

E-TENDER NOTICE

NOTICE INVITING TENDER FOR REPAIR-MAINTENANCE OF CANTT FUND BUILDING

**Tender Notice No.253/CBC/
Tender No.03/2018-19**

Dated 25 April 2018

E - tenders are invited through electronic tendering system for the work under two bid system from registered contractors who are technically and financially capable up to prescribed date according to terms and conditions given in tender form. Contractors enlisted in PWD, MES, CPWD or other government departments having similar work experience in the last three years have to register their firms in Cantonment Board, Clement Town before applying for E-tender.

S. No.	Name of Work	Estimated Cost	Earnest Money	Tender Cost
1	Repairs - Maintenance of Cantt Fund Building	Rs 1,00,00,000/-	Rs 200,000/-	Rs 3000/+ 18 %GST

The Contractors/Firms will have to get themselves registered in Cantonment Board, Clement Town before applying for E-tender form.

(a)	Name of Work	<u>Term Contract for Repair-Maintenance of Cantt Fund Building.</u>
(b)	Firm Registration	26-04-2018 to 10-05-2018 (Registration Fee: Rs. 6000/- non-refundable) (Firm Registration can be done by submitting copy of certificate of minimum 3 year experience of similar work in Government Department and copy of PAN card along with application).Registration renewal fee is Rs.200/- non refundable.
(c)	Cost of Tender Form including terms and conditions	Rs 3000/- (Rupees Three Thousand) + GST (@18%)
(d)	Date of Publishing tender online	26-04-2018
(e)	Date of downloading tender documents from (http://www.eprocure.gov.in)	26-04-2018 to 15-05-2018
(f)	Bid submission date	26-04-2018 to 15-05-2018 upto 5:00 PM
(g)	Bid opening date	(a) Technical 17-05-2018 <u>(Hard copy of all supporting tender documents, as uploaded at the time of online bid, are to be submitted by 16-05-2018 upto 5:00 PM)</u> (b) Financial 19-05-2018

**Chief Executive Officer
Cantonment Board, Clement Town**

1. Bids (**technical and financial**) shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> 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 and tenderer is liable to be banned.

2. **Place of opening of the Online Bids:** Bids will be opened in the Office of Cantonment Board, Clement Town, Dehradun.

3. **Two-Bid system:** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation.

4. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission till last date & time of bid submission.

5. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

6. **Earnest Money Deposit:-** Bidders are required to submit Earnest Money as follows:Rs. 200,000/- (Rs. Two Lacs) in the form of FDR, Pledged in favour of Chief Executive Officer, Cantonment Board, Clement Town for the Tender notice **No.253/CBC/ Dated-25/4/2018**.

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(DSC). 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 Enrolment**” 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, it should be in PDF. 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 FDR/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) 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.
- 6) 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.
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- 8) Upon the successful and timely submission of bids (ie 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.

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 Help Desk - Toll Free No. **1800 3070 2232.**