

Tender Invitation Notice No. 69/CWM/2020-21/12

Date: 06/01/2021

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मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद,  
प्रयागराज-211004 (भारत)

Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj-211004 (India)

An Institute of National Importance as Declared by NIT Act, GOI, 2007

**TENDER INVITATION NOTICE FOR CIVIL WORKS FROM REGISTERED CONTRACTORS OF THE INSTITUTE**

1	Tender Start Date & Time	06/01/2021; 18:00 Hrs.
2	Tender Closing Date & Time	21/01/2021; 15:00 Hrs.
3	Tender Opening Date & Time	22/01/2021; 15:00 Hrs.
4	Tender to be submitted	Online at CPPP viz. www.eprocure.gov.in/eprocure/app
5	Tender to be opened in	CWM Office in Administrative Building, MNNIT Allahabad, Prayagraj-211004
6	Tender Fee to be submitted	Tender Fee ₹ 500.00 to be deposited in the Accounts Section of the Institute <b>Note:</b> Please upload the transaction receipt.

Motilal Nehru National Institute of Technology Allahabad invites Online Tender for the following works.

Si. No.	Particulars of work	Location	Estimated Cost	Head of Account	Time of Completion
1.	Hiring of Tractor with trolley for cleaning and maintenance work as per direction of In-charge in the Academic, Hostel and Residential campus of the Institute.	Academic Campus	Rs. 4,62,000.00	R.B.S.	11 Months

The complete Bid Document can be viewed/download from CPPP viz. www.eprocure.gov.in/eprocure/app and Institute website www.mnnit.ac.in.

Tender must be submitted online at CPPP viz. www.eprocure.gov.in/eprocure/app and shall be opened in the presence of bidder's authorized representatives, who choose to attend and shall sign a register evidencing their attendance.

**Note- No physical Tender shall be submitted in the Institute.**

Executive Engineer  
MNNIT Allahabad

## INSTRUCTIONS FOR ONLINE TENDER SUBMISSION

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

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

### **REGISTRATION**

- 1) Tenderers 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 tenderers will be required to choose a unique user name and assign a password for their accounts.
- 3) Tenderers 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 Tenderers 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 / e-Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Tenderer. Please note that the Tenderers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Tenderer 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 Tenderers 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 Tenderers 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 Tenderers 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 Tenderers through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The Tenderer 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 TENDERS**

- 1) Tenderer should take into account any corrigendum published on the tender document before submitting their tenders.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Tender. Please note the number of covers in which the Tender 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 Tender.
- 3) Tenderer, in advance, should get ready the Tender documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Tender 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 Tender, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Tenderers. Tenderers 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 Tender, and need not be uploaded again and again. This will lead to a reduction in the time required for Tender submission process.





**Note:-** My Documents space is only a repository given to the Tenderers to ease the uploading process. If Tenderer has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Tender.

### **SUBMISSION OF TENDERS**

- 1) Tenderer should log into the site well in advance for Tender submission so that they can upload the Tender in time i.e. on or before the Tender submission time. Tenderer will be responsible for any delay due to other issues.
- 2) The Tenderer has to digitally sign and upload the required Tender documents one by one as indicated in the tender document.
- 3) Tenderer has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the work.
- 4) Tenderer should prepare the EMD as per the instructions specified in the tender document.
- 5) The original should be posted/couriered/given in person to the concerned official, latest by the last date of Tender 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 Tender submission time. Otherwise the uploaded Tender will be rejected.
- 6) Tenderers are requested to note that they should necessarily submit their financial Tenders in the format provided and no other format is acceptable. If the price Tender 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 Tenderers. Tenderers are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Tenderer). No other cells should be changed. Once the details have been completed, the Tenderer should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the Tenderer, the Tender will be rejected.
- 7) The server time (which is displayed on the Tenderers' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Tenders by the Tenderers, opening of Tenders etc. The Tenderers should follow this time during Tender submission.
- 8) All the documents being submitted by the Tenderers 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 Tender opening. The confidentiality of the Tenders is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any Tender 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/Tender opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Tender openers.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized Tender openers.
- 10) Upon the successful and timely submission of Tenders (i.e. after Clicking "Freeze Tender Submission" in the portal), the portal will give a successful Tender submission message & a Tender summary will be displayed with the Tender no. and the date & time of submission of the Tender with all other relevant details.
- 11) The Tender summary has to be printed and kept as an acknowledgement of the submission of the Tender. This acknowledgement may be used as an entry pass for any Tender opening meetings.

### **ASSISTANCE TO TENDERERS**

- 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 Tender submission queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk.





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Motilal Nehru National Institute of Technology Allahabad, Prayagraj  
सिविल अनुरक्षण कार्य प्रभाग-कार्यालय  
Office of the Civil Works & Maintenance Section

**TENDER FORM (To be upload on CPP Portal)**

**Reference:** Tender Invitation Notice No. **59/CWM/2020-21/12**

Date: 06/01/2021

**Name of work:-** Hiring of Tractor with trolley for cleaning and maintenance work as per direction of In-charge in the Academic, Hostel and Residential campus of the Institute.

**The Terms & Conditions Are As Under:-**

1. All the Tender must be item rate based.
2. Quoted Rates will be inclusive of all taxes (GST). TDS will be deducted as per prevailing rules of Government revised from time to time.
3. Any mention of overall discount or cost enhancement on quoted amount is not allowed.
4. The rate should be F.O.R. Institute premises/ in the store of the under signed.
5. Measurement and rate shall be as per CPWD specification and all terms & conditions shall be applicable as per NIT/CPWD.
6. All necessary tests as required shall be carried out as per the directions of the Engineer-in-charge. Nothing extra shall be payable on this account.
7. Works will be executed as per latest CPWD works manual and General condition of Contract for CPWD works.
8. Validity of quotation will be 120 days from the last date of tender submission.
9. The quantity against each item be treated as provisional and is subject to variation, If necessary, at the time of award of work or during executing of work according to requirements as per Engineer-in-charge/General conditions of contract for CPWD works.

[1]



10. The material supplies and execution of works must be strictly in accordance with the specifications quoted and will be subject to inspection and approval by the Executive Engineer.
11. The contractor whose quotation/Tender is accepted and the work is awarded, he is expected to complete the work within the stipulated time.
12. No enquiry in shall be entertained as to whether the tender of the particular contractor have been accepted.
13. The right of acceptance or rejection of any or all the tender is reserved without assigning any reason with competent authority.
14. 05% of contract amount from the final payment shall be withheld by the Institute till the completion of maintenance period of 12 months from the date of satisfactory completion of works.
15. For the water proofing treatment, the security money will be deducted 10% for 10 years as per CPWD rule.

**Details of payment made for tender fee**

- Paid ..... vide receipt No. .... dated..... (Scanned copy to be attached)

**ADDRESS & NAME OF THE CONTRACTOR:**

M/s/Shri .....

Address.....



**Executive Engineer**

