment for tender fee:** - The bidder shall furnish the tender fee of **Rs.500/-** in following manner:-
 - (a) The quotation fee in the event of uploading on website should be paid in the form of Crossed Demand Draft / Bankers Cheque issued by any Nationalized / Scheduled Bank in favour of Registrar, University of Delhi, payable at Delhi.
 - (b) The tender fee is non-refundable & non-transferable.
 - (c) The above draft / banker's cheque should reach the Office of The Secretary Garden Committee, University of Delhi, Delhi-110007 by post or in person on or before 24.01.2018 upto 1300 hours.
8. Bids will be opened as per date/time as mentioned above. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

Content:

1. Instructions for online bid submission
2. Eligibility Requirements
3. Price Bid Undertaking and schedule / BOQ
4. Scope of work
5. Conditions
6. List of specific make

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Eligibility Requirements:-

1. The bidder / contractor should have registration with CPWD/ MES/ Railways/ State PWDs (B&R)/ Delhi University and specialized agencies providing such works in appropriate category & class.

2. The bidder should have the following documents
 - i. Pan Number
 - ii. Latest Income Tax Return / Clearance
 - iii. GST Registration

 - iv. Power of attorney / Authority letter in case person other than the bidder has signed the tender documents.

 - v. Undertaking stating that the bidder / contractor has not been black listed from any authorities

3. Price bid undertaking form should be duly filled in.

4. The bidder should upload the scanned copies of all the documents during online bid submission.

5. The bidder/ contractor should submit the Tender Fee Deposit as per the details given in the NIT.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I submit the Price Bid for _____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Schedule of quantity inclusive of all applicable taxes.
4. I am /we are not blacklisted in any authorities/ Departments.

Yours Faithfully,

Signature of the Authorized Representative

Schedule of Quantity

**Subject: - Hiring of tentage articles for 60th Annual Flower Show 2018,
University of Delhi**

Sl. no.	Name of the Item	Qty	@ of Rs.	No. of Days	Estimated cost
1.	Shamiyana(18 X 18 with Ceiling and side curtains)	50 nos		2	
2.	Kanath(15 X 6)	160 nos		2	
3.	Chairs with Cover	40 nos		2	
4.	Center Tables with Cover	4nos		1	
5.	Sofa Set	10nos		1	
6.	Table covered with plastic sheet	450 nos		1	
7.	Tableswith cover	100 nos		1	
8.	Chairs	160 nos		1	
9.	Darries	50 nos		1	
10.	Green Carpet (15 X 6)	25 nos		1	
11.	Red Carpet (250 sq. ft.)	10 nos		1	
Total					

Rates should be quoted both in words & figures.

Undertaking:

I/we hereby undertake that my/our agency have not been black listed/debarred in any Govt. organization since last 3 years.

Contractor & Signature

With stamp

Brief scope of work is as under:

1. Hiring of tentage articles for the functions at convention Hall
 - i. Shamiyana
 - ii. Kanath
 - iii. Chairs with cover
 - iv. Centre table
 - v. Sofa set
 - vi. Table with cover with plastic sheet
 - vii. Darries
 - viii. Green Carpet
 - ix. Red Carpet

CONDITIONS

Name of Work: **Hiring of tentage articles for 60th Annual Flower Show 2018, University of Delhi**

1. All materials to be used on the work shall be of reputed makes/ISI marked, as per the sample approved by the Secretary Garden Committee.
2. Time allowed for the work starts from date of written work order as per requirement and the work will be completed within 02 days
3. All taxes as applicable shall be deducted from the bills of contractors.
4. The contractor will have to get samples of the material and all the fittings approved by the Secretary Garden Committee or his representative in writing before using them of the work.
5. The contractors can see the site of work before quoting their rates.
6. Before tendering/quotationing, the Bidder shall visit the site and satisfy himself as to the local conditions, the accessibility of the site of full extent and implication of the operation, the nature of the ground and supply conditions affecting labour and execution of the contract. No claim on these issues will be entertained.
7. Inconvenience of Public: The Contractor shall not deposit materials on any site which will cause inconvenience to the public. The contractor may require to remove any materials which are considered to be dangerous or inconvenient to the public or cause them to be removed, at the contractor's cost as per direction of Secretary Garden Committee. Works must be executed as per prevailing rules norms and guidelines of all statutory authorities.
8. The work shall be carried out as per latest CPWD specifications with relevant IS codes for works at Delhi, with up to date correction slips unless otherwise specified in the nomenclature of the individual item of work.
9. In case of error in description of any DSR item given in the attached schedule, the description given in the CPWD schedule of rates 2014 shall be final & no claim on account of error shall be entertained.
10. All existing services and ground of the will be kept by contractor in good order. Any damage to lawns, services, existing structure etc. during execution of work will have to be made good by the contractor at his own cost.
11. The contractor will co-operate with the other agencies working at the site/or in the surrounding area.
12. The successful contractor or his representative should be made available at work site execution every day during the execution of the work who will receive day to day instructions from the Secretary Garden Committee or his representative.
13. The contractor has to make his own arrangement of T&P required for execution of the work and no claim will be admissible on this account.
14. The contractor shall obtain a valid license under the Contract Labour (R & A) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986. The contractor shall also comply with the provisions of the building and the other construction workers (Regulation of Employment & Conditions of Service) Act, 1996 and the building and other Construction Workers Welfare Cess Act, 1996.
Any failure to fulfill these requirements shall attract the penal provisions of this contract arising out of the resultant non-execution of the work. No labour below the age of fourteen years shall be employed on the work.
15. Before commencement of the work, the contractor shall submit completion programme of the assigned work so as to inform the Secretary Garden Committee in advance. The work shall be executed without inconvenience to the beneficiaries.
16. In case the work site is not made available to the contractor according the programme, no claim will be admissible on this account.

17. The contractor shall have to get the site of work cleared during execution and / or on completion of work as per directions and to the satisfaction of the Secretary Garden Committee.
18. Variation in excess of the work shall not be allowed without prior approval of the competent authority. It shall be the responsibility of the contractor to ensure that cost of the work is not increased beyond the award value.
19. The tender/quotation shall remain open for acceptance of the period of 60 days from the date of opening of tenders. If any Bidder withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the University, then the University without prejudice to any right or remedy be at liberty to forfeit the earnest money.
20. The acceptance of the tender/ quotation will be the university authorities who do not bind themselves to accept the lowest tender. The University authorities reserve the right to reject any or all the tenders without assigning any reason.
21. The work is to be executed as per layout given by the Secretary Garden Committee and the contractor shall restrict the work accordingly.
22. If the contract has not carried out the work as per the CPWD manual no claim of payment is acceptable by the University authority.
23. At the time of billing the contractor will have to submit an Affidavit\undertaking regarding payment of labour has been done after the completion of work.
24. The Contractor shall be fully responsible for the safe custody and proper storage of material at site to the satisfactions of the Secretary Garden Committee for which nothing extra will be paid.
25. If any damage is done to the building during the checking existing conduit, junction boxes etc. same will have to be made good by the contractor for which nothing extra will be paid.
26. The rate should be quoted after visiting the site, otherwise it will assumed that rates are quoted after visiting the site.

Secretary Garden Committee