

E-TENDER DOCUMENT

**DEPARTMENT OF AGRICULTURAL ENGINEERING
TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY SILCHAR**

**e-Tender for “Inviting Supply of Manpower Services to the Department of AE under
Triguna Sen School of Technology, Assam University, Silchar**



ASSAM UNIVERSITY, SILCHAR

**(A Central University Established by an Act of
Parliament) Silchar-788011, Assam, India.**

Certified that this tender document contains fifteen (18) pages.



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**DEPARTMENT OF AGRICULTURAL ENGINEERING
ASSAM UNIVERSITY: SILCHAR
(A CENTRAL UNIVERSITY ESTABLISHED AN ACT OF PARLIAMENT)**

No. F. 180/AU-AE-TSSOT/RECRUITMENT/2022/DAILY WAGES

Dated 31/01/2023

NOTICE INVITING TENDER FOR SUPPLY OF MANPOWER SERVICES

1. GENERAL:

A. Departments Agricultural Engineering invites two bid (Technical and Financial Bids) e-tender from duly registered Manpower Service Provider/Organization/Contractor/Supplier for providing manpower services to the department initially for one year, extendable on year-to-year basis for another year on mutual consent basis, as per the following schedule:

1	Last date for receipt of Tender	15-02-2023 to 02:00 p.m.
2	Opening of Part-I (Technical Bids) of the Tender	16-02-2023 to 02:00 p.m.
3	Opening of Part-II (Financial Bids)	17-02-2023 to 02:00 p.m.
4	Contact for any Query related to tender	Mrs. Ajita Tiwari, Head Department Of Agricultural Engineering Triguna Sen School Of technology Assam University, Silchar. Email id :- ajitatiwari@gmail.com, Mob:- 9470811898

Note: If the date in Col. 3 above happens to be holiday, the last date would be extended by next working day.

B. The office of Department of Agricultural Engineering, Assam University is located as per the addresses indicated below. The staff are required to be deployed in the office of the concerned Department/Head under TSSOT, AUS.

2. STAFF REQUIREMENT:

The required staff of Department of AE, AUS i.e., Highly Skilled/Skilled/Semi-skilled/Unskilled, shall be provided by the Agency on contractual basis.

SL. NO.	Designation	Department of Agricultural Engineering	Remarks/ Job Role
01.	Skilled (Clerical)	01	Clerk/Data analyst/ Office, Assistant/ Professional etc.
03.	Semi-skilled/ Unskilled Supervisory	01	Office Assistant/ MTS/ Data entry Operator/Field Assistant/ Tractor Driver/ Plumber / Electrician etc.
04.	Un-skilled	02	Office Attendant/Peon/Mali/House, Keeping/Earth Cutting etc.
Total no of worker-		04	
Budget/Fund allocation/Payment		Annual Course Fee of Concerned Department (AGE)	

3. Minimum Qualification/Experience Required:

- (i) **Highly Skilled:** Professional Graduate (B.E/B.Tech.) or BSC/BCA (Comp.Sc/Application) with minimum 1 year of experience or Diploma in relevant field with minimum 2 years of experience or ITI with minimum 3 years of experience in relevant Job role of Technical Support/ Laboratory Staff/ Machine operators etc.
- (ii) **Skilled (Clerical):** Any Graduate (B.Sc./B.Com./BA/others) with 6 months of experience/ Post Graduate (M.Sc./M.Com./MA/others) and having computer proficiency or Higher Secondary with minimum 2years of experience and having computer proficiency in relevant Job role of Clerk/Data analysis/ Office Assistant/ Professional etc.
- (iii) **Semi-skilled/Un-Skilled Supervisory:** Any Graduate (B.Sc./B.Com./BA/others) or Higher Secondary with 6 months of experience or 10th pass with minimum 2 years' experience and having knowledge of MS Word, Excel etc. in computer in relevant Job role of Office Assistant/MTS/Data entry Operator/Field Assistant/ Tractor Driver/ Plumber / Electrician etc.
- (iv) **Un-skilled:** Under matriculation with 6-month of experience or primary education with minimum 1 year of experience in relevant job role of Office Attendant/Peon/Mali/House Keeping/Earth Cutting etc.

4. WAGES/RENUMERATION:

- (i) The eligibility conditions & rate of payment to staff will be made through concerned Department, Assam University on case to case basis.

- (ii) The existing-inhouse daily wage workers shall be given preference and priority for engagement/promotion based on experiences, performances, service rendered etc.
- (iii) The rates (monthly wages) will be strictly according to the rates as notified by the Ministry of Labour and Employment, Government of India time to time.

Sl. No.	Daily wage Worker	Rate/Mandays (Present rate as per order of Ministry of Labour and Employment, GoI dated 28-09-2022)	Employees Provident Fund	ESIC Insurance	Contractor Profit	GST (Total of SGST and CGST)
02	Skilled (Clerical)	455.00	(13% on rate or as applicable)	3.25% on rate or as applicable)	To be mentioned by the contractor/ agency	18 (9+9)% On Rate and Contractor Profit only or as applicable)
03	Semi-skilled/ Unskilled Supervisory	419.00				
04	Un-skilled	409.00				

- (iv) The aforementioned requirement of daily wage workers are to be provided on daily basis except weekly one day off (i.e. maximum 27 man days/month for each worker category) to carryout Office/laboratory/Field work in the O/O the concerned in Department of AE, TSSOT.
- (v) In absence of any daily wage worker, replacement worker(s) shall be provided for smooth functioning of Office/laboratory/Field work.
- (vi) The workers shall be paid as per unit rate of VDA per daily wage worker notified time to time by the Ministry of Labour & Employment, O/O the Chief Labour Commissioner and EPF and other facilities, taxes as applicable.
- (vii) The details of the workers attendance, total amount (VDA, EPF, ESIC etc.) paid to the workers along with bills in appropriate format shall be submitted after the last day of each month for onward processing and releasing of payment at the earliest.
- (viii) The person deployed by the agency shall be entitled to one paid casual leave for one calendar month service rendered. No cash allowance would be allowed in lieu of such leave. The leave so earned have to be availed within a quarter otherwise it will stand lapsed. There will be no credit for broken month period.

5. TENDER DOCUMENT:

- A. The Tender documents should be submitted in a sealed and signed envelope containing two sealed and signed envelopes as per the details given below. The cover containing the tender documents should be super scribed as “TENDER FOR ENGAGING THE MANPOWER SERVICES FOR DEPARTMENT OF AGRICULTURAL ENGINEERING”. The agency’s name should also be visible on all the sealed covers. The sealed envelope should either be dropped in a box provided at Head Office DEPARTMENT OF AGRICULTURAL ENGINEERING, TSSOT Assam University, Silchar or sent by speed post to the Head Office DEPARTMENT OF AGRICULTURAL ENGINEERING, TRIGUNA SEN SCHOOL OF TECHNOLOGY (TSSOT), ASSAM UNIVERSITY, SILCHAR,-788011.
- i. One envelope should contain (a) Processing Fee (non-refundable) of Rs.

500/- and (b) Interest free Earnest Money Deposit (EMD) of Rs.50,000/ Both Processing Fee and EMD should be in the form of separate Demand Drafts/call deposit/Fixed deposit drawn in favors of 'THE FINANCE OFFICER, Assam University, Silchar. The envelope should be super scribed as "PROCESSING FEE & EMD".

ii. Part-I: Technical Bid. The second envelope should contain the required documents and should be super scribed as "PART-I: TECHNICAL".

- B. Qualitative Assessment of Technical bids will be done on the basis of requirements given in the tender document and Service Providers/ Agencies will be shortlisted out of the available offers. Financial Bids of the eligible technical bidders will only be opened for the purpose of awarding the job. The agency may nominate its representative to attend the process of opening of sealed envelopes. The Service charge, in percentage only, should be clearly mentioned in figures and words. The Service Charge will remain un-changed during the period of Agreement. In case of over-writing the tender is liable to be rejected.
- C. Department of Agricultural Engineering, TSSOT, Assam University reserves the right to cancel the tender process at any time before the award of contract, without assigning any reason to any bidder. The University also reserves the right to accept or reject anyor all bids after recording clear reasons for the same.
- D. The Earnest Money Deposit of Rs.50, 000/- will be refunded to the unsuccessful bidder without any interest within one month of finalization of Contract. The EMD is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) non-acceptance of orders when placed, (c) non-confirmation of acceptance of orders within the stipulated time after award of contract or (d) any unilateral revision made by the bidder during the validity period of offer.
- E. All future Corrigendum, addendums, Amendments, Revisions, Extensions of bid dates (if any) with regard to this Bid, shall be published only at Assam University website under the link "Tenders" & <https://mhrd.euniwizarde.com> and not through press advertisement. All the bidders are requested to look at the Assam University website & <https://mhrd.euniwizarde.com> regularly for this purpose.
- F. The PAN, GST Number ESIC & EPF registration number of the firm should be indicated. The tenders of the firms which do not have any of these will not be considered.
- G. The bidder shall abide by the terms & condition of the tender strictly.
- H. Tender validity is 180 days.

6. REQUIREMENT FOR TECHNICAL BID: -

The Technical Bid should contain the documents/information as per Annexure-II. Before submitting the tender document, the agency should ensure that it is eligible as per the requirements contained in **Annexure-II** and including following conditions:

(i) The Service Provider/Agency/Firm is a duly registered one with all statutory bodies.

Annual Turnover of the Service Provider/ Agency/Firm should not be less than **Rs. 30 LAKH PER ANNUM**. This has to be supported with IT Returns/Balance Sheets for the last 5 financial years ending 31st March, 2021. (Attach CA Certified turn over certificate).

7. OTHER TERMS AND CONDITIONS:

- I. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- II. The persons to be deployed by the Agency should not have any Police Records/ Criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

The agency will also ensure medical examination of all the persons deployed in Assam University before deployment from the doctor (M.B.B.S or above) and ensure submission of fitness certificate at the time of joining. Assam University shall reserve the right to accept or reject the worker recommended by the agency. The Service Provider shall withdraw such workers who are not found suitable by this office for any reasons immediately on receipt of such a request. An authenticated bio-data (including his bank account number, mobile number etc.) of each worker has to be provided by the agency while deploying him in Department of Agricultural Engineering, TSSOT, Assam University.
- III. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the TSSOT Assam University Office.
- IV. The service provider has to provide photo identity cards to the persons employed by it for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The service provider shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drinks, Pan, Smoking, Loitering without work and gambling.
- V. The transportation, food, medical and other statutory/legal requirements (if any) in respect of each worker of the agency shall be the responsibility of the agency as per the prevailing rules.
- VI. The manpower to be deployed by the Agency will be required to work strictly as per the office timings of the Department of AE, TSSOT, Assam University on all working days. No extra wages will be paid for attending the office on weekly off days/ holidays / late sitting (except driver). However, one paid off or pro-rata extra wages, if called to attend the office, will be allowed after six continuous working days. The normal office working hours of Assam University are from 9.00 AM to 5.30 PM with one weekly off and other notified holidays.
- VII. In case of unsatisfactory services rendered by the contractor, the Department of AE, TSSOT AUS, reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Agency to clarify the position within a period of 15 days.
- VIII. If any accident occurs with any worker of the contractor while doing his job, the Department of AE, TSSOT, AUS office will not be liable in any way and the sole responsibility for payment of compensation, etc. will be of the contractor.
- IX. The Agency shall disburse the wages to its workers deployed in TSSOT, AUS before 5th of each month through their bank accounts. The agency shall submit the monthly bill after disbursing the wages along with attendance sheet and the

same shall be paid by TSSOT, AUS after applying usual checks and also after deduction of usual taxes or/and other dues, if any. In the bill, the agency will clearly indicate the break-up of monthly payment details of each category of outsourced staff along with the Agency's service charges. The agency will clearly indicate the gross wages etc., each & every deduction made and net payment made to each person. Documentary proof has to be provided that the bank has transferred the amount in the accounts of each worker. The payment will be made on reimbursement basis only and not in advance. Normally, the bills are paid within 15 working days of receipt of complete documents. The agency shall ensure to pay the wages in time irrespective of reimbursement.

- X. Delay in payment of Bill by the TSSOT, AUS for whatever reason. In other words, the agency will not link the payment of wages to the payments due from TSSOT, AUS. The agency will also issue wage slips for every month to its workers showing ESI and PF number and gross wages, details of deductions made and net payment.
- XI. The quality of the Candidates to be provided by the agency will be ensured by the agency. In case of non-satisfactory performance of any worker, the agency would be liable to provide alternate worker. If more than 25% candidates are rejected by this process, then the agency will be given first warning. If it occurs again then the contract may be terminated by TSSOT, AUS.
- XII. All the statutory/legal liabilities will be handled by service provider/ agency and Department of AE, TSSOT, AUS will not be liable for the same in any circumstances.
- XIII. It is hereby expected with service provider/ agency to comply with all the statutory norms.

8. VALIDITY OF THE CONTRACT AGREEMENT

I. The job contract will be awarded initially for a period of **ONE YEAR EXTENDABLE UPTO THREE YEARS** on year to year basis or in part there of as per the requirement of TSSOT, AUS and based on review of the performance of the manpower and the Agency with same terms and conditions.

II. Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/ Agency, forfeiture of the security amount and black listing of the agency for future jobs.

III. Assam University will be free to deduct the amount of penalty for any of the violations as shown in the table below:

Sl.no.	Violation	Amount of Penalty
1.	Payment of wages from 11th to 15th day of month	2% per day of the payable one month's payments for delayed days.
2.	Payment of wages after 15th day of month	2.5% per day of the payable one month's payments for delayed days.
3.	Delay in payment of Bonus up to due date	1% of the per day of bonus amount.
4.	Non-compliance of any valid written directions of AUS	Will be decided on case to case basis.

5.	Late deposit of PF or/and ESI with the concerned authorities.	1% per day of the payment of PF or/and ESI dues.
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IV. In case of any intentional/un-intentional loss that might be caused to AUS due to lapse on the part of worker/s deployed by the agency, such loss shall be compensated by the agency and in this connection. Triguna Sen School of Technology, AUS shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to AUS besides imposition of penalty

V. In the event of any worker on leave/absent, the agency shall ensure suitable alternative arrangement to make up such absence within three working days. Failure on this account shall attract penalty double the wages payable to the agency for such absence.

VI. As and when, TSSOT, AUS requires additional workers on temporary or emergency basis, the contractor will depute such workers in accordance with pro-rata daily rates. For the same, a notice of two days will be given by AUS.

VII. If any of the workers deployed by the agency in TSSOT, AUS indulges in theft or any illegal/irregular activities, misconduct the agency will take appropriate action as per law and rules against its erring worker in consultation with this office and intimate the action taken to AUS.

9. TERMINATION OF CONTRACT

I. The Contract Agreement can be terminated by either of the party at any point of time and without assigning any reason thereof. However, notice period of such termination of the contract agreement will be of two months in advance.

II. Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable to AUS will be considered applicable at the time of dispute. Any legal dispute arising out of the job contract will be settled in Silchar Court only.

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**HEAD
DEPARTMENT OF AGRICULTURAL ENGINEERING
TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR**

ANNEXURE-I

**FINANCIAL BID
FOR SUPPLY OF MANPOWER TO AUS**

Reference No F.180/AU-AE-TSSOT/RECRUITMENT/2021/DAILYWAGES Dated: 31/01/2023



Assam University Silchar

PRICE BID (ANNEXURE-I)	
Tender No:- No. F. 180/AU-AE-TSSOT/RECRUITMENT/2022/DAILY WAGES	
Name of Work:-	e-Tender for “Inviting Supply of Manpower Services to the Department of AE under Triguna Sen School of Technology, Assam University, Silchar
Estimated Amount	N/A
Name of the Manpower Company/Firm/Agency/Contractor (In Capital Letters)	
Registered Address	
Tel. No.	
Address of Operating Branch	
Contact Person	
Contact Number	
Email ID	

S. No.	Description	In figure Amount	In Words
1	The Service charges, IN PERCENTAGE, to be Charged by the Service provider on the prescribed wages only payable by AUS:		
Important Notes for Bidders:			
(i)	The Service Charge should not be less than the applicable rate of TDS (income tax deducted assource) and cess there on to be deducted by AUS from the payable bills.		
(ii)	There should be no cutting, erasing etc. in any column.		

TECHNICAL BID FOR SUPPLY OF MANPOWER TO AUS**AUS Reference No. F. 180/AU-AE-TSSOT/RECRUITMENT/2021/DAILY WAGES.**

	Particulars	Required information	Page No.
1.	Name of the Tendering Manpower company/Firm/Agency/Contractor (Attach self-attested copy of certificate of registration)		
2.	Name of the Director of Company/Active Partner of Firm/Authorized Agent/Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office with mobile no e-mail address etc.		
5.	Name of the representative authorized to sign tender document including Financial Bid (If Any)		
6.	Banker of the Company/Firm/ Agency/Contractor with Full Address (Attach self-attested copy of latest bank statement)/Cancelled cheque.		
7.	PAN No. (Attach self-attested copy)		
8.	GST Registration No. (Attach self-attested copy)		

Dated: 19/10/2022

I	9.	EPF Registration No. (Attach self-attested copy)		
	10.	ESI Registration No. (Attach self-attested copy)		
	11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the IT Returns. (should not be less than Rs. 30.00 Lakh in each Fin. Year) (Copies of accounts certified by C A to be closed)	(Rs. in Lakh) (i) Rs. _____ (ii)Rs. _____ (iii)Rs. _____ (iv)Rs. _____ (v)Rs. _____	
	12.	Details of payment of Processing Fee of Rs.500/-		
	13.	Details of payment of EMD (Rs.50,000/-)		
14.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm/company is/are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the firm/company has never been black listed or changed the name of the firm. (Attached orNot Attached)			
15.	Copy of Tender Document attached with each page signed by the authorized representative and stamped (Yes or No)			

_____, Director of Company/Active Partner of Firm/Authorized Representative/ Proprietor of have read/fully understood and accept the terms and conditions as contained in the Tender Document issued by the Assam University New Silchar vide Reference No. F. 180/AU-AE-TSSOT/RECRUITMENT/ 2022/DAILY WAGES Dated; 19/10/2022.

Date: _____

Place: _____

(Signature of the authorized person)

Name:

Designation:

Office Address:

Phone(office):

Seal of the Company/Firm/Agency/Contractor:

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:

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.

As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

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.

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.

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.

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.

The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR BIDDING DOCUMENTS:

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. 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 therespective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mailin case there is any addendum and corrigendum issued to the bidding document.

PREPARATION OF BIDS:

Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.

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.

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.

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.

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:

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.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.

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.

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 Silchar** 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.

***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.

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.

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.

The uploaded bid documents become readable only after the bid opening by the authorized bid openers.

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.

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

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:

Procure a Digital Signing Certificate (DSC)

Register on <https://mhrd.euniwizarde.com>

Create Users and assign roles on <https://mhrd.euniwizarde.com>

View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or www.aus.ac.in

Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or www.aus.ac.in

Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.

Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>

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.

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 –

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.

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>.

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.