

BID DOCUMENT

NOTICE INVITING QUOTATION

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE QUOTATION DOCUMENT AND UPLOADED IN CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL.

Quotation Reference No: IG/CMD/EE(C)/E-NIQ/2021-22/01

Dated:- 23.04.2022

Online bids (Technical & Financial) are invited for and on behalf of the Vice-Chancellor, IGNOU from the eligible bidder/contractor registered in appropriate class and category with CPWD/PWD/DOT/DDA/DJB/MES which are valid for minimum period of 90 days from the date of opening for the work of Quotation document for **“PROVIDING AND FIXING SAFETY M.S. HARD DRAWN JALI WITH M.S. ANGLE FRAME FOR THREE GENERATOR SETS NEAR BLOCK NO.-17 (BEHIND) AT IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068.”**

Name of work	Quotation document for:- <i>“Providing and fixing safety M.S. hard drawn jali with M.S. angle frame for three generator sets near Block No.-17 (behind) at IGNOU Campus, Maidan Garhi, New Delhi-110068.”</i>
Estimated cost	Rs. 3,60,847/-
Period of contract	TWENTY DAYS
Earnest Money Deposit to be submitted online only (Mode: NEFT/ ECS/ RTGS) as per following details:- Account No.: 2257000100017009 IFSC Code: PUNB0225700 , Bank Name: Punjab National Bank , Branch Address: IGNOU, Maidan Garhi, New Delhi-110068	Rs. 9,021/-
Date of publishing	23/09/2022 (10:30 Hrs.)
Clarification start date and time	23/09/2022 (11:00 Hrs.)
Clarification end date and time	27/09/2022 (13:00 Hrs.)
Date and time of pre-bid meeting	-N/A-
Bid submission start date	27/09/2022 (15:00 Hrs.)
Queries (If any)	No queries will be entertained after clarification end date and time
Last date and time of uploading of bids	10/10/2022 (11:00 Hrs.)
Date and time of opening of bids	11/10/2022 (15:00 Hrs.)
Note:- If there is difference in date and time mentioned above and mentioned anywhere in the quotation document, the above dates should be treated as final.	

Interested parties may view and download the quotation document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>.

MANNUAL BIDS SHALL NOT BE ACCEPTED

Except for the original documents/instruments as mentioned in this quotation.

Bidders should regularly visit the website to keep themselves updated.

(A) INSTRUCTIONS TO THE BIDDER

As per the directives of Department of Expenditure, this e-quotation document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in](http://eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically 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>

1. Registration:

The bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Bidders are advised to register their valid email address and mobile numbers as part of the registration process.

2. Searching for quotation documents

There are various search options built in the CPP Portal, once the bidders have selected the quotations they are interested in, they may download the required documents / quotation schedules. These quotations can be moved to the respective ‘My Tender’ folder.

3. Preparation of bids

Please go through the quotation advertisement and the quotation document carefully to understand the documents required to be submitted as part of the bid.

4. EMD/Bid security for e-Quotation

The bidder has to select the payment option as “online” to pay the notified EMD **Rs.9,021/- Account No.: 2257000100017009, IFSC Code: PUNB0225700 Bank Name: Punjab National Bank, Branch: IGNOU, Maidan Garhi, New Delhi**. Any bid not accompanied by an acceptable bid security will be summarily rejected. The same of unsuccessful bidders shall be returned without interest after finalization of the quotation.

5. Assistance to bidders

Any queries relating to the quotation document, terms & conditions as well as process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 011-29572308, 1800 3070 2232, 91-7878007972 and +91-7878007973.

6. The bid can only be submitted after uploading the mandatory scanned documents. Therefore, bidders are advised to be careful while submission of online bids.

7. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD and other documents scanned and uploaded are found in order.

8. The department reserves the right to reject any prospective application without assigning any reasons and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

9. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids the form and nature of the site. The bidders shall be responsible for arranging and maintaining at their own cost all materials, tools & plants. The agency shall be liable in accordance with the Indian law and regulations for any accident occurring due to any cause. No extra payment would be made to the contractor due to the above provisions thereof.

(B) SCOPE OF WORK

M.S. angle frames, tee iron posts and P/F M.S. hard drawn jali painting etc. complete as per details for three generator sets.

Estimated cost of work : Rs. 3,60,847/-

Earnest money : Rs. 9,021/-

Time allowed : Twenty Days

(C) TECHNICAL BID

The following self attested documents to be scanned and uploaded (under cover-1) within the period of bid submission:-

1. The details of online transfer of EMD amounting to Rs.9,021/- be provided.

2. Enlistment order/certificate of the contractor with any of Govt. depts. e.g. CPWD/PWD/DOT/DDA/DJB /MES which must be valid on the day of submission of quotation or extended date of submission of quotation whichever is later.

3. Attested certificates of work experience of firms/contractors should have satisfactorily completed **one (01) similar work of value not less than Rs.2,88,678/- (80%) or two (02) similar works each of value not less than Rs.2,16,508/- (60%) or three (03) similar works each of value not less than Rs.1,44,339/- (40%) during last seven (07) years ending previous day of last date of submission of bids**. The work completion certificate(s) must consist of similar work, completed cost & actual date of completion and issued by an officer not below the rank of Executive Engineer or equivalent rank of similar work(s).

4. Registration certificate of GSTIN & acknowledgment of latest filed return as well as copy of PAN No.

- Note:**
- 1. The bid will be rejected, if the bidder does not upload all the documents as stipulated in the bid document.**
 - 2. The uploaded scanned documents must be submitted by the lowest bidder within a week physically in the office of e-quotation authority i.e. Executive Engineer (C), CMD for verification of original documents, failing which the quotation shall be rejected.**

(D) FINANCIAL BID

1. The financial bids should be uploaded online (under cover- 2) as per the specified “.xls” format in Excel sheet attached as ‘.xls’ with the quotation and based on the scope of work, service conditions and other terms of the quotation document.
2. The financial proposal should be inclusive of all applicable taxes and other charges imposed under the applicable laws.

(E) BID VALIDITY

All the bids must be valid for a period of 90 days from the last date of submission of the quotation. However, the quoted rates should be valid from the effective date of the contract and no request will be considered for price revision during contract period.

(F) COMMERCIAL & SPECIAL TERMS AND CONDITIONS

Name of work:-“Providing and fixing safety M.S. hard drawn jali with M.S. angle frame for three generator sets near Block No.-17 (behind) at IGNOU Campus, Maidan Garhi, New Delhi-110068”.

1. The time allowed for carrying out the work will be **TWENTY DAYS** from the date of start & first date of hand over the site.
2. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason.
3. This notice inviting bid shall form a part of the contract document. The successful bidder /contractor, on acceptance of his bid by the accepting authority shall within 03 days stipulated date of start of the work, sign the contract consisting of the Notice Inviting Bid, all the documents including additional conditions, if any forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
4. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and original document submitted by the L-I bidder for verification at IGNOU, New Delhi, then the bid submitted shall become invalid and the IGNOU, New Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further, the bidder shall not be allowed to participate in the bidding process of the work.
5. The quantities mentioned in the schedule are tentative subject to deviation in plus or minus and the payment shall be made as per actual quantity supplied by the agency.
6. The work executed under the contract shall be subject to inspection carried out by the departmental officers. Any defects regarding workmanship or quality of material to be used as pointed out during or after completion of work by the departmental officers shall have to be rectified by the contractor and in case the contractor fails to do so, it will be got rectified by the department at the risk and cost of the Contractor.
7. Water if available shall be supplied to the contractor and 1% on account of water charges shall be recovered from him on the gross amount of work done. However, if the electricity is required for the work, the same shall be provided to the contractor and 0.25% on account of electricity charges shall be recovered from him on the gross amount of work done.
8. All precautionary measures shall be adopted to carry out the work. During the contract in case of any accident/mishapening/challans etc. occurs including damage to buildings/IGNOU property then the agency shall be fully responsible for the same.
9. If an agency does not start the work or does not perform the assigned work properly and/or in time, it shall be dropped from the list of approved/short listed agencies and their deposits including EMD etc. shall be forfeited. Such agencies shall be debarred for quotation for a period of three years. Such action shall be decided by the competent authority of IGNOU.

Executive Engineer (C)