

## INVITATION TO TENDER



### OFFICE OF THE DY. INSPECTOR GENERAL OF POLICE, PDG, CRPF, KALKAJI, NEW DELHI

No. L.VII-1/2020-21-Minor Work (Dept.)-PDG-Q

Dated, the July 2020

### OPEN E- TENDER NOTICE

The Dy Inspector General of Police, PDG, CRPF invites **Open Tender** (e-Tender) for and on behalf of the President of India under **Two bid system** consisting of Technical and Financial for under mentioned works at PDG, Kalkaji, New Delhi.

The description of store and time of completion of supply mentioned below. Tender documents duly completed are required to be submitted through CPP Portal **website: <https://eprocure.gov.in/eprocure/app>** as well as Registered Post and tender will be opened in the presence of Tenderers on the date mentioned below at PDG, HQ, Kalkaji, New Delhi-110019. Tenderers are requested to submit Tender documents through CPP Portal **website: <https://eprocure.gov.in/eprocure/app>** as well as Registered Post well before the date and time to avoid last minute rush. In case date of opening of tender happens to be a closed holiday, the tender will be opened on next working day at the stipulated time. Please read the tender Enquiry carefully before filling the tender.

A.

### SCHEDULE TO TENDER

Validity of tender				The tender shall remain open for acceptance till 180 days from the date of opening of tender.			
Ref. No	Description of works	EMD	Tender Cost	Qty/Wor ks required	Delivery/ completion period	Last date of submission of tender	Time & date of opening of tender
L. VII-9/2020-21-Minor Work/AR&MO(Dept.)-PDG-Q	(a) Repairing and maintenance of 10 No toilets (4' x 4' each) tiling, sanitary fitting and electric fittings at PDG Kalkaji, New Delhi. (b) Repair and renovation of existing semi-permanent infrastructure size 30' x 14' for installation of compost machine-500kg at PDG Kalkaji, New Delhi.	Rs. 7838/-	Rs. 100/-	As per Appendix- "A-1" and "A-2"	Within 30 days from award of contract	<b>19/08/2020 at 1100 Hrs</b>	<b>22/08/2020 at 1200 Hrs</b>

2. All firms who are not specifically registered for required store as per tender enquiry specification and eligibility criteria of tender enquiry with DGS&D or with NSIC are required to submit Earnest Money as mentioned above along with their offer. Registration with any other organization will not exempt them from depositing Earnest Money.

3. As per Govt. policy, PSUs are not exempted from depositing EMD. Purchase / price preference if any, will be allowed as per policy of the government.

4. Tender documents are also available on CRPF website <http://www.crfp.gov.in>

5. **Any amendment in the tender if made by this office will be available on CRPF website <http://www.crfp.gov.in>.**

(Sanjay Yadav)  
DIGP, PDG, CRPF,  
For and on behalf of the President of India  
Signature of Tenderer

**Schedule to E-Tender**  
**OFFICE OF THE DIGP,PDG,CRPF, KALKAJI, NEW DELHI-19**

**CRITICAL DATE SHEET**

<b>Description of works</b>	1. Repairing and maintenance of 10 No toilets (4' x 4' each) tiling, sanitary fitting and electric fittings at PDG, Kalkaji, New Delhi. 2. Repair and renovation of existing semi-permanent infrastructure size 30' x 14' for installation of compost machine-500 kg at PDG, Kalkaji, New Delhi.
Details of works	At appendix-"A-1" and " A-2"
Earnest money Deposit	Rs.7,838/-
Specification	As per T.E. For details see our web site <a href="http://www.crpf.gov.in">www.crpf.gov.in</a>
Publish Date	25/7/20 at 1600 Hrs.
Bid document download/sale start date	26/7/20 at 1600 Hrs.
Clarification start date	27/7/20 at 1100 Hrs.
Clarification end date	31/7/20 at 1600 Hrs.
Pre bid meeting	Nil
Bid submission start date	02/08/20 at 1100 Hrs.
Bid submission end date	19/08/20 at 1100 Hrs.
Bid Opening date	22/08/20 at 1200 Hrs.

Specification : As per Appendix – 'A'  
Consignee's list : As per Appendix – 'B'

All Tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted along with all documents as required through e-procurement site <https://eprocure.gov.in/eprocure/app>. Each page of the TENDER DOCUMENTS DULY COMPLETED AND SIGNED are required with your offer.

All firms who are not specifically registered for required stores as per specification of tender enquiry either with DGS&D or with NSIC, are required to submit Earnest Money as mentioned above along with their offer. Registration with any other organization will not exempt them from depositing Earnest Money. As per Government policy, PSUs are not exempted from depositing EMD. All relevant details, including specifications, terms and conditions etc. are available on CRPF web sites at [www.crpf.gov.in](http://www.crpf.gov.in). The same may be downloaded by the bidders.EMD required as shown above should be valid for **180** days from the date of opening of tender.

For any changes in Tender Enquiry/Specifications etc. tenderers are requested to visit the CRPF website regularly.

(Sanjay Yadav)  
DIGP,PDG, CRPF,  
For and on behalf of the President of India

Signature of Tenderer

1.	Purchaser	The President of India.
2.	Inspection Authority	The DIG, PDG, CRPF, Kalkaji, New Delhi-19.
3.	Inspection Officer	Board of officers detailed by The DIG, PDG, CRPF, Kalkaji, New Delhi-19.
4.	Stores required/works required to be done at	Works have to be carried out at <b>PDG, HQR, Kalkaji, New Delhi-19.</b> Tenderers are required to quote rates of works have to be done at Consignee's location basis only.
5.	Works to be completed	Within 30 days of placement of firm order.
6.	Dispatch Instructions	Stores are required to be delivered at consignee's location at freight, risk and cost of the supplier.
7.	Payment Terms	Payment against Bill / Invoice shall be released as early as possible after receipt of stores and completion of work. Payment will be made to the supplier through the ECS. No request for other mode of payment will be entertained.
8.	Packing & Marking	As per relevant clause of Specification.
9.	GST/Taxes	Firms should clearly indicate different taxes and duties, which they propose to charge as extra along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.
10.	Validity of Rates	Firms should clearly mention period of validity of rates.

**B. Terms and conditions are as under:-**

<b>1. Terms of Price</b>	<p><b>1.1</b> Rates quoted by the Contractor should be in Indian rupees both in figures as well as in words for complete units as per specifications. Any and every alteration in the rates should be signed in ink otherwise the offers will not be considered.</p> <p><b>1.2</b> Contractor should clearly indicate different taxes and duties, which they propose to charge as extra along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.</p>
<b>2. Payment Terms</b>	<p><b>2.1</b> Supply/Works are required to be executed/made on credit basis only and payment will be made after drawl of amount from PAO, CRPF, New Delhi.</p> <p><b>2.2.</b> Payment in advance or immediately cannot be made.</p> <p><b>2.3.</b> Payment will be made on completion of work/supply of material.</p> <p><b>2.4.</b> After carrying out work/Supply of material firm may submit bill and same will be forwarded to PAO CRPF New Delhi for further drawl action.</p> <p><b>2.5. The Payment will be made on production of the following documents :-</b></p> <p>a) Bill in triplicate.</p> <p>b) A Copy of award of work.</p> <p>c) Bank mandatory form.</p> <p><b>2.6. TDS, Labour Cess and other taxes will be deducted from the Bill of Contractor by PAO, CRPF as per norms.</b></p>
<b>3. Tender fee</b>	Tender fee amounting to <b>Rs. 100/-</b> should be enclosed in form of Demand Draft in favour of <b>The DIGP, PDG, CRPF, Kalkaji, New Delhi-19, PAYABLE at SBI, Kalkaji, New Delhi.</b>
<b>4. Earnest Money deposit</b>	<p>4.1 All the contractors are required to deposit required earnest money along with the quotation, failing which their offers will be summarily rejected.</p> <p>4.2 The earnest money can be deposited through any of the following alternative forms:</p> <p>(a) <b>Demand Draft/Fixed Deposit Receipt</b> from any reputed commercial bank drawn in favour of <b>The DIGP, PDG, CRPF, Kalkaji, New Delhi-19, PAYABLE at SBI Kalkaji, New Delhi.</b></p> <p>(b) An <b>irrevocable Bank Guarantee</b> of any nationalized, scheduled bank or reputed commercial bank in the attached format as at appendix.</p> <p>4.3 The earnest money shall remain valid and be deposited with the purchaser for a <b>period of 180 days from the date of tender opening.</b> If the validity of the tender is extended, the validity of the Bank Guarantee /or any other alternate document submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the</p>

	<p>purchaser.</p> <p>4.4 <b>No interest</b> shall be payable on the earnest money deposited by the tenderer.</p> <p>4.5 The earnest money deposited <b>is liable to be forfeited</b> if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender.</p> <p>4.6 The earnest money of the successful tenderer shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.</p> <p>4.7 If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the earnest money shall be treated as performance security deposit for all practical purposes.</p> <p>4.8. Earnest money deposits of all the unsuccessful tenderers will be returned as early as possible after the expiry of bid's validity, but not later than 30 days after placement of contract. Tenderers are advised to send a <b>pre receipt challan</b> along with their bids so that refund of earnest money can be made in time.</p> <p>4.9. Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in preceding paras, not accompanied with earnest money in any one of the approved forms acceptable to the competent authority, shall be summarily rejected.</p>
<p><b>5. Performance Security Deposit Clause</b></p>	<p>5.1. The successful contractor shall have to deposit a performance security <b>equivalent 5% of the contracted value</b> of the work to be executed <b>within 10 days from the date of Award of contract</b> for due performance. Failure on the part of the firm to deposit the security deposit within the stipulated time empowers the competent authority to cancel the contract.</p> <p>5.2. The performance security deposit submitted by the contractor will remain valid at least <b>for 90 days beyond the date of completion of work as well as all contractual obligations of the contractor including guarantee/warranty obligations.</b></p> <p>5.3. The performance security deposit can be deposited in any of the following alternative forms :</p> <p>(a) A <b>crossed Bank Demand Draft/FDR</b> drawn in favour of <b>The DIGP,PDG,CRPF, Kalkaji, New Delhi-19, PAYABLE at SBI Kalkaji, New Delhi.</b></p> <p>(b) An <b>irrevocable Bank Guarantee</b> of any nationalized/Scheduled Bank or reputed Commercial bank in <b>any other form prescribed.</b></p> <p>5.4. If the contractor fails to supply the materials/start the work within the stipulated period and places and requests for extension of time, he shall submit an undertaking on Non Judicial stamp paper of Rs.10/- duly attested by the Notary public stating that the performance security deposit has already been extended for sixty days beyond the guarantee/warranty period.</p> <p>5.5 The performance security deposit shall be withheld or forfeited in full or part in case the material not supplied /work order is not executed satisfactorily within the stipulated period or requisite standard within the guarantee period is not undertaken to the best satisfaction of the user.</p>
<p><b>6. TWO BID SYSTEM</b></p>	<p>All bidders are required to submit their offers in two covers as under:-</p> <p><b>1. FIRST COVER(Technical Bid)</b></p> <p><b>Document to be submitted in original/scanned copy on CPP Portal:-</b></p> <ol style="list-style-type: none"> <li>i. The bidder/ tenderer will submit the tender documents completed and signed (all pages to be signed) with seal.</li> <li>ii. Tender cost.</li> <li>iii. Earnest money deposit</li> <li>iv. List No.1. Questionnaire and check list.</li> <li>v. Complete postal address of contractor/firm along with copy of valid I/Card/Voter I/D Card etc.</li> <li>vi. Valid Govt./Central authorized registration certificate or registration details Which Specifies appropriate class of contractor.</li> <li>vii. GST registration certificate and PAN Card</li> <li>viii. Past performance of last three year.</li> <li>ix. Tender acceptance letter duly signed with seal of firm.</li> <li>x. Delivery terms &amp; condition and delivery period.</li> </ol>

	<p>XI. Monetary limit/Annual Turnover of the firm.</p> <p>XII. List of brand name of product/items will utilized in repair/maintenance and renovation work.</p> <p>XIII. Litigation details(<b>Provide a self-attested certificate regarding firm has not been declared blacklist/banned by any department earlier</b>)</p> <p><b>2. SECOND COVER (Commercial / Price Bid) should contain the following :</b></p> <p><b>6.1.</b> The composite bid i.e. rate indicated in the technical bid “OPENLY” SHALL BE IGNORED. Prices should be quoted as per BOQ format provided along with the Tender document at e-procurement site <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>.</p> <p><b>6.2:</b> The tender enquiries duly filled in all respects and having completed in all applicable formalities may be sent by ‘registered post/speed post duly stamped or by courier/by hand to The DIGP, PDG,CRPF,Klakaji, New Delhi-19 so as to reach on or before date mentioned above to the tender enquiry. Department is not responsible for any postal delay as well as technical problem at CPP Portal.</p>
<b>7. VALIDITY OF TENDER</b>	The tender for the supply of material/works shall remain open for acceptance for a period <b>180</b> days from the date of opening of Price Bid of tenders. The earnest money will be forfeited without any prejudice to any right or remedy, in case the contractor withdraws his tender during the validity period or in case he changes his offer to his benefits which are not acceptable to <b>The DIGP,PDG,CRPF, Kalkaji, New Delhi-19</b> . The validity period may be extended on mutual content.
<b>8. REJECT/CANCEL/ SCRAPE</b>	The Competent Authority has the right to accept or reject/cancel/scrap the tender as whole or part of it and no claims what so ever will be entertained on this account. The competent authority has also reserves the right to increase/decrease/alter the place of work/ quantity of store/work etc. and no claims what so ever will also be entertained.

9. Payment shall be made to contractor only after fully supply of material/giving satisfactory completion of work. All measurement shall be recorded on standard measurement sheets which will be submitted to **The DIGP, PDG, CRPF, Kalkaji, New Delhi-19 for scrutiny and passing.**
- 10.1. Committee shall scrutinize and check all the material so supplied/provided are of requisite quality and standard.
- 10.2. Dispute in supply of required quality and standard of material shall be decided by DIG, PDG,CRPF.
11. Intending tenderer is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority that tenderer will supply material in full quantity.
- 12. Mentioned works have to be completed within 30 days from the date of award of order.**
- 12.1. The Bidder must quote rate of mentioned work otherwise offer will be rejected.**
13. Mentioned works require to be completed within 30 days from the date of award of order.
14. The tenderer shall not be permitted to tender for carrying out such type of work in the CRPF where close relative of CRPF personnel is involved. If so, he shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any CRPF officer/personnel.
15. **Department will not be responsible for any kind of incident involving the labour during or after the work. The contractor must ensure the workers against all contingencies and be responsible for their safety.**
16. **GST/Service Tax No. and contractor’s Registration No. must be printed on the bill submitted for recoupment/payment action.**

Signature of Tendere

17. The tender for carrying out mentioned work shall remain open for acceptance for a period of 180(One hundred eighty) Days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.
18. The contractor shall bear cost **of Liquidated Damage** for Delay in completion of work within the stipulated time @ of 2% of contracted value not exceeding the 10% of contracted value in whole.
19. This Notice Inviting Tender shall form a part of the contract document.
20. Hard copies as submitted physically in the office of **The DIGP, PDG, CRPF, Kalkaji, New Delhi-19** , shall be only valid document for evaluation of technical specification. **The DIGP, PDG,CRPF, Kalkaji, New Delhi-19** has all rights to cancel/terminate contract at any time without assigning any reason.
21. **The Tenderer are requested to return a copy of this Tender duly signed on each page along with other relevant documents as required with the tender for evaluation purpose. If tenderer is failed to return a copy of this Tender duly signed, his offer will not be considered and it will be rejected.**
22. The Tenderer shall be responsible for completion of work within stipulated time.
23. **FINAL INSPECTION:** - After completion of work as per specification will be subject to a final inspection to ensure that work has been completed according to TE. If any defects/shortcomings noticed in the work/material, Tenderer will rectify the shortcomings at his own cost, as and when they are brought to his notice by the Owner. The Owner shall have the right to get replace defective material at the risk and cost of the Tendere.
24. No part of the CONTRACT nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the CONTRACTOR directly or indirectly to any person, firm or corporation whatsoever without the consent in writing of **The DIGP,PDG,CRPF, Kalkaji, New Delhi-19.**
25. **SCHEDULE / NAME OF WORK:-**

- NOTE:.**
1. Repairing and maintenance of 10 No toilets (4' x 4' each) tiling, sanitary fitting and electric fittings at PDG, Kalkaji, New Delhi. **Details of work are enclosed as appendix-"A-1"**
  2. Repair and renovation of existing semi-permanent infrastructure size 30' x 14' for installation of compost machine-500kg at PDG, Kalkaji, New Delhi. **Details of work are enclosed as appendix-"A-2"**

(Sanjay Yadav)  
DIGP, PDG, CRPF  
For and on behalf of the President of India

**Signature of the tenderer**

**REPAIR AND MAINTENANCE OF TOILETS (4' X 4') TILING, SANITARY FITTING AND ELECTRIC FITTING AT PDG, KALKAJI, NEW DELHI.**

SN	Description of work	Unit	Qty
	<b>Civil Work</b>		
1	Providing and laying ceramic glazed floor tiles of size 300 x 300 mm (Thickness to be specified by the manufacturer) of 1 <sup>st</sup> quality conforming to IS : 15622 of approved make in colours such as white, Ivory, Grey, Fume Red Brown, laid on 20 mm thick cement mortar 1:4 (1 Cement: 4 Coarse sand), Jointing with grey cement slurry @ 3.3 kg/sqm including pointing the joints with white cement and matching pigment etc, complete.	Sqm	23.08
2	Providing and applying white cement based putty of average thickness 1mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	Sqm	392.04
3	Distempering with 1 <sup>st</sup> quality acrylic distemper (Ready mixed having VOC content less than 50gms/litre, of approved manufacturer, of required shade and colour complete, as per manufacturer's specification.		
3.1	Two or more coats on new work	Sqm	194.04
4	Finishing walls with 100% premium acrylic emulsion paint having VOC less than 50 gm/litre and UV resistance as per IS 15489:2004, Alkali & fungal resistance, dirt resistance exterior paint of required shade (Company Depot Tinted) with silicon additives.		
4.1	New work (Two or more coats applied @ 1.43 litre/10sqm. Over and including priming coat of exterior primer applied @ 0.90 litre/10sqm.	Sqm	198.00
5	Providing and fixing water closet squatting pan (Indian type W.C. pan) with 100 mm sand cast Iron P or Strap, 10 litre low level white P.V.C flushing cistern, including flush pipe, with manually controlled device (handle lever) conforming to IS:7231, with all fitting and fixtures complete, including cutting and making good the walls and floors wherever required:		
5.1	White vitreous china Orissa pattern W.C. pan of size 580 x 440 mm with integral type foot rests	Each	5.00
6	Providing and fixing wash basin with C.I. brackets, 15mm C.P. brass pillar taps, 32mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require.		
6.1	White Vitreous China Wash basin size 630 x 450 mm with a pair of 15 mm C/P. brass pillar taps.	Each	5.00
7	Providing and fixing 600 x 450 mm beveled edge mirror of superior glass (of approved quality) complete with 6mm thick hard board ground fixed to wooden cleats with C.P. brass screws and washers complete.	Each	5.00
8	Providing and fixing 600 x120 x 5 mm glass shelf with edges round off supported anodized aluminum angle frame with C.P brass brackets and guard rail complete fixed with 40 mm long screws, rod, plugs etc. complete.	Each	3.00
9	Providing and fixing C.P brass bib cock of approved quality conforming to IS: 8931		
9.1	15mm nominal bore	Each	10.00
10	Providing and fixing P.V.C low level flushing cistern with manually controlled device (handle lever) conforming to IS: 7231, with all fitting and fixtures complete.		
10.1	10 litre capacity, white	Each	10.00

Signature of Tendere



	<b>Electrical works</b>		
11	Wiring for light point/fan point/exhaust fan point/call bell point with 1.5 sq mm FRLS PVC insulated copper conductor single core cable in surface/recessed medium class PVC conduit with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq mm FRLS PVC insulated copper conductor single core cable etc. as required.		
11.1	Group C	Point	10.00
11.2	5/6 switch	Each	10.00
11.3	3 Pin 5/6 A socket outlet	Each	10.00
12	Supplying and fixing following size/modules, GI box along with modular base & cover plate for modular switches in recess etc. as required.		
12.1	12 Module (200mm x 150mm)	Each	10.00

Signature of Tendere

**APPENDIX-“A-2”**

**REPAIR AND RENOVATION OF EXISTING SEMI-PERMANENT INFRASTRUCTURE (SIZE- 30' x 14') FOR 500 KG COMPOSITING MACHINE AT PDG, HQr, KALKAJI, NEW DELHI**

<b>SN</b>	<b>Description of works</b>	<b>Unit</b>	<b>QTY.</b>
1.	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in foundation trenches or drains (not exceeding 1.5 m in width or 10 sqm on plan), including dressing of sides and ramming of bottoms, lift upto 1.5 m, including getting out the excavated soil and disposal of surplus excavated soil as directed, within a lead of 50 m : All kinds of soil.	cum	5.9
2.	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :1:3:6 (1 Cement : 3 coarse sand (zone-III): 6 graded stone aggregate 40 mm nominal size)	cum	1.6
3.	Centering and shuttering including strutting, propping etc. and removal of form for all heights: Foundations, footings, bases of columns, etc. for mass concrete.	sqm	8.64
4.	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. above plinth level up to floor five level, excluding cost of centering, shuttering, finishing and reinforcement :1.5:3 (1 cement : 1.5 coarse sand(zone-III) : 3 graded stone aggregate 20 mm nominal size)	cum	0.35
5.	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete pto plinth level Thermo-Mechanically Treated bars of grade Fe-500D or more. Thermo-Mechanically Treated bars of grade Fe-500D or more.	kg	26
6.	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level in all shapes and sizes in :Cement mortar 1:6 (1 cement : 6 coarse sand)	cum	2.82
7.	Supplying and filling in plinth with sand under floors, including watering, ramming, consolidating and dressing complete.	cum	5.32
8.	Cement concrete pavement with 1:2:4 (1 cement: 2 coarse sand: 4 graded stone aggregate 20 mm nominal size), including finishing complete.	cum	2.9
9.	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped washers etc. complete :Hot finished welded type tubes :Using 2”AND 3” diaM.S Pipe for Trusses & Vertical supports.	kg	707
10.	Providing corrugated G.S. sheet roofing including vertical / curved surface fixed with polymer coated J or L hooks, bolts and nuts 8 mm diameter with bitumen and G.I. limpet washers or with G.I. limpet washers filled with white lead, including a coat of approved steel primer and two coats of approved paint on overlapping of sheets complete (up to any pitch in horizontal/ vertical or curved surfaces), excluding the cost of purlins, rafters and trusses and including cutting to size and shape wherever required. 0.63 mm thick with zinc coating not less than 275 gm/ m <sup>2</sup>	sqm	48
11.	15 mm cement plaster on the rough side of single or half brick wall of mix : 1:4 (1 cement: 4 fine sand)	sqm	4.3
12.	Providing ridges or hips of width 60 cm overall width plain G.S. sheet fixed with polymer coated J or L hooks, bolts and nuts 8 mm dia G.I. limpet and bitumen washers complete. 0.63 mm thick with zinc coating not less than 275 gm/m <sup>2</sup>	mtr	9.14

**Note:-Lowest Contractor (L-1) will be decided on overall lowest rates basis.**

(Sanjay Yadav)  
DIGP, PDG, CRPF  
For and on behalf of the President of India  
**Signature of the Tenderer**

**NAME OF CONSIGNEES AND DETAILS OF ITEM**

<b>Sl.No</b>	<b>Name and address of consignees</b>
1	The DIGP, PDG, CRPF, Kalkaji, New Delhi-110019

(Sanjay Yadav)  
DIGP,PDG, CRPF  
For and on behalf of the President of India

**Signature of the Tenderer**

**PROFORMA OF BANK GUARANTEE FOR SUBMITTING  
EARNEST MONEY**

(On banks letter head with adhesive stamp)

To

The DIGP,  
PDG,CRPF,Kalkaji  
New Delhi – 110019.

Dear Sir,

In accordance with your invitation to Tender No-----

M/s. \_\_\_\_\_ (here in after called “The tenderer”)

with the following Directors on their Board of Directors/Partners of the firm.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

wish to participate in the said tender enquiry for **repairing and maintenance of 10 No toilets (4’ x 4’ each) tiling, sanitary fitting and electric fittings and repair and renovation of existing semi-permanent infrastructure size 30’ x 14’ for installation of compost machine- 500kg at PDG, Kalkaji, New Delhi** work to you(hereinafter called “The purchaser”) .Whereas a bank guarantee against Earnest Money for a sum of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ Valid for **180** days from the date of tender opening viz. up to \_\_\_\_\_ is required to be submitted by “the tenderer” as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser upto the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of **180** days without any reservation and recourse.

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.
2. If the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
3. If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and
  - (a) If the tenderer fails to furnish the performance security for the due performance of the contract.
  - (b) If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 180 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

Date. \_\_\_\_\_

Place \_\_\_\_\_

Signature of authorized officer of the bank \_\_\_\_\_

Printed Name. \_\_\_\_\_

Designation \_\_\_\_\_

Name and address of the bank \_\_\_\_\_

**Banker’s Common Seal**

Signature of Tenderer

**PROFORMA OF BANK GUARANTEE FOR FURNISHING  
PERFORMANCE SECURITY DEPOSIT**

To  
The President of India,

WHEREAS M/S------(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no.....dated..... to carry out above mentioned work(description of works and services) (hereinafter called “the contract”) AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a nationalized or scheduled commercial bank of good repute and record recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the contractor such a bank guarantee:

NOW THEREFORE we hereby affirm that we are the guarantors and responsible to you, on behalf of the supplier/contractor, up to a total of.....  
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contractor be performed there under or of any of the contract documents which may be made between you and the supplier/contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the..... day of .....20\_\_\_\_.

*Signature of the Tenderer*

**(Sig. of the authorized officer of the Bank)**

**Name and designation of the officer .....**

**Name and address of the Bank .....**

.....

**Signature of the Tenderer**

**Banker’s common seal**

**PERFORMANCE STATEMENT FOR LAST THREE YEARS FOR SUBJECT WORK**

Name of Firm:

M/S \_\_\_\_\_

1. Contract Nos. :
  
2. Description of Works :
  
3. Quantity on order :
  
4. Value :
  
5. Original Date of completion of work:
  
6. Work done within the stipulated time limit:
  
7. Extension of period for completion of work:
  
8. Reason for delay in completion of work :
  
9. LD charges so paid for delay in completion of work: (If any)

Signature of Tenderer

**LIST NO-1**

**TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED.**

1. Tender No. \_\_\_\_\_
2. Name and address of firm/contractor :
3. What is your permanent Income Tax A/C No.:
4. Status.
  - a) Indicate whether you are Govt. registered or Central or others:
  - b) TIN No. :
5. Please indicate name & full address of your banker in the following format:-
  - a) Bank Name, Branch and Bank Account No. (Core bank account):
  - b) IFSC Code :
  - c) Whether bank branch is NEFT/RTGS enables or not :
6. State whether your firm with you has been banned by any Govt. /Central authority? :
7. Please confirm that you have read all the instructions carefully and have complied with accordingly. :

**Signature of Witness**  
\_\_\_\_\_ (Full name and address of the persons Signing in Block Letters)

**Signature of Tenderer** \_\_\_\_\_  
(Full name and address of the persons signing in Block Letters)

Whether signing as  
Proprietor/Partner/Constituted Attorney/duly  
authorized by the Company

Signature of Tenderer

**Questionnaire/Check List (must be filled in all respect)**

1	Whether firm/Contractor is registered for the tendered work or not	
2	Registration No. and Date	
3	Registration issued by	
4	Registration valid upto	
5	Copy of Registration submitted or not	
6	GST registration No	
7	Whether Copy of GST registration certificate submitted or not with tender	
8	PAN No.	
9	Whether Copy of PAN No submitted or not with tender	
10	Whether EMD enclosed, if yes details of EMD	
11	Whether offer is valid upto <b>180</b> days or otherwise.	
12	Complete details of Banker with IFSC code, Account No. Name of Bank, Name of Branch, Bank Code, Swift code etc.	
13	Whether past performance Performa submitted along with copies of award of contracts or not	
14	Whether tender specification / work scope accepted by the firm/contractor or not	
15	Whether all pages of tender has been signed by the authorized signatory or not and returned with offer of not.	
16	Whether all the terms and condition of the Tender Enquiry including payment terms are acceptable or not	
17	Any other specific condition of the firm/contractor	

Signature \_\_\_\_\_  
(Name of the firm/Contractor)  
With seal/stamp

Signature of Tenderer



**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:- \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. 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), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal

Signature of Tenderer

**Instructions for Online Bid Submission**  
**Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>**

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 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.

Signature of Tenderer

## **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.

Signature of Tenderer

- 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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.



Signature of Tenderer