



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

## CENTRAL BOARD OF SECONDARY EDUCATION

# LIMITED TENDER FOR RMO OF ELECTRICAL AND MECHANICAL INSTALLATION AT CBSE, H.Q. BUILDING, PREET VIHAR, DELHI-110092.

(Tender reference No.:- CBSE/Maint./10(III)/H.Q/Jan-2018)

Issued By:  
Deputy Secretary (A & L)  
Central Board of Secondary Education  
2, Community Centre, Preet Vihar,  
Delhi-110092.

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**2, Community Centre, Preet Vihar, Delhi-110 092**

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## **Section -1**

**(Notice Inviting Tender)**

# CENTRAL BOARD OF SECONDARY EDUCATION

## TENDER NOTICE

**Notice inviting Bids for Limited tender for RMO of Electrical and Mechanical installations installed at Shiksha Kendra, CBSE, H.Q building, Preet Vihar, Delhi-110092.**

Central Board of Secondary Education (CBSE), Delhi invites online mode tenders under two bid system at CPPP e Procurement site <https://eprocure.gov.in/epublish/app> for RMO of Electrical and Mechanical installations installed at Shiksha Kendra, CBSE, H.Q building, Preet Vihar, Delhi-110092. Agencies having minimum 5 years experience and satisfactorily executed minimum 2-3 works of equivalent magnitude and having electrical licence for work on HT/LT panel/line may apply. The tender documents can be downloaded from Board's website [www.cbse.nic.in](http://www.cbse.nic.in) and CPP e-publishing Portal, Govt. Of India site <https://eprocure.gov.in/epublish/app>.

Interested agencies can download the Tender document from the CBSE website, [www.cbse.nic.in](http://www.cbse.nic.in) (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

### **CRITICAL DATE SHEET**

<b>Published Date</b>	<b>29.01.2018 (12:30 P.M.)</b>
<b>Bid Document Download / Sale Start Date</b>	<b>29.01.2018 (12:30 P.M.)</b>
<b>Clarification Start date &amp; Time</b>	<b>29.01.2018 (12:30 P.M.)</b>
<b>Clarification Closing date &amp; Time</b>	<b>12.02.2018</b>
<b>Bid Submission Start Date</b>	<b>12.02.2018</b>
<b>Bid Submission End Date</b>	<b>19.02.2018</b>
<b>Bid Opening Date</b>	<b>20.02.2018</b>
<b>Duration of Contract</b>	<b>One year</b>
<b>Tentative date &amp; time for opening of Financial Bid of eligible Tenderers</b>	<b>Date will be intimated by Email / registered post</b>
<b>Tentative Cost of Tender</b>	<b>6.60 lacs</b>
<b>Validity of Bid</b>	<b>90 days</b>

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

The cost of the Bid Document is Rs. 500/- (Rupees Five Hundred only) which is non-refundable and the same is to be deposited online at the time of submission of bid document Bids shall be submitted online only as per critical date sheet at CPPP e Procurement website: <https://eprocure.gov.in/eprocure/app>.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Earnest Money deposit (EMD) of Rs.15,000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banquers Cheque or Bank Guarantee from any commercial Bank favoring " The Secretary CBSE Payable at Delhi" or through electronic fund transfer in CBSE A/c No. 91471010000016, IFSE Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.

**Address:**

**Assistant Engineer**

**Maintenance Unit**

**Central Board of Secondary Education**

**2, Community Centre, Preet Vihar,**

**Delhi-110092.**

**Cont. No:- 22515830/22044202**

**E-mail:- rahultyagicbse@gmail.com**

## **Section -2**

**(BID SUBMISSION FORM)**

## BID SUBMISSION FORM

Date:

### LETTER OF BID

To

**The Secretary  
Central Board of Secondary Education,  
2, Community Centre, Preet Vihar,  
Delhi-110092.**

**Ref: Invitation for Bid**

We, the undersigned, declare that:

- 1 We have examined and understand that no reservations should be corrected by under signed to the Bidding Documents including Addenda issued in accordance with Instructions to Bidders.
- 2 We offer to execute in conformity with the Bidding Documents for RMO of Electrical and Mechanical installations installed work at CBSE, H.Q building, Preet Vihar, Delhi-110092.
- 3 Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

*(To be printed on Bidder's letter head) (To be printed on Bidder's letterhead)*

## **Section -3**

**(BIDDER'S PROFILE)**

**General:**

- 1. Name of the company.....
- 2. Name of the authorized person submitting the Bid “Shri/Smt.....
- 3. Designation of the authorized person submitting the Bid.....
- 4. Name, Designation, address and Mobile Number of alternate person.....  
.....
- 5. Address of the company.....
- 6. Tel no. with STD code (O).....(Fax).....(R).....
- 7. Mobile No. of the person submitting the Bid.....
- 8. E-mail of the person submitting the Bid.....
- 9. Organization's email ID.....
- 10. Website Address (if any) .....
- 11. Registration & incorporation particulars of the firm:
  - i) Private Limited
  - ii) Public Limited
  - iii) Any other - Please specify.....
- 12. Name of Director/owner or partner (s).....
- 13. Email ID of Director (s).....
- 14. Mobile Number of Director (s).....
- 15. Bidder’s bank, its address and current account number .....
- 16. Permanent Income Tax number,.....  
**(Please attach copies of income tax return for last three years)**
- 17. GST No.....  
**(Please attach copies of GST Number)**
- 18. TIN Number.....
- 19. EPF Registration Number.....
- 20. ESIC Registration Number.....
- 21. Particulars of EMD
  - i) Demand Draft / B.D./Cash Receipt No. ....
  - ii) Date.....
  - iii) Name of Bank.....
  - iv) Address of Bank.....
  - v) Validity of BD/DD.....

20. Particulars of Tender Fee

- i) Demand Draft No/Cash Receipt.....
- ii) Date. ....
- iii) Name of Bank.....
- iv) Address of Bank. ....
- v) Validity of DD.....

21. Description of similar work of RMO of Electrical and Mechanical installation executed during the last five years (Please furnish copies of completion certificate from the Government Department / Organization) -

As per Clause 2.3: Section 5	Description of Work /order executed	Actual Value of work / order executed	Name of Government Department / Organization	Start Date	Finish Date	Document evidence at page No.
40% Value						
60% Value						
80% Value						

22 TECHNICAL QUALIFICATION:-

- a. The tenderer should have minimum 05 years experience in the area of “RMO of Electrical and Mechanical installations” companies of repute, preferably Govt. organizations/PSU/Autonomous organizations (Please enclose copy of the contracts executed during past 36 months).
- b. The tenderer should have completed satisfactorily at least two-three contracts in above field (A satisfactory execution certificate must be enclosed for each work from the contractre).
- c. The tenderer should be registered with concerned authorities any having Electrical license for work on HT / LT panel . The tenderer is required to furnish legible photocopy of the concerned registrations along with its technical offer clearly indicating the contractor’s code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
- d. The tenderer shall furnish copy of registration under GST and Income Tax – giving its GST & income tax registration number.
- e. The office of the tenderer should be located in Delhi or NCR.

**UNDERTAKING**

1. I/We the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/undersigned are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the CBSE to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I /We hereby undertake to Renovation of Toilets work as per the directions given in the tender document/contract agreement.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory .....

Name of the Bidder .....

Seal of the Bidder

## **Section -4**

**(CERTIFICATE OF NEAR RELATIVES)**

# **CERTIFICATE**

## **Certificate on Non-Participation of near Relatives in the tender**

I \_\_\_\_\_, S/O \_\_\_\_\_, R/O \_\_\_\_\_ hereby certify that none of my relative(s) as defined in Section 12 of tender document is/are employed in CBSE ,H.Q building, Preet Vihar, DELHI as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, CBSE office shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Bidder

Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## **Section -5**

**(INSTRUCTIONS OF THE BIDDERS)**

## **INSTRUCTIONS TO THE BIDDERS**

### **1. GENERAL INSTRUCTIONS**

1. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education, Delhi shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder.
- 1.1 The Bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 1.2 Interested agencies can download the Tender document from the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (for perusal reference only) and interested agency will fill the complete tender form at CPPP e Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD or tender fee of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
- 1.6 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Central Board of Secondary Education. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.7 **TECHNICAL QUALIFICATION**
  - f. The tenderer should have minimum 05 years experience in the area of "RMO of Electrical and Mechanical installations" companies of repute, preferably Govt. organizations/PSU/Autonomous organizations (Please enclose copy of the contracts executed during past 36 months).
  - g. The tenderer should have completed satisfactorily at least two-three contracts in above field (A satisfactory execution certificate must be enclosed for each work from the contractre).
  - h. The tenderer should be registered with concerned authorities any having Electrical license for work on HT / LT panel . The tenderer is required to furnish legible photocopy of the concerned registrations along with its technical offer clearly indicating the contractor's code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
  - i. The tenderer shall furnish copy of registration under GST and Income Tax – giving its GST & income tax registration number.
  - j. The office of the tenderer should be located in Delhi or NCR.

## 1.8 Earnest Money Deposit (EMD)

1. The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) Units (only permanently registered) & agencies registered with NSIC etc., are exempted from submitting EMD.
2. SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.  
Only such SSI Units and agencies registered for the same trade/Item for which the tender is relevant shall be exempted from submission of EMD.
3. EMDs of unsuccessful tenders shall be refunded after reasonable time without interest.
4. The tenders without EMD or partial EMD shall be summarily rejected.
5. Earnest money to successful tenderers shall be returned after submitting the Initial Security Deposit (ISD) @ 10% of contract value in form as prescribed under General Financial Rules, 2017. No interest will accrue on such deposit.

## 2. EARNEST MONEY DEPOSIT:

- 2.1 This bids should be accompanied by an Earnest Money Deposit ( **Rs. 15,000**) and Tender Fee (**Rs. 500/-**) of in the form of Bank Guarantee/Demand Draft of any nationalized bank. The Bank Guarantee / Demand Draft shall be in favour of Secretary, CBSE and payable at Delhi. The bid security will remain valid for a period of 90 days beyond the final bid validity period.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**Address:**  
**Assistant Engineer**  
**Maintenance Unit**  
**Central Board of Secondary Education**  
**2, Community Centre, Preet Vihar,**  
**Delhi-110092.**  
**Cont. No:- 22515830**  
**E-mail:- [rahultyagicbse@gmail.com](mailto:rahultyagicbse@gmail.com)**

- 2.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained

## **Section -6**

**(SCHEDULE OF REQUIREMENT)**

**CENTRAL BOARD OF SECONDARY EDUCATION,  
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

**Schedule of Requirement**

- A. Manpower to be engaged by the Contractor:
- |                                |   |       |
|--------------------------------|---|-------|
| 1. Substation Attendant        | - | 01 No |
| 2. Substation Helper/ Khallasi | - | 01 No |
- B. Material : materials for general requirement provided by the Contractor:
1. Cotton waste, CTC, Petrol, Thinner, de-strainer etc.
  2. Insulation Tape
  3. Testing lamp
  4. Plugs
  5. Fuse wire, Nut and Bolts
- C. All T&P if required for loading, lifting machine, repairing of installation etc. shall be arranged by the Contractor.

## **Section -7**

**(LIST OF ENCLOSURES)**

**LIST OF ENCLOSURES**

1. E.M.D of Rs. 15,000/- in the form of D.D./B.D No \_\_\_\_\_ dated \_\_\_\_\_ & Rs.500/-DD/BD in case of down-loading the tender through Website of Bank - \_\_\_\_\_ (attached with technical Bid only).
2. List of clients.
3. Performance certificate of last three works duly attested.
4. Electrical License from, Govt. Of Delhi/ Concerned Issuing Authority.
5. Organizational set-up including technical infrastructure.
6. Analysis of rates.
7. Any other documents.

**(Signature of the Tenderer)**

**With complete address and seal**

Date: \_\_\_\_\_

## **Section -8**

**(PRICE BID)**

**PRICE BID**  
**SCHEDULE OF WORK**

Name of work : RMO electrical and mechanical installation at CBSE, Preet Vihar, Delhi.

Sl. No	Description of Work	Amount/ Rate (Per Month)
1.	<p>Day to day maintenance/operation of following Electrical/mechanical installation installed in CBSE, HQ Building ,Preet Vihar, Delhi.</p> <p>i) Operation of 320 KVA &amp; 200 KVA D.G. Sets. (List of installations are attached)</p> <p>Staff:</p> <p>i) Substation Attendant - 01 No ii) Substation Helper/Khallasi - 01 No</p> <p>Timing :</p> <p>Six working days of the week with normal duty hours from 8.30 a.m. to 8.30 p.m.</p>	

**Note:- Analysis of rates must be enclosed with financial bid.**

## **Section -9**

**(ACCEPTANCE BY THE TENDERER)**

**Acceptance by the Tenderer**

I hereby affirm that I have read all the instructions, terms and conditions before submission of the Price Bid.

**(Signature of the Tenderer)**

**With complete address and seal**

**Tel. No** : \_\_\_\_\_

**Mobile No** : \_\_\_\_\_

**Place** : \_\_\_\_\_

## **SECTION-10**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

## 1. DEFINITIONS

### 1.1 General

In this Contract including the schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

“Agreement”	The word “Agreement” and “Contract” has been used interchangeably.
"Contractor"	The word “Contractor” and the “Successful Bidder’ has been used interchangeably.
Client	The work "Client" shall mean the Office of the CBSE
Letter of Acceptance	Shall mean the intent of the Client to engage the successful bidder.
‘Confidential Information’	shall mean all information that is not generally known and which is obtained / received during the tenure of the contract and relates directly to the business /assets of Client including the information having the commercial value.
Termination Date”	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
Termination Notice	Shall mean the notice of Termination given by either Party to the other Party
Contractor	Shall mean the successful bidder to whom the work for RMO Electrical and Mechanical installations in Client’ premises have been awarded.

### 1.2 CONFIDENTIALITY

1.2.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client’s business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client’s information.

1.2.2 If the Contractor receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Contractor to Client immediately on receipt of such queries.

## **2 PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)**

- 2.1 The successful bidder within fifteen days of the acceptance of the LoA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank, a sum equivalent to 10% of the accepted contract value in favour of Secretary, CBSE and payable at Delhi. The Performance Bank Guarantee shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of contractor including warranty obligation.
- 2.1.1 Failure of the successful bidder to comply with the requirements of submission of Performance Bank Guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of the bid and forfeiture of the earnest money deposit, in which case the Client shall make the offer to the other alternative bidder at the discretion of the Client.
- 2.2 The Bank Guarantee can be forfeited by order of the competent authority of Central Board of Secondary Education in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Central Board of Secondary Education sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- a) If the contractor is called upon by the Competent Authority of the office of the to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and the Office of the Central Board of Secondary Education shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
  - b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor .
  - c) Bid security will be refunded to the successful bidder on receipt of Performance Security.

## **3. SIGNING OF CONTRACT AGREEMENT**

- 3.1 The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the services.
- 3.2 Client shall prepare the draft Articles of Agreement in the Performa included in this Document, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder for their concurrence.

- 3.3 The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within **Two (02) days** of receipt of the draft Articles of Agreement from Client, duly printed on the correct amount of stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed.
- 3.4 The competent authority of the Client shall sign the Contract agreement and return a copy of the same to the successful bidder.

## **SECTION – 11**

**(TERMS & CONDITION OF WORKS)**

## TERMS & CONDITIONS OF CONTRACT

1. The contract shall be for a period of one year. If the performance to the agency found satisfactory contract will be extended for further one year.
2. The contractor shall be responsible for cleaning of substation installation in the Basement including control switches, appliances, equipments etc.
3. All cleaning material such as cotton waste, C.T.C., petrol, thinner, de-strainer etc. item like insulation tape, testing lamp, plugs, fuse wire, nut & bolts shall have to be supplied by the contractor.
4. The duty timings shall be 8.30 a.m. to 8.30 p.m. for six working days in a week.
5. The manpower deployed shall be bound to report at 8.30 a.m. sharp to the In charge concerned.
6. The Secretary, CBSE may detain any workman owing to official urgencies. However, Over-Time payment will be made by office for extra duty on pro. rata basis.
7. The manpower deployed by Agency must put on their uniform.
8. Proper Log Books shall be maintained in respect of the plant and machinery. Such records shall be kept with the concerned Engineer of the Board.
9. Police verification of the manpower deployed must be got done in advance before deployment.
10. The staff to be engaged should possess qualification as given below :
  - a. Wireman/Electrician-ITI with five years experience in M.S.O. Building having L.T./H.T. systems.
  - b. Electrical Helper/Khallasi-working experience of five years with M.S.O. buildings with Wireman/Electrician.

**NOTE :**      **Photo copy of permit/relevant certificates shall be submitted to this office before taking over of work (Original should also be shown for verification).**

11. The Board shall not have any liability for the staff employed by the Contractor for absorption or any other claim/wages/payment whatsoever.
12. The contractor will be fully responsible for the act of their workman and the Board will not be responsible for any liability. All claim of workman shall be the contractor's liability and not of the Board in any manner.
13. Except the duty staff no person would be allowed inside the substation.
14. The workman shall operate within their specified zones.
15. The Contractor shall return all the dismantled materials to the Engineer- In charge of the Board.

16. **Performance Security** - The successful bidder shall have to deposit the performance security @ 10% of the total tender cost in Board's A/C. for the period of the contract/Agreement.
17. In case of unauthorized absence of staff, recovery @ **Rs. 500/-** per day shall be made.
18. All the T&P required shall be arranged by the Contractor at his own cost and be solely responsible for safety of his workers during performance of the duties.
19. The Bio-data of the staff deputed shall be submitted.
20. The installation is to be maintain strictly as per CPWD specification wherever applicable and to entire satisfaction of Engineer-Incharge.
21. All electrical and mechanical installation shall be maintained in perfect working condition complying the maintenance manuals, clean and safe from damage, risk of theft etc. Any damage/defect if occurs to the installation due to negligence of staff during contract period, the Contractor will bear the same at his own cost. In such cases the decisions of the **Chairman, CBSE.** shall be final & binding on the contractor.
22. The Contractor shall be bound to deploy the staff as per Schedule of Work.
23. In case of Contractor intends to replace the staff during the contract period, the same may be discussed with engineer in charge briefing the compelling reasons for replacement's .
24. The contractors' staff has to carry out preventive maintenance of electrical installations periodically in the presence of the Engineer in charge who shall seek the permission of the Secy. / Joint Secy. and maintain proper records of test results.
25. No equipment shall be taken out of the building without permission of the Engineer In charge.
26. In Cards shall be arranged by the Contractor for its workers.
27. In case of any dispute, **The Chairman, CBSE** shall be the sole Arbitrator and his/her decision shall be binding on both the parties.
28. The agency shall maintain a line diagram of the system in substation.
29. The attendance register for the staff for the work under the agreement shall be maintained regularly without fail which should be produced to Engineer-in-Charge when ever asked for and staff also make there attendance on biometric machine.
30. Whole of the system shall be kept in proper working conditions.
31. The equipment's and system shall be kept neat and clean for which nothing extra shall be paid.
32. Any loss or damage to the building whether due to negligence of firm's staff or due to theft of equipments which are under the operation and maintenance of the firm, shall be the firm's responsibility and shall be made good by the firm free of cost within 10 days from the date of occurrence.
33. If the firm does not rectify the damage /loss within the stipulated time, the same shall be got done by the department and expenditure incurred shall be recovered from the firm.

34. Agreement can be terminated at any time without giving any reason and notice.
35. The system shall always be kept on upto date.
36. Contractor shall be responsible for any loss of life or property in case the fire fighting equipment under the charge of contractor does not work when fire occurs. Any compensation to be paid on account of loss of life or property shall be recovered from the contractor.
37. The contractor **shall give his telephone number and address** where he can be contacted. Any Change in the above should be directly communicated to department.
38. The firm shall have the capability for removing the defects in the existing system. They should be able to point out the defects along with the cause/ symptom.
39. The agency has to observe all labour rules and regulations in force. The minimum wages to be deployed should not be less than the wages for skilled person.
40. The CBSE, reserves the right to extend/terminate the contract on the same terms and conditions. If the performance to the agency found satisfactory contract will be extended for further one year.
41. Dismantled material shall be returned to the Board.
42. Payment shall be made on monthly basis.
43. The agency shall ensure that none of his staff associates in unlawful activities.
44. The agency shall be bound to take over the system with complete installations within a period of 15 days from the issue of the work order failing which E.M.D. is liable to be forfeited.
45. If any legal dispute arises pertaining to this contract, the courts of Delhi will have jurisdiction over all the disputes.
46. The agency shall ensure that the wages to the workmen are paid according to minimum wages prescribed by the Govt. of N.C.T. Delhi.
47. The agency shall depute the workmen whose credentials have been got verified through the Police.
48. The cost of agreement on non judicial stamp paper of R.100/- shall be born by the agency.
49. The Cost of the Contract shall be valid for the period of the Contract i.e. initially for a period of one year. No price escalation, other than minimum wages revision shall be entertained by the client during the period.
50. After expiry of the initial period of the Contract of one year and if the contract is renewed by the client, the contractor shall claim. Increase in the contract cost only on account of increase in the minimum wages, as and when increased by the Government.

51. All payment shall be made in Indian Currency by means of an RTGS.
52. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

**Signature of contractor**  
**with Seal & date**

## **Section – 12**

### **(CHECK - LIST)**

## **CHECK LIST ON PREPARATION OF BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>YES/NO</b>
1.	Have you filled in and signed Bidder Profile?	
2.	Have you read and understood various conditions of the Contract and shall abide by them ?	
<b>TECHNICAL BID</b>		
3.	Have you enclosed the EMD of Rs15,000 /- and Rs.500/- tender cost in the Technical Bid ?	
4.	Have you taken prints of all the Sections of Tender, in the Prescribed paper size.	
5.	Have you attached proof of having met the following minimum eligibility criteria ?	
5.1	Legal Valid Entity : Have you attached attested of registration certificate	
5.2	Financial Capacity : Have you attached Audited Balance Sheets, Audit Reports ?	
5.3	Experience : Have you attached the attested experience certificates issued by the Organizations / Government Depts ?	
6.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid ?	
<b>FINANCIAL BID</b>		
7.	Have your financial Bid proposal is duly filled?	
8.	Have you enclose Analysis of rates with Fiancial bid?	

## **SECTION -13**

**(INSTRUCTION FOR ONLINE BID SUBMISSION)**

## **Instructions for Online Bid Submission:**

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

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

### **REGISTRATION**

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

### **SEARCHING FOR TENDER DOCUMENTS**

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

## **PREPARATION OF BIDS**

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

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online,

without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

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