



ASSAM UNIVERSITY: Diphu Campus

E-TENDER

Name of Work: Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.

Estimated Amount: Rs. 98,590/-

Certified that this technical tender document contains (26) pages including the cover page.

Tender issued to: -----

Date of issue: -----

Signature of issuing Officer of the University



ASSAM UNIVERSITY: Diphu Campus

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

e-TENDER DOCUMENT

Name of Work: Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.

- Application/Form Fee: Rs.500/-
- Estimated Cost: Rs. **98,590/-**
- Earnest Money: Rs. 1,971/-
- Tender Processing Fee payable to ITI Limited: Rs. 885/-
- Last date of submission online of tender: 22-02-2023 up to 11.00 A.M.
- Date and Time of online Technical Bid Opening: 22-02-2023 at 11.30 A.M.
- Date and Time of online Price Bid Opening: 22-02-2023 at 12:00 PM



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.

Check List:

1. Valid registration certificate of Central Govt./ State Govt./PSU
[Proforma 2(a)] : Yes/No
2. Experience certificate: Experience of executing similar nature of works
during the last seven years with the record of completion [Proforma 3(a)]: Yes/No
(Within seven years from date of publication of NIT)
3. Bank solvency from nationalized/ scheduled Bank within one year from date of
Publication of NIT as per Prescribed [Proforma-2(b)] : Yes/No
[At least 40% of the Estimated Cost has to be mentioned in the certificate]
4. Ongoing works statement [Proforma 3(b)] : Yes/No
5. PAN CARD : Yes/No
6. GSTIN : Yes/No
7. EPF registration certificate with latest deposit challan copy : Yes/No
(Payment of wage month must be within two months from last date of submission of bid)
8. Certificate and undertaking from the Engineer employed : Yes/No
9. Self-attested copy of tender document : 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: Diphu Campus

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

Name of Work: Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.

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SECTION I – NOTICE INVITING E-TENDER

ASSAM UNIVERSITY, Diphu Campus

File No. AUDC/ Engg-Const-7/47/2016-17

Date: -16-02-2023

NOTICE INVITING E-TENDER

Assam University, Diphu Campus invites online tender with a validity period of 90 (Ninety) days from the date of receipt of tender in prescribed format available in website <http://www.aus.ac.in> (click e-tender or <https://mhrd.euniwizarde.com> from the Govt. Registered Contractors having Civil Registration of APWD/CPWD/MES/PSU of appropriate class and category having valid registration for the work as mentioned below.

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
Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.	Rs 98,590/-	15 days	Rs. 1,971/-	Rs. 500/-	Rs. 885/-	22-02-2023 to 11.00 A.M	22-02-2023 At 11.30 A.M	22-02-2023 At 12.00 P.M

The eligible contractor who are financially sound and having experience in the similar nature of works are to be quote their rate In flat (%) basis and rate should be inclusive of all taxes & incidental charges enclosed with EMD drawn in favour of Assam University, Diphu Campus. Self attested copy of (i) Valid Registration Certificates, (ii) GSTIN Registration, (iii) PAN Card, (iv) Labour License (v) Tax Clearance (vi) Experience Certificate for the works duly signed are to be enclosed with the quotation without which the Tender will not be accepted. The interested bidders may enquire about the work from the Engineering Section, AUDC, during all working days from 16th February 2023 to 22rd February 2023 and visit the site to satisfy them about the scope of work before submitting the tender. The duly filled in tenders may be submitted on line up to 11.00 A.M. of 22.02.2023 The tender will be opened on 22.02.2023 at 11.30 A.M. in presence of the tenderers or their authorized representatives. The duly filled in tenders may be submitted by hand in the tender box, Administrative building, Assam University, Diphu Campus up to 11.00 A.M. on 22.02.2023 before opening.

The postal Tenders are to be addressed to Deputy Registrar, AUDC, by registered post which must be received within the due date & time. The University will not be responsible for postal delay and Tenders will not be received after the due date & time. The Tender will be received up to 11.00 A.M. of 22.02.2023 and will be opened on 22.02.2023 at 11.30 A.M. at R.B. Conference hall, Sem Son Sing Ingti Administrative Building or next Office working day at the same time and venue in presence of



the bidders or their authorized representatives if any. Assam University reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason thereof. Canvassing in any form will be a disqualification.

The detail NIT may be downloaded from university website www.aus.ac.in or <https://mhrd.euniwizarde.com> Mandatory Tender application/ Form fee of Rs. 500/- (Rupees Five hundred only) in the form of demand draft drawn in favour of Assam University, Diphu Campus, payable at Diphu Campus from a scheduled/ nationalized bank only, failing which the tender will not be accepted. Kindly submit your bid/tender giving rate in flat % (percentage) basis along with terms and conditions through online mode only e-procurement portal <https://mhrd.euniwizarde.com> on or before last date of submission of bid. If the office remains closed for any reason, the tender will be received/ opened on next working day at the same time & place. 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. Canvassing in any form will be a disqualification for submission of the tender including submission of tender to the university in future.

Copy to:-

Deputy Registrar

1. The Pro-Vice Chancellor, AUGC, for kind information.
2. The Registrar, AUS, for kind information.
3. The Executive Engineer, AUS, for kind information.
4. P.S. to V.C. for kind information of the Hon'ble Vice Chancellor, AUS.
5. The Director, Computer Centre, AUS, with a request to upload the Advt. in the University web site.
6. File/Notice Board.
- 7.

Deputy Registrar



TENDER CONDITIONS:

1. **Name of Work: Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.**
2. Only those Govt. Registered Civil Contractor of appropriate class and having valid registration shall be eligible for the bid.
3. The work must be completed within **15 days** from the date of issue of work order.
4. Rate is to be quoted in item rate basis of **DSR -2021 (Vol. I & II)** & rate should be inclusive of all taxes **(i.e GST, TDS, I.T., Labour Cess ..Etc.) and incidental charges.**
5. Earnest money of Call Deposit/FDR of the schedule bank drawn in favour of Assam University, Diphu Campus, should invariably be submitted along with Tender paper.
6. No materials will be supply by the University and all serviceable materials, which belong to the University during and after execution of Civil and Electrical works, must be submitted to the Engineering Section of the University, Diphu.
7. The work must be completed as per specification of the DSR-2021 Schedule.
8. No advance payment shall be made.
9. 10% security Money shall be retained by the University from the Net bill value, which shall be release after 1 (one) year of satisfactory completion of the work.
10. EMD of unsuccessful bidders shall be released 01 (one) months after issue of work order to the successful bidder.
11. In case delay in completion of the work within the stipulated time due to reason attributable to the contractor, standard liquidated damage @ 1% of the tender accepted value shall be recovered for each month of delay from the final bill.
12. The contractor shall obtain valid license under the contractor labour (R &A) Act, 1970, and contract labour (R & A) central rules 1971, before the commencement of the work.
13. During opening of tender, only agency representatives duly authorized by the agency will be allowed to present.
14. All relevant document submitted with the tender should be self attested by the (agency) and on demand original copy must be produced failing which tender will not be considered.
15. Authenticity of signatory (contractor) of Tender document will be verified before finalization of tender document.
16. Self attested Xerox copy of PAN Card is to be submitted along with the tenders. Tax at higher of the prescribed rate or 20% will be deducted on all transactions liable to TDS, where the PAN of the deductee is not available.
17. In case of any dispute, the matter shall be referred to the sole Arbitrator to be appointed by the University and the decision of the Arbitrator is final and binding upon both the parties.
18. The Assam University reserves the right to accept or reject all tender and do not bind itself to accept to lowest quoted rate without assigning any reason thereof.
19. If the works are not found as per specification or abandoned by the executive contractor/agency, the same will be cancelled and remaining will be done through other contractor/agency at their cost risk.



20. On unavailable Circumstances the tender will be received /opened on next working day at same time and same place.
21. The successful tenderer/contractor, on acceptance of this tender by the University shall within **07 (seven) days** from stipulated date and time of start of the work sign the contract agreement in a standard format the notice of limited tender & all other related documents shall form a part of the Tender Agreement.
22. The bidder, who accepts the above terms & conditions, may submit the tender along with all relevant documents and a copy of above filled in terms & conditions of the duly signed.
23. **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.**
24. **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>**
25. **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.**
26. **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.**
27. **Opportunity to unemployed engineers and architects: Unemployed engineers in any stream of engineering/architecture from recognized institution or University can apply for works with estimated cost less than or equal to 5.00 lakhs for civil works and 2.00 lakhs for electrical works. The works experience criterion and financial soundness shall not be applicable for them.**

Sd/-

Deputy Registrar



SECTION – II: PROFORMA FOR SUBMISSION OF TENDER

To,
Executive Engineer
Assam University, Diphu – 782 462

Subject: Repairing of Footpath from Administrative building approach road to Semson Sing Ingti Statue at AUDC.

Sir,

Having carefully examined and read the Notice Inviting e-Tender, Tender documents and all other documents attached regarding **Tender No. AUDC/ Engg-Const-7/47/2016-17**.....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. 1,971/-** in the formfrom..... 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 are 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: 22.02.2023 up to 11.00 A.M.
- Date and Time of online Technical Bid Opening: 22.02.2023 at 11.30 A.M.
- Date and Time of online Price Bid Opening: 22.02.2023 at 12:00 PM



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 at what rate he will be willing to undertake the work. Rate should be quoted **in Item Rate Basis**.

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.



4. Should the successful tenderer fail or refuse to duly sign the contract within the period fixed by the University or fail/refuse to commence the work within the stipulated time, the Earnest Money shall be forfeited without prejudice to his being liable for any further loss or damage incurred in consequence by the University.
5. The L-1 Tenderer has to submit 5% performance guarantee of the tendered amount within 15 days of issuing letter of acceptance as per CPWD General Conditions of Contract which must be valid till the finalization of the work and release of SD money. After submission of 5% performance guarantee, the 2% EMD submitted by the bidder during tendering will be released.

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.



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. SIGNING OF CONTRACT AGREEMENT

- a) On the tender being accepted by the Client, a formal contract may be signed
- b) and executed by and between the Client and the successful tenderer within a



- c) time to be fixed by the Client, which shall anyhow be within 15 days from the stipulated date of start of the work.
- d) The contractor shall be furnished, free of cost one certified copy of the contract documents except standard specifications, Schedule of Rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.

3. 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 good 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.

4. 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.



5. 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 and signing of the computerized Measurement Book & bill by Site (i/c) of the proposed work and Executive Engineer without which payment will not be released. The Computerized measurement sheet must be submitted by the concerned contractor of the work for verification by the site i/c and Executive Engineer before finalization of payment of bill. Along with submission of bill in computerized measurement sheet, the bidder should submit labour acquaintance sheet.

6. SECURITY DEPOSIT& PERFORMANCE GURANTEE

05% Security Deposit will be retained by the University from the bill value, which shall be released along with 05% performance guarantee after 01 (One) year from the date of completion of the work. During this defect liability period, any defect(s) in the work done shall be rectified by the Contractor at his/her own cost and expenses, failing which recovery shall be done from the security deposit and performance guarantee in part or full as the case may be.

7. RELEASE OF SECURITY DEPOSIT& PERFORMANCE GUARANTEE

Release of the 05% security deposit and 05% performance guarantee will be done after 12 months of final acceptance of the work by the Assam University, Silchar.

8. 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.



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)**
- 4. Proforma of list of on-going works – 3 (b)**



PROFORMA - 2 (a)

DETAILS OF CONTRACTOR'S REGISTRATION

1. Name of the agency / Contractor :

2. Name of the department issued :

Contractor's registration

3. Registration No. :

4. Class of registration :

5. Category of registration :

6. Tender limit :

7. Validity period :

Copy of Registration certificate to be enclosed Signature of agency / contractor



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) CIVIL WORKS :

List of similar works executed during preceding 7 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**

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. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
20. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of **Assam University Diphu Campus** as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.
21. ***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.
22. 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.



23. 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.
24. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
25. 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.
26. 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 Diphu Campus** 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
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or 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).

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.