



ICAR-Indian Institute of Millets Research
Rajendranagar, Hyderabad-500030.
Phone No.040-24599306 Email: sao@millets.res.in
Website: www.millets.res.in



F. No. 4(794)Admn/2018

Dated : 15.12.2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Tenders are invited from the interested firms under **two bids system** for providing the **Man Power Services** Off Season Nursery (OSN) at Warangal (IIMR) as below.

- a) Field/Farm Operations

Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET (TENTATIVELY)** as under:

CRITICAL DATE SHEET (TENTATIVELY)

Tender No.	4(794)Admn/2018
Date and time for issue/publishing	05.00 P.M. on 15-12-2018
Document download / Sale start date and time	10.00 A.M. on 16-12-2018
Bid submission start date and time	10.00 A.M. on 18-12-2018
Bid submission end date and time	03.00 PM on 09-01-2019
Date and time for opening of technical bids	03.00 PM on 10-01-2019
Date and time for opening of financial bids	03.00 PM on 16-01-2019
Address for communication	Sr. Administrative Officer, ICAR-Indian Institute of Millets Research Rajendranagar, Hyderabad 500 030 Email: sao@millets.res.in

Sr. Administrative Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) **Tender Fee of Rs. 1,000/-** (Non-refundable) in the shape of Demand Draft prepared in favour of **ICAR Unit: IIMR, Hyderabad payable at Hyderabad** may be addressed to the **Sr. Administrative Officer, ICAR-Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit slip in original and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guarantee from any of the Commercial Bank in favour of **ICAR Unit: IIMR, Hyderabad payable at Hyderabad** may be addressed to the Sr. Administrative Officer, ICAR Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030 on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIMR. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-IIMR then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

The Firms are also required to upload copies of the following documents:-

TECHNICAL:

- a. Registration certificate of the firm under the work contract of the Appropriate Authority. **[Registration under Shop & Establishment Act 1948, the Indian Companies Act, 1956/or any other Act.]**
- b. **Last 3 years' experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations, provide the details.
- c. **Scanned copy of Income Tax Statement for the last three years.** Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant showing **Minimum turnover of the firm not less than Rs.20.00/ lakhs (Rupees Twenty Lakhs) during the last three financial years.**
- d. Duly certified copies of the satisfactory services where the tenderer is providing the services for any government organization for the **last three years.**
- e. Employee EPF registration certificate issued by local govt. etc. Employee ESI registration certificate issued by local govt. etc / Work Contract Policy.

- f. ESI & EPF contributions and documentary proof of vouchers ***[i.e. challan for the month of Apr' 2018 and Nov' 2018]*** to be required and may be attached.
- g. Income Tax permanent account Number allotted by Income Tax dept.
- h. Applicable Service Tax registration certificate issued by the Govt. (please attach a copy of **challan for the month of April 2018 to Nov 2018**).
- i. Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
- j. Scanned Copy of Annexure – II and Tender Acceptance Letter (Annexure-III).

FINANCIAL BID:

- a. Price Bid as BoQ_XXXX.xls

1. **Qualifying criteria:** - The Agency should meet the following criteria for evaluation of bids.
 1. Only registered and bonafide Service Providers/Agencies having experience of at least three years of supplying manpower service (**Office work, Laboratory works, Housekeeping work and Agricultural field work only**) to the Ministries/Departments/Govt. Organizations/Public Sector Undertaking/Corporate Sector/Autonomous Bodies are eligible to apply. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificates issued by the Government Ministries/Departments etc., in support of its having rendered satisfactory services to such departments during the last three years.
 2. The Agency must be registered with the ESI, EPF and Service Tax Department and must be in possession of Permanent Account Number (PAN). The Firm/Agency should also produce Income Tax Clearance certificate (ITCC) for the last five years and Sales Tax Clearance Certificate/VAT.
 3. The Agency must have recorded a minimum turnover of **Rs. 20.00 Lakhs** p.a. for the last three consecutive years through execution of contractual services of supplying manpower. The Agency should attach financial statements for the last three years to corroborate their claim of turnover.
 4. There should be no legal suit/criminal case pending or contemplated against the proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any laws in force. The Agency must disclose declaration at the time of submission of bid.

TERMS AND CONDITIONS

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **An earnest money of (Rs. 1,50,000/-) (Rupees one lakh fifty thousand only) must be deposited in the form of demand draft/pay order payable to "ICAR Unit-IIMR Hyderabad" payable at Hyderabad. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit @ 5% of the contract value in form Demand Draft / Bank Guarantee.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The ICAR-IIMR is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. The firms are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall

apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

6. **An amount @ 5% of the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-IIMR, Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successful completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. Goods and Service Tax (GST) or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and **ICAR will not entertain any claim whatsoever in this respect**. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government. GST or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-IIMR will not entertain any claim whatsoever in this respect.
9. The Director, ICAR-IIMR, Hyderabad reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
10. Decision of Director, ICAR-IIMR, Hyderabad shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
11. Acceptance by the Institute will be communicated by FAX/Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Express letter etc. should be acted upon immediately.
12. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/supervisor is to go on leave under intimation to this office.
13. Changing of staff/Supervisor should be intimated to OFFICER INCHARGE, Farm Management Committee.
14. The Director, ICAR-IIMR reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIMR shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
15. The staff provided should also maintain secrecy and discipline in the premises of Institute.
16. The contractor shall provide full particulars of each employee including their antecedents verification etc., employed by him along with photograph duly attested before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the labour department under the contract labour (Regulation and Abolition) Act 1970.

17. The Manpower supplied will carry out the farm/field and related operations at the off season nursery (OSN) Warangal.
18. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of ICAR-IIMR for the purpose. All complaints should be immediately attended to by the agency.
 - a.) The agreement is terminable with one month notice on either side.
 - b.) The contractor shall not sublet the work without written permission of the ICAR.
 - c.) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
 - d.) The selected agency shall provide necessary personals for OSN, Warangal (IIMR) as per labour acts prevalent in the Central Labour Laws. The agency shall employ good and reliable manpower with robust health within the age group of 18 to 60 years. In case any of the personnel so provided is not found suitable, the ICAR-IIMR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
 - e.) The persons so provided by the agency under this contract will not be the employee of the ICAR-IIMR and there will be no employer-employee relationship between the ICAR-IIMR and person so engaged by the contractor in the aforesaid services.
 - f.) Payment for maintenance work will be made monthly upon submission of pre—received bill.
 - g.) The rates to be quoted should include manpower cost and taxes etc. based on **prevailing minimum labour wages prescribed by the Central Labour Commission**. The ICAR-IIMR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the ICAR-IIMR, Hyderabad will pay the **Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher from Oct, 2018**. Further, the statutory liabilities on **Variable Dearness Allowance** will be paid by us.
 - h.) The contractor will discharge all its legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-IIMR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws of Central or State. In case of any dispute, the decision of the Director, ICAR-IIMR shall be final and binding on the contractor.
 - i.) Income Tax will be deducted from the payments due for the work done as per rule.
 - j.) The staff deployed should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Farm Section.
 - k.) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
 - l.) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.

m.) Risk Clause: ICAR-IIMR reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.

- The work at both the farm and office should be supervised by providing Supervisor for the same.
- Work should be executed during working hours on working days or as and when required.

LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR-IIMR and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be withdrawn from work and suitable workers may be replaced.

19. Other terms & Conditions:

1. In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & ESI Acts needs to be specified along with other labour laws, names of contractors covered under the EPF & ESI Acts. The same can be searched and downloaded from the website – www.epfindia.gov.in
2. Principal employer/D.D.O's should get a copy of ECR, e-challan and salary/wages register reflecting P.F. deductions, before release of payment.
3. Under the statutory provision, employee wise details of PF dues deducted from the salary/wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.
4. At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
5. Employees may be guided to obtain e- passbooks from EPFO website.

The Director, ICAR-IIMR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIMR shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

ANNEXURE-I*(Reference for BOQ) (To be quoted in format provided on CPP Portal)*

Sl. No.	Category, approximate nos.	Title of job, required skill qualifications	Job description
1.	Un-Skilled, 23 Nos.	<p><u>Title of the job</u> Farm operations / Cleaning of office-cum-Guest House and Farm shed/seed packing and maintenance, seed multiplication of varieties of breeding progenies or parents or genetic stocks, etc/Gardening and irrigation in the fields.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Good health • Good basic education with experience in relevant activities 	<ul style="list-style-type: none"> • Field layout, stubble collection, fertilizer application, granule application, spreading farm yard manure, spraying, sowing, transplanting, bird scarring, thinning, weeding, tiller cutting, pollination, selfing, net bagging and removal, propping of plants, harvesting and threshing. • Selfing, crossing, seed increase and advancing generations • Cleaning of desks, chairs, tables and other furniture in office-cum-guest house and farm shed. Cleaning of net bags and other miscellaneous cleaning jobs. • Harvesting SPP Selections, threshing and seed cleaning/seed preparation for sowing/storage. • Watering of trees/seeding, secondary jungle removal, stump removal and clearing, removal of weeds on field bunds, borders, grass cutting and irrigation to all the fields. • Digging of pit or channel, making of funds, cleaning of farm roads and boundaries.
2	Highly-Skilled 2 Nos.	<p><u>A. Title of the job</u> Assistance in supervision of farm operations and maintenance of records</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Any Degree <p><u>B. Title of the Job</u> Driving Assistance</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • 10th pass with valid driving licence for light and heavy vehicles • At least one year driving experience in Government or private firm. 	<ul style="list-style-type: none"> • Monitoring of crops and supervision of field and farm works, maintenance of field and other records, entries in the register, farm contract labour indent collection, preparation and processing, etc., • Driving tractors for land preparation and various field operations.

The above requirement is only temporary and may vary depending upon the volume of work, functional necessity etc. Any variation in the requirement of manpower shall be communicated to the Agency at the sole discretion of ICAR-IIMR.

EMOLUMENTS

The Agency will make payment to the staff on a MONTHLY BASIS CATEGORY-WISE AS PER THE MINIMUM WAGES ACT (AGRICULTURE) INCLUDING EPF / ESI AND OTHER STATUTORY OBLIGATIONS AS PER ACT BY 10TH OF EACH MONTH IN THE FORM OF CHEQUE/ELECTRONIC TRANSFER. The Agency will submit the invoice/claim to ICAR-IIMR on a monthly basis duly supported by proof of disbursement of salary to the staff, in triplicate for arranging payment. The payment to the agency shall be released within 10 days from the date of receipt of invoice, provided the claim of the agency is found to be in order from all angles. The IT deducted at source and such other taxes levies as are required by law to be deducted shall be deducted from the charges payable to the agency. The agency shall furnish details of disbursement of Previous month made to the staff indicating the amount of remuneration received from ICAR-IIMR against each individual, amount deducted on account of statutory deductions such as ESI, EPF etc. As employee' share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting the claim for the next month. The proof of payment of statutory obligations such as ESI and EPF etc., and any other applicable taxes accompanied by form 32A must be furnished by the agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld.

TERMS AND CONDITIONS;

1. Based on the requirement of each job, the agency shall arrange for skilled Technical/ interview of the candidates in presence of nominated officers from this Institute and the candidates selected through interview arranged by the agency for should be deployed at by ICAR-IIMR. In case the Institute in its discretion finding any person so deployed as not desirable or found not suitable for whatever reasons in the sole discretion of IIMR and upon being notified by IIMR, the agency shall be liable to withdraw such persons forthwith and substitute by a person acceptable to the ICAR-IIMR.
2. The personnel shall be available for work on all office days as per the timings followed by IIMR and on holidays whenever required, which will be intimated in advance.
3. The agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed work for the ICAR-IIMR. All the persons deployed by the agency will be the employees of the agency and is no case they will have any employee- employer relation with IIMR or ICAR
4. The IIMR shall have no liability whatsoever towards any other personnel or equipment of the agency. All statutory requirements for the workmen are to be borne by the agency and shall be sole responsibility of the agency.
5. The agency shall not sub-contract the services of personnel sponsored by them.
6. The ICAR-IIMR reserves the right to award the work in full or in part to any agency and also terminate the contract at any stage if the performance of the agency is not found to be satisfactory.
7. The Director, ICAR-IIMR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIMR shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.
8. The agency will be required to deposit performance bank guarantee/demand draft/ for an amount of Rs. 1 lakh within 15 days from the date of notification of award and agreement in a non-judicial stamp paper of the value of Rs.100/- to the institute. The performance Bank guarantee should be valid up to 3 months beyond the date of expiry of the contract.

- **Note:** PLEASE QUOTE YOUR RATE CATEGORY-WISE AS PER THE MINIMUM WAGES ACT (AGRICULTURE) INCLUDING EPF / ESI AND OTHER STATUTORY OBLIGATIONS AS PER ACT. IN CASE THE BIDDER HAS NOT QUOTED THE RATES AS PER THE MINIMUM WAGES ACT, HIS TENDER SHALL BE LIABLE FOR REJECTION.
- The number indicated under each category is only indicative. It may vary in each category on monthly basis, which will be submitted in the beginning of each month.

Condition: the work order will be given on actual labour requirement basis in the particular month and season.

*Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify 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 from doing business with ICAR-IIMR.

ANNEXURE-II

ICAR-Indian Institute of Millets Research
Rajendranagar, Hyderabad-500030.
Phone No.040-24599306 Email: sao@millets.res.in
Website: www.millets.res.in



Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	Service Tax Registration No.. if applicable	
3	BANK DETAILS:	
	a Bank Name	
	b Branch Address	
	c Account No	
	d Type of Account (Current/Savings)	
	e MICR No	
	f RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

.....
.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are requested 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:

- Bidders are required to enrol 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.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- 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:

- 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.
- 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.
- 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:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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:

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 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.
- Bidders are requested to note that they should necessary 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 changes.

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.

- The server time (which is displayed on the bidder’s 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.
- 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 authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- 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:

- 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.
- 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.



EVALUATION OF BID

1	Name of the service provider/agency	
2	Address with telephone No., Fax No. E-mail	
3	Contact person's name	
4	Essential details with copies of certificate for the following <ol style="list-style-type: none"> 1. Agency Registration certificate for under shops & Establishment Act. 2. Income Tax clearance for the last 3 years 3. Sales Tax clearance/VAT 4. EPF registration 5. ESI registration 6. Experience certificate for the last three years in providing manpower for office/horticulture field work 7. A certificate to the effect that there is no litigation against the agency. 	
5	Turnover details for Rs. 20.00 Lakhs p.a. for the of last three years (supporting documents must be enclosed)	
6	Details of staff employed by the agency for its business operation (category wise)	
7	Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/minimum wages act or other laws (give details). The agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.	
8	Whether Bid security/EMD is enclosed, if so provide details thereof.	

Declaration:

I/We hereby certify that the information furnished above is correct & true to the best of our knowledge. I/We understand that in the event of information being found false at any stage, the agency will be blacklisted and will not have any dealing with the IIMR in future.

SIGNATURE OF AUTHORISED SIGNATORTY

WITH SEAL

FINANCIAL BID

Name of the agency along with address and telephone No.

Type of charges to be claimed by the agency.	
Service charges. It should be quoted as % of the total emoluments payable per month in respect of manpower supplied.	
Goods and Service Tax – It should be quoted as % of the service charges as applicable	
Any other charges * (details to be given)	

- If no details are specified the amount will be treated as NIL

SIGNATURE WITH SEAL

CHECK LIST

SNO	PARTICULARS	PAGE NO	SUBMITTED (Y/N)
1	TENDER FEE : RS. DD.NO. DT.		
2	EMD EXEMPTION – NSIC/MEME/		
3	POWER OF ATOORNEY		
4	TENDER DOCUMENT		
5	CLIENT LIST		
6	FIRM REGISTRATION, MOA & AOA		
7	CONTRACT LABOUR LICENCE		
8	LABOUR LICENCE		
9	NOTARIZED AFFIDAVIT AND UNDERTAKING		
10	AFFIDAVIT		
11	ISO CERTIFICATE		
12	GST NO.		
13	SERVICE CERTIFICATES		
14	AGREEMENT		
15	IT RETURNS(LAST 3 YEARS)		
16	TURNOVER CERTIFICATE		
17	EPF AND ESIC CERTIFICATE		
18	EPF AND ESIC PROOFS		
19	PAN		
20	SERVICE TAX CERTIFICATES		
21	SERVICE TAX PROOFS		

Signature with seal.....
 Address.....

 Email.....l.....
 Ph.No.....