



## **ASSAM UNIVERSITY: SILCHAR**

### **E-TENDER**

**Name of Work:** Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar

Certified that this technical tender document contains (28) pages including the cover page.

Tender issued to: -----

Date of issue: -----

**Signature of issuing Officer of the University**



## ASSAM UNIVERSITY: SILCHAR

(A Central University Constituted under Act. XXIII of 1989)

### e-TENDER DOCUMENT

**Name of Work: Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar**

- Application/Form Fee: Rs.5000/-
- Earnest Money: Rs. 50,000/-
- Tender Processing Fee payable to ITI Limited: Rs. 2950/-
- Last date of submission online of tender: 03-02-2023 up to 1.00 P.M.
- Date and Time of online Technical Bid Opening: 03-02-2023 at 1.30 P.M.
- Date and Time of online Price Bid Opening: 03-02-2023 at 2:00 P.M.



## **CHECK LIST OF DOCUMENTS**

Following Self-attested Certificates along with self-attested copy of tender document must be scanned and uploaded:

**Note:** The Technical Bid shall be instantly rejected, if the following documents are not scanned and uploaded online. The EMD & Tender cost, both in original, must be submitted offline, failing which the bid will be rejected instantly to the office of Executive Engineer, Engineering Section, Assam University. The sealed tender must have the scribe written on the top of the envelope as “To, Registrar, Assam University, Silchar – 788 011 Subject: Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar”

### **Check List:**

1. work experience of similar nature, of value not less than 20 lakhs, single work, in last 5 years in any Central Govt. Deptt/Govt. Institution/PSU : Yes/No
2. GST Registration : Yes/No
3. Valid PAN card : Yes/No
4. Trade license : Yes/No
5. Labour license - are requested to apply with their Credential/Testimonials which is to be sent, to the Registrar, Assam University, Silchar, Assam, PIN-788011 : Yes/No

### **Note:**

- a. The Bidders are required to submit the print copy of the above uploaded documents duly self-certified along with the proof towards payment of tender document cost and EMD submitted. However, in case of any discrepancy found, the documents submitted through online mode will only be considered. Submission of tender cost & EMD in original, through offline mode is a must, failing which the bid will be disqualified.
- b. Works completion Certificate should be issued by officer not below the rank of Executive Engineer or equivalent/ Head of any Institution. Work order shall not be considered as proof for works completion.

**Signature of Agency / Contractor**



**ASSAM UNIVERSITY: SILCHAR**

**(A Central University Constituted under Act. XXIII of 1989)**

**Name of Work: Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar**

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**SECTION I – NOTICE INVITING E-TENDER**

**ASSAM UNIVERSITY, SILCHAR**

File No. Conv./VSC/2023

Date: -20-01-2023

**NOTICE INVITING E-TENDER**

Assam University, a Central University, located at Silchar, Assam is going to hold its 20th Convocation in the last week of February, 2023. For this purpose Assam University invites sealed tender from Firms/Decorators/Agencies/Designers, for the "Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3500 persons (per day) for two days, guests etc including supplying of necessary items like AC, DG Set, Electronic Equipment, LED Display, Toilets, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals for male and females etc." Also Hall has to be extended as per requirement without column in between width of the Hall.

Name of Work	Estimated Cost	Time of Completion	EMD (In Rupees)	Application / Form Fee	Tender Processing Fee	Last date of submission of e-tender	Date and Time of online Technical Bid Opening	Date and Time of online Price Bid Opening
Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar	N/A	10 days	Rs. 50,000/-	Rs. 5000/-	Rs. 2950/-	03-02-2023 to 1.00 P.M	03-02-2023 At 1.30 P.M	03-02-2022 At 2.00 P.M

The eligible contractors who are financially sound and proficient in the similar nature of works are to quote their total **lumpsum rate**. Rate should be inclusive of all taxes & incidental charges.

The tender documents and other details can be obtained from the websites [www.aus.ac.in](http://www.aus.ac.in) or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app> for which nonrefundable tender fees of Rs. 500/- per tender payable in DD (Drawn in favour of Assam University, Silchar) to be enclosed as application fees along with tender document. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.

Sd/-  
Registrar



## TENDER CONDITIONS:

1. The Tenderer shall quote his rate as per NIT & the Terms and Conditions enclosed in the Tender document.
2. Tender Documents can be downloaded from [www.aus.ac.in](http://www.aus.ac.in). or <https://mhrd.euniwizarde.com> Or <https://eprocure.gov.in/epublish/app> Mandatory Tender application/Form fee of **Rs.5000/- (Five thousands only)** in the form of demand draft drawn(DD) in favor of Assam University, Silchar, payable at Silchar from a scheduled /nationalized bank only, failing which the tender will not be accepted.
3. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the University and local conditions and other factors having bearing on the execution of the work.
4. **The Earnest Money Deposit (EMD) of Rs. 50,000/-** mentioned above is absolutely mandatory. EMD may be submitted in the form of **Bank Draft/ FDR /Call Deposit drawn in favor of the Assam University, Silchar** valid for six months from any Nationalised Bank, which will be refunded within three (3) months of completion of the work, failing which the tender will not be accepted. Soft copy of such EMD be uploaded while submitting the tender and hard copy of the EMD has to be submitted to Engineering Section, AUS on or before the Day of tender opening.
5. The interested and financially sound Firms/Decorators/Designers having (1) work experience of similar nature, of value not less than 20 lakhs, single work, in last 5 years in any Central Govt. Deptt/Govt. Institution/PSU, (2) GST Registration, (3) Valid PAN card, (4) Trade license (5) Labour license - are requested to apply with their Credential/Testimonials which is to be sent, to the Registrar, Assam University, Silchar, Assam, PIN-788011, super scribing on the top of the envelope "Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar." The completion time for the project is 10 (ten) days from the date of execution of agreement with Selected Bidder



6. Tenders should be valid for 90 days from the date of opening of the tenders and may have to be extended further if considered necessary by the University. No reasons will be assigned for extension and no withdrawal shall be allowed. 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 University, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money Deposit.
7. **The time allowed for completing the work will be 10 days from the issue of work order.**
8. No Telex/ Tele fax/ Telegram/ E-mail of the Techno-Commercial and Price bids will be accepted. The University is not responsible for Postal/ Courier delays. The parties have to ensure the receipt of bids well in time.
9. If the date of tender submission and opening happens to be unforeseen holiday, the same will be postponed to the next working day without any further intimation.
10. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received without assigning of any reason thereof. All tenders in which any of the prescribed condition is not fulfilled or any condition put forth by the tenderer, shall be summarily rejected.
11. **Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be summarily rejected.**
12. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.
13. This Notice Inviting Tender shall form a part of the contract document.
14. The successful tenderer/ contractor, on acceptance of his tender by the University, shall within 15 days from the stipulated date of start of the work sign the contract agreement in standard form consisting of the notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
15. No materials will be supplied by the University.
16. In case of delay in completion of the work within the stipulated time due to reasons attributable to the contractor, Standard Liquidated Damage @ 0.1% of the final bill value shall be recovered for each day of delay from the final bill or the part thereof subject to a maximum of 10%.
17. The contractor shall obtain a valid license under the contract labour (R&A) Act, 1970, and the contract labour central rules 1971, during the commencement of the work, and continue to have a



valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986 and other labour laws. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant non execution of the work. No labour below the age of fourteen years shall be employed on the work.

18. Application in plain paper completed in all respect enclosed with non-refundable application fee of Rs.5000/- (Three thousand) only be submitted by demand draft in favour of Assam University, Silchar payable at Silchar and the application should reach to the Office of the undersigned by 3<sup>rd</sup> February, 2023 till 1 pm.
19. During Opening of tender only representative duly authorized by the agency / contractor will be allowed to be present.
20. All relevant documents submitted with the tender should be self-attested (by the agency/ contractor) and on demand original copy must be produced failing which tender will not be considered.
21. Authenticity of signatory (contractor) of tender document will be verified before finalization of tender document.
22. Tax at higher of prescribed rate or 20% will be deducted on all transactions liable to TDS, where the permanent Account Number (PAN) of the deductee is not available.
23. EMD of unsuccessful bidder shall be released within 02 (two) months after issue of work order to the successful bidders.
24. If the work is found not as per specification or abandoned by the executing contractor/agency, same will be cancelled and remaining work will be done through other contractor/agency at their cost & risk.
25. The Contractor has to arrange water supply at his own cost for his site office as well as for all construction works to be executed by him. As the University has acute water crisis problem, so University will not be able to supply water.
26. Bank solvency certificate as per our enclosed format is to be issued by any schedule/ nationalized bank which is to be enclosed by the Contractor in the Technical Bid, failing which the Bid will be rejected.
27. Arbitration: In case of dispute or difference between the parties in the contract or its execution thereof, the same will be sorted out amicably, mutually. In the event that an amicable settlement cannot be reached, any dispute arising out of or relating to this Agreement shall be settled by a sole Arbitrator appointed by mutual agreement, the place of Arbitration shall be Assam University Silchar





and in case of failure to settle the matter through arbitration the provisions of Arbitration and Conciliation Act, 1996 will be applicable and subject to jurisdiction of civil court of Silchar at the request of either party. This Agreement shall be guided by relevant applicable Laws of land.

28. **At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites, <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in).**
29. **The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission. For more details visit <https://mhrd.euniwizarde.com>**
30. **Those bidders who accept the above terms and conditions, may submit their tender along with all relevant documents and a copy of above terms and conditions of the tender duly signed.**
31. **The bidders are directed to complete the works strictly within the stipulated time, failing which Assam University may not be in a position to make payment after the fund validity is over.**

Sd/-

Registrar



## SECTION – II: PROFORMA FOR SUBMISSION OF TENDER

To,  
Registrar  
Assam University, Silchar – 788 011

**Subject:** Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar

Sir,

Having carefully examined and read the Notice Inviting e-Tender, Tender documents and all other documents attached regarding **Tender No. Conv./VSC/2023**.....I/We hereby tender for the execution of the work specified for Assam University, Silchar in the documents as per the conditions mentioned therein.

I/We enclose herewith Earnest Money Deposit of **Rs. 50,000/-** in the form ..... from..... in favour of Assam University, Silchar.

I/We certify that we have carefully read each and every condition and technical specifications given in this Tender Documents and understood the same, and I/ We conform our acceptance of the same.

I/We agree to abide by this tender initially for a period of **90 days** from the last day fixed for opening of Tender by the University and it shall remain binding on me/us and order may be accepted at any time before the expiry of that period.

I/We hereby undertake not to withdraw from this Tender, during this period of **90 days**. However, if I/ We withdraw it, the University shall have right to invoke the Earnest Money without reference to me/us.

Should this Tender be accepted by the University I/we hereby agree to abide by and fulfill all terms and conditions of Tender Documents and in default thereof.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/ confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the University.

**Signature of tenderer: -----**



## SECTION – III: GENERAL RULES AND DIRECTIONS

### 1. SUBMISSION OF TENDER

- a) The General Conditions of Contract for Central PWD /APWD Works shall be the guiding principles for this work. Tenderer are advised to procure the same and familiarize themselves with the provisions of the above-mentioned Conditions of Contract.
- b) The University reserves the right to alter, modify any Tender Conditions, technical specifications etc., before tender opening and may seek fresh quotation depending upon necessity, and may even withdraw/ cancel the tender, without assigning any reason.
- c) All amendments/ revisions to tender documents issued by the University, if any, must be signed and submitted along with the tender. The tenderer is advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents, and not to stipulate any deviations.

2. (a) Tenders shall be prepared and submitted in soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

(b) Insertion, postscript, addition and alteration are allowed till before the time of the closing of tender. In the event of the tender being submitted by a firm, any of the partners may upload and submit the tender.

### TENDERER TO INFORM HIMSELF FULLY

The tenderer is required to carefully examine the technical specifications and other details relating to the work given in the Tender documents and fully inform himself as to all conditions and matters that may affect the work or the cost thereof. The tenderer shall be deemed to have independently obtained all necessary information for the purpose of submitting the tender and his tender as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

### PARTICULARS OF TENDER:

- Last date of submission online of tender: 03-02-2023 up to 1.00 P.M.
- Date and Time of online Technical Bid Opening: 03-02-2023 up to 1.30 P.M.
- Date and Time of online Price Bid Opening: 03-02-2023 up to 2.00 P.M.



Validity of tender: Tender shall remain valid for acceptance for a period of not less than **90 days**.

### **CLARIFICATIONS**

The Tender Document issued is complete in all respect and no further clarifications are elaborated. However, in so far Technical Clarifications if any are concerned even though not binding on university can be ascertained from the University.

### **QUOTATION OF PRICE / RATES**

This being item rate tender, the tenderer shall state the total lumpsum rate at what rate all together he will be willing to undertake the work.

### **COMPLETION TIME**

The completion time is the essence of the contract. The Tenderer shall complete the work within the period indicated in the Notice Inviting e-Tender.

### **TRANSFER OF TENDER DOCUMENTS/ TENDERS**

Transfer of tender documents purchased by one tenderer to another is not permissible. Similarly transfer of tenders submitted by one tenderer to another is not permissible under any circumstances. The alteration of essence of tender once submitted is also not permissible.

### **LANGUAGE**

The Tender shall be submitted in English language only.

### **EARNEST MONEY DEPOSIT**

1. The tender must be accompanied by the Earnest Money Deposit pledged in online only as indicated in the Notice Inviting Tender. If the tenderer after submitting online his tender release from his offer or modify the Terms and Conditions thereof in a manner not acceptable to the University, the Earnest Money will be forfeited. Tenders not accompanied by the earnest money deposit will not be considered and will be summarily rejected.
2. On Non-acceptance of tender, but in any case, not earlier than the expiry date of the period for which the tender is kept open, the Earnest Money shall be discharged.
3. Should the Tender in question be withdrawn or cancelled by the University, which the University shall have the right to do at any time, Earnest Money will be discharged.



### **NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER**

The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses of any incidental to or incurred by him thorough or in connection with his submission of tender, even though the University may modify/ withdraw the Tender.

### **LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED**

The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.

### **TENDER EVALUATION**

The Tenders received and accepted will be evaluated to ascertain the best and lowest workable tender in the interest of the University, for the complete work covered under the technical specifications and documents.

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## SECTION – IV: TERMS AND CONDITIONS GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF

### 1. DEFINITIONS

- A. Unless otherwise required by the subject or context the terms herein below shall have the following meanings.
- a) The **Contract** means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of Assam University and the Contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Executive Engineer, Assam University and all the these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
  - b) **Client** means Assam University acting through the Registrar, Assam University, Silchar.
  - c) The **Contractor** shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company.
  - d) The expression **works** or **work** shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
  - e) The **site** shall mean the land/ or other places, on, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
  - f) **Tender Value** means the value of the entire work as stipulated in the letter of award.
  - g) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
  - h) As stated in Section III, Clause 1.1, the General Conditions of Contract for Central PWD Works shall be the guiding principles for this tender. The Clauses of Contract mentioned therein shall also be applicable herein and only those Clauses that need addition, emphasis and modification in context of this tender are enumerated below. Contractors are once again advised to familiarize themselves with the General Conditions of Contract for Central PWD Works.

### 2. SCOPE OF WORK

- i. The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution



and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with food practice and recognized principles.

- ii. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in price bid which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

### **3. DISCREPANCIES AND ADJUSTMENT OF ERRORS**

- i. The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale, drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.
- ii. If there are varying or conflicting provisions made in any one document forming part of the contract, the Executive Engineer, Assam University shall be the deciding authority with regard to the intention/ interpretation of the document and his decision shall be final and binding on the contractor.
- iii. Any error in description, quantity or rate in Schedule of Quantities or any omission therefrom shall not vitiate the contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contracts.

### **4. TERMS OF PAYMENT**

**Subject to any deduction, which the client may be entitled to make under the Contract, all payments to contractor for the work will be made on completion of the work as per approved specifications through digital mode by direct credit to the bank account of the contractor on satisfactory completion report.**



## 5. SUB CONTRACTING OF THE WORK

The Contractor is not permitted to assign or transfer his/ their obligation or benefit under the contract either in full or in part to other individuals/ firms / agencies. However, under extreme circumstances where sub-contracting of part of the work is unavoidable, prior written permission of Client shall be taken by the Contractor.

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## **ANNEXURE – I**

### **CHECKLIST**

- 1. Proforma of details of Contractor's Registration – 2(a)**
  
- 2. Proforma of Bank Solvency Certificate – 2 (b)**
  
- 3. Proforma of Similar works executed during the last 7 years – 3(a)**



## PROFORMA-2 (b)

### FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/S/Sri.....having marginally noted address, a customer of our bank are/ is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....  
.....).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

**(Signature)**  
For the Bank

Note : In case of partnership firm, certificate to include all partners as recorded with the Bank.

***Signature of agency/contractor***



## PROFORMA-3 (a)

### EXPERIENCE

#### 3. (a) Decoration Works :

List of similar works executed during preceding 5 years

Sl. No.	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Actual date of completion	Contract Amount (Rs.)	Name of client, contact with his complete address phone No.

Add extra sheet if required.

Seal of the company / Contractor with

Signature of the Company/Contractor

Date:



**NOTE:** Original or self-attested copies of work order & completion certificates from clients shall be attached.

### PROFORMA-3 (b)

#### EXPERIENCE

#### 3. (b) LIST OF ONGOING WORKS:

Sl. No.	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Contract Amount (Rs.)	Name of client, contact with his complete address phone No.

Add extra sheet if required.

*Signature of the Company/Contractor*

Seal of the company / contractor

Date :



**NOTE :** Original or self-attested copies of work order from clients shall be attached.

SECTION –V : SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION

### Special Instructions for Online Bid Submission.

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

#### REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name 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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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 DSCs 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.
7. The scanned copies of all original documents should be uploaded on portal.
8. **For any Query contact to our helpdesk Number 011-49606060, 9355030620**
9. Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)

## **SEARCHING FOR BIDDING DOCUMENTS**

10. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.
11. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc. as mentioned on website. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

## **PREPARATION OF BIDS**

12. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
13. Please go through the bid advertisement and the bid 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.
14. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
15. 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 should use “My Documents” available to them to upload such documents.



16. These documents may be directly submitted from the “My Documents” 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**

17. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
18. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
19. **\*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 bid 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 (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.
20. The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
21. 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. 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 opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
22. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.



23. Upon the successful and timely submission of bid click “Complete”(i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

24. The bid summary has to be printed and kept as an acknowledgement of bid submission.

## **ASSISTANCE TO BIDDERS**

**1. For any Query contact to our helpdesk Number 011-49606060, 9355030620**

**Email : ewizardhelpdesk@gmail.com**

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement ‘General Instructions to Bidders’ (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender. e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **Assam University Silchar** has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Homepage of the E-portal.

### **Instructions:**

#### **a. Tender Bidding Methodology:**

Through electronic tendering.

#### **b. Broad outline of activities from Bidders prospective:**

- I. Procure a Digital Signing Certificate (DSC)
- II. Register on <https://mhrd.euniwizarde.com>
- III. Create Users and assign roles on <https://mhrd.euniwizarde.com>
- IV. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in)
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in)
- VI. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- VII. Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>





- VIII. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ(Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

**c. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate(DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>).

Note: Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

Number 011-49606060, 9355030620, Email ewizardhelpdesk@gmail.com,

**e. Bid related Information for this Tender**

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

**i. Submission of Bid Security/Earnest Money Deposit (EMD)**

**Note: 1.** The Bidder has to upload the Scanned/ self-attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2.** Special Note on Security of Bids: The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

**f. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) or [www.aus.ac.in](http://www.aus.ac.in)).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a) Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.



- b) Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- c) Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com>) (Assam University Silchar should not be responsible any problem arising out of internet connectivity issues).

**Note:** While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

**g. PRICE SCHEDULE:**

**1. PRICE fills online only.**

**2.The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**



## Price Bid

<b>Name of the work : Tender for Decoration of Stage, Pandal and other Furniture, Electronic Equipment etc on rent for the occasion of 20th Convocation to be held at Assam University, Silchar</b>	
<b>Completion Time : 10 (Ten) Days</b>	
<b>File No : Conv./VSC/2023</b>	
<b>Item description</b>	<b>Rate (in Rs)</b>
"Construction of Temporary Pandal, Decoration of the Stage/Hall (with supply of fresh natural flowers), supply of other furniture on rent for making sitting arrangement for 3500 persons (per day) for two days, guests etc including supplying of necessary items like AC, DG Set, Electronic Equipment, LED Display, Toilets, Sofa set, Chairs, Tables, Dustbins, bio-toilets, temporary urinals for male and females etc." at Assam University, Silchar	