



सत्यमेव जयते

RFP No. D-32011/03/2016-GS

Request for proposal for outsourcing of Services of Security Personnel in the 3 Buildings of ORGI located at ORGI (Hqs.) 2/A, Man Singh Road -110 011, West Block-1 R. K. Puram 110 066 and D. P. Division Pushpa Bhawan- 110 062, New Delhi through e-Tendering Process



**Office of the Registrar General and Census
Commissioner, India
Ministry of Home Affairs, Govt. of India,
2/A, Man Singh Road, New Delhi - 110 011**

NOTICE INVITING E-TENDER

Online sealed e-tenders are invited in two-bid systems (Technical and Financial Bid) from reputed technically competent, quality conscious, experienced and financially sound Agencies / contractors having experience of similar works and meeting qualifying parameters along with other details given below:

Tender Number	No. D- 32011/03/2016-GS , dated 18/08/2016
Name of Work	Outsourcing of Services of Security Personnel in the 3 buildings of ORGI located at ORGI (Hqs.) 2/A, Man Singh Road -110011, West Block-1 R. K. Puram 110066 and D. P. Division Pushpa Bhawan - 110062, New Delhi -calling e-tenders
Type of Tender	Electronic Bid under Two Bid System 1. Technical (Annexure-I) 2. Financial (Annexure-II)
Published Date	18.08.1016
Bid Document Download Start Date	18.08.1016 (04:00 P.M.)
Clarification Start Date	22.08.1016
Clarification End Date	06 .09.1016 (04:00 P.M.)
Bid Submission start Date	18.08.1016 (04:00 P.M.)
Bid Submission end Date	07.09.1016(03.00 P.M.)
Technical Bid opening date & Time of opening of Technical Bid	07 .09.1016 (03.30 P.M.)
Earnest Money Deposit	Rs.2,00,000/--(Rupees two lakhs only)
Tender Fee	Rs.1000/--(Rupees one thousand only) (Non-Refundable)
Minimum Qualifying parameters	As mentioned in Terms & Conditions

Signature of the bidder

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Signature of the bidder



No. D-32011/01/2015-GS
Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2A, Mansingh Road, New Delhi - 110011

No.D-32011/03/2016-GS

Dated: 18.08.2016

e -Tender Call Notice No.D-32011/03/2016-GS, Dated: 18.08.2016

Online Sealed Tenders are invited in two-bid system (Technical Bid & Financial Bid) from eligible agencies for providing Security Supervisors & Security Guards in ORGI New Delhi. Intending firms should send their Technical & Financial Bids online in electronic format on website <http://www//eprocure.gov.in> latest by **3.00 P.M. of 07.09.2016**.

For detailed RFP document containing detailed Terms & Conditions eligibility criteria, important dates etc. and for participation in e-tender please visit Central Government Procurement Portal (CPPP) website <http://www//eprocure.gov.in> and ORGI's Web-site <http://www//censusindia.gov.in/tender>. No bid other than those submitted through E- portal mentioned above will be accepted. Payment of Rs.1000/- towards tender cost needs to be paid along-with technical bid. For any clarification you may contact **Sh.Pankaj Kumar Devrani**, Under Secretary (General Section), on any working day between 11.00 AM to 4.00 PM

Under Secretary (General Section)

Signature of the bidder



भारत के महारजिस्ट्रार का कार्यालय
(गृह मंत्रालय)
2-ए, मान सिंह रोड, नई दिल्ली -110011

निविदा सूचना सं. डी-32011/03/2016-जी.एस.

दिनांक 18.08.2016

निविदा सूचना सं. डी-32011/03/2016-जी.एस. दिनांक 18.08.2016

ऐसे प्रतिष्ठित सुरक्षा संगठनों से द्वि-बोली प्रणाली (तकनीकी निविदा और वित्तीय निविदा) के अंतर्गत ई-निविदाएँ आमंत्रित की जाती हैं, जिन्होंने सुरक्षा गार्ड उपलब्ध करवाने के लिए पिछले तीन वर्षों में सुरक्षा सेवाएँ की हैं। इच्छुक फर्म अपने तकनीकी तथा वित्तीय निविदाएँ इलेक्ट्रॉनिक प्रारूप ऑनलाइन माध्यम द्वारा वेबसाइट (<http://www.eprocure.gov.in>) पर दिनांक 07-09-2016 को अपराह्न 3.00 बजे तक जमा करा दें। विस्तृत नियमों एवं शर्तों, ग्राह्यता मानदंड, महत्वपूर्ण तिथियाँ इत्यादि अंतर्विष्ट आर०एफ०पी कागजात एवं ई-निविदा में भाग लेने के लिए वेबसाइट (<http://www.eprocure.gov.in>) एवं भारत के महारजिस्ट्रार के कार्यालय के वेबसाइट www.censusindia.gov.in/tender पर जाएं। उपर्युक्त पोर्टल के माध्यम के अतिरिक्त, अन्य कोई निविदा स्वीकार नहीं की जाएगी। निविदा शुल्क 1000/- तकनीकी निविदा के साथ भुगतान करना होगा। स्पष्टीकरण हेतु श्री पंकज कुमार देवरानी, अवर सचिव (सामान्य अनुभाग) भारत के महारजिस्ट्रार के कार्यालय, 2-ए, मान सिंह रोड, नई दिल्ली-110011 पर संपर्क कर सकते हैं।

अवर सचिव (सामान्य अनुभाग)

Signature of the bidder

Signature of the bidder

1. INFORMATION TO AGENCIES:**1.1 Purpose / Intent of RFP**

Office of the Registrar General, India (ORGI) invites online sealed bids in two bid system (Technical & Financial) from the eligible agencies who agrees with the terms and conditions for Providing Security Services at different buildings of ORGI **up to 03.00P.M. on 07.09.2016**. The scope of work includes providing round the clock security services with 2 (Two) Security Supervisors and 32 (Thirty Two) Security Guards at Office of Registrar General India, 2/A, Mansingh Road , West Block-I R.K.Puram and Pushpa Bhawan buildings for all the days of the month including Saturdays, Sundays and National holidays. The details of the security points and the requirement of manpower are as under:

Sl. No	Security points	Duration	No. of security personnel	No. of Supervisor
1	Main Gates 2/A, Man Singh Road	24 hours	8	2
2.	West Block-I, R. K. Puram	24 hours	15	
3.	D. P. Division, Pushpa Bhawan	24 hours	9	

Note:

- *The ORGI may at its sole discretion increase or decrease the number of required manpower resources at any point of time.*
- *Continuance of the manpower hired for the said work is strongly desired in order to ensure effective execution of the safety. However, to take care of unavoidable circumstances, the agency should have appropriate clause in their contract agreement to bind the outgoing member for at least one month to ensure proper handover, training and handholding to the newly appointed resource. This should invariably be done with the concurrence of the ORGI. In case of any attrition in the provided manpower, the agency would be required to ensure that the new staff matches the skill sets desirable for that particular category and should appropriately train the manpower on the task already carried out, before putting them to the task.*
- *ORGI will have the sole discretion for seeking replacement of any of the hired manpower subject to their performance by serving one week's notice.*

Signature of the bidder

1.2 Key Events & Dates for e-Tender

1	Tender inviting Authority / Address	Office of the Registrar General & Census Commissioner, India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi - 110011.
2	Mode of submission of tender	Electronic Tenders are to be submitted on e-Tendering portal www.eprocure.gov.in which can also be accessed using URL https://www.censusindia.gov.in .
3	Addressee and address at which documents are to be submitted in hard copy	Sh. Pankaj Kumar Devrani Under Secretary (General Section) Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi - 110011.
4	Job requirement	Outsourcing of Services of Security Personnel in the 3 buildings of ORGI located at ORGI (Hqs.) 2/A, Man Singh Road -110011, West Block-1 R. K. Puram 110066 and D. P. Division Pushpa Bhawan - 110062, New Delhi
5	Date of Issuance / Publishing of the RFP	RFP can be downloaded from 18.08.16 to 07.09.16 from e-Tendering portal www.eprocure.gov.in
6	Start date Bid submission	18.08.2016 (04.00 P.M.)
7	Cost of RFP	Cost of the RFP i.e. Rs.1,000/- is to be submitted in a sealed envelope before last date and time of submission of online bid to Deputy Director (General Section), Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi - 110011. The cost of RFP can be submitted by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank payable to the 'Pay and Accounts Officer (Census), New Delhi'.
8	Last date & Time for receiving /queries clarifications online or through e-mail.	Up to 06.09.2016, 04:00 P.M. No queries post this date shall be entertained.
9	Details of the contacts for Queries / Clarifications	Sh. Pankaj Kumar Devrani Under Secretary (General Section) Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi - 110011.
10	Last date & Time for submission of Bids online	07.08.2016 till 2:00 PM
11	Earnest Money Deposit amount payable	Rs. 2,00,000/- (Rupees two lakh) only by means of Demand Draft drawn on any Nationalized Bank / Scheduled Bank payable to the 'Pay and Accounts Officer (Census), New Delhi' the same is to be

Signature of the bidder

		submitted in a sealed envelope before last date and time of submission of online bid to Deputy Director (General Section), Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi - 110011.
12	Date, time and place of Public Online Technical Opening Event	Online Public Opening of Technical Bid shall commence at 3:30 P.M. on 07.09.2016 through online portal in the presence of bidders. Interested representative of bidders not more than 1 per bidder may present themselves at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011 or may participate from their respective offices. If the scheduled Tender Opening date becomes a holiday then the Tenders will be opened on the same time and venue in the next working day.
13	Date for opening of Financial/Commercial Bids	To be intimated separately to eligible bidders.

1.3 Submission of bids:

Interested parties/ bidders may view and download the e - tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>

(Note: Go to advance search option and choose organization name as Ministry of Home Affairs (Office of Registrar General, India) and department name as National Informatics Centre and click to submit button.

2. SCOPE OF WORK:

- a) The Agency shall provide round the clock high standard security on a 24 x 7 basis on all the days to safeguard the premises and assets of ORGI. The agency shall ensure full security to the ORGI premises and its property against theft, burglary, trespassing, pilferages and prevention of any untoward incidents in and around ORGI buildings. In case of any such event, the Agency should inform ORGI Officials and Police Station immediately. The agency should maintain the standard security norms to protect the above premises from other insecurities.
- b) The agency shall ensure proper locking of premises, common area etc. In case of any theft, breakage, damages, sabotage, pilferage of any fixture and/or fittings, furniture, equipment etc., the responsibility shall be of the security agency. The agency shall ensure immediate communication to concerned officer of ORGI for any emergencies/mishappening. Call for police protection, fire agencies in case of serious incident will also include their duties.

Signature of the bidder

- c) The security personnel should be well trained in the areas of Safety & Security, Fire fighting and Disaster Management. The agency would provide assistance and give protection to all staff of ORGI in case of emergencies like fire, heavy rains, earthquake etc.
- d) The agency shall keep watch of office vehicles and vehicles of staff in the parking space.
- e) The Agency shall submit Bio data along with identity proof & address proof of each security supervisor and security guards **duly verified by police**, within 15 days of execution of contract agreement.
- f) During surprise checks by any of the authorized officers of ORGI, if a particular supervisor / guard is found negligent/sleeping/drunk/indulged in any disgraceful activity, the agency will have to withdraw the guard from the premises forthwith, which may even entail cancellation termination of contract for the rest of the period.
- g) **The working hours will be on shift basis (Three shifts each of 8 hours.) on all days throughout the year. The agency should not engage any security personnel continuously for more than 08 (eight) hours in a day and no overtime will be admissible in this regard.**
- h) The agency shall maintain proper records/register of those activities covered under the scope of the work and log book of security personnel.
- i) The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps/ torch, umbrellas, rain coats etc. to supervisors and guards manning the ORGI buildings /complex at, New Delhi.
- j) All the security guards posted shall be in good physiques, sound mental health, good eye sight and free from any contagious disease. They must be able to answer telephone calls and reply in courteous manner for the details sought including location of the institute for the outstation staff, guests, trainees etc.
- k) The Security guards will maintain utmost vigil and shall be on rounds in the duty area allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract. Any loss theft of the property/valuables/ machinery/plants, trees fruits & flowers, etc. of buildings /premises will be the sole responsibility of the security service Agency and proportionate rates will be deducted from the bills submitted for the month or payment due to the Agency will not be released.
- l) The Security guards should not accept any Registered Post, Speed Post or any signed document from Courier agency on any working day or holidays.
- m) The security personnel should not maintain any relationship with the employees of ORGI.

Signature of the bidder

- n) The behavior of the deployed manpower by the Agency for the security duty so awarded shall be of decent nature and should co-operate with the officials and visiting guests, In case of report of any compliant on this issue or is found breaching this aspect, the said guard/supervisor shall be instantly removed from duty by the Agency and the decision of the ORGI, will be final & binding on the Agency.
- o) No accommodation shall be provided to the security guards & supervisor inside the complex. The Agency may arrange suitable accommodation for their stay in nearby area.
- p) Income tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided.
- q) The work shall be executed as per the directions and to the satisfaction of the ORGI.
- r) **No person below the age of 18 years & above 50 years shall be deployed on security work by the Agency.**
- s) Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the Agency only and ORGI will not responsible in any manner.
- t) The contract will be terminated by the Competent Authority if the performance of the Agency is found un-satisfactory at any point of time.
- u) The contract will be for a period of one year from the date of signing of Contract, & **rate will be fixed during the contract period** which can be extended further by one year subject to satisfactory performance of the contractor on prevailing minimum wages declared by NCT Delhi.

2.1 Roles and Responsibilities of the Required Manpower:

The roles and responsibilities of the manpower required are mentioned below:

Security Supervisor (Category , Semi-Skilled)	The Security Supervisor would be responsible for supervising and monitoring the duties & duty chart and daily essential requirements / needs of the Security Guards located at 3 buildings of ORGI, will liaise between ORGI officers, Building Incharge(s) and the Security Agency. In case of exigencies or absence or illness of security Guards he will act as their substitute.
Security Guard (Category, Unskilled)	Provide assistance to ORGI in execution of the security activities as per Scope and Terms & Conditions of work mentioned in the RFP.

Signature of the bidder

2.2 Time period for Resource Requirement from the Agency:

The successful bidder or Agency would provide the requisite manpower as indicated in this RFP for a **minimum** period of one year from the date of signing of the contract. The appointed Agency, however, needs to provide the detailed profile of the manpower that would be deployed in ORGI as per this RFP, within 15 working days from the date of issue of LOI.

Note:

- *During the period of placement the manpower provided by the appointed Agency will work as per the directions of ORGI, including the place of postings, transfers and their duties.*
- *ORGI may at its sole discretion decide whether to renew the contract for further period, based on the overall performance of the manpower provided by the Agency and the performance of the Agency.*

3 GUIDELINES FOR SUBMITTING PROPOSAL:

3.1 Technical Proposal

- i. In preparing the Technical Proposal, Agencies are expected to examine the documents comprising this RFP in detail. The Technical Proposal shall include the following information: **Letter of Transmittal (Format 'A')**, duly signed by authorized signatory. (In the event of unavailability of the Authorized Signatory, Power of Attorney for the authorized signatory in this connection must be submitted along with the letter of transmittal.)
- ii. Outline of relevant experience of the Agency on works of similar nature with details of past experience and current work in hand in the Format marked as **Annexure - I**. (To facilitate technical evaluation, relevant experience must be provided separately. Copy of Work Order/ Completion Certificate shall be attached for each of the assignments.)

3.2 Financial Proposal

- i. The financial quotes should be provided as per the format provided in **Annexure - II**.
- ii. The cost quoted should be exclusive of all taxes and shall be valid for the entire year period. Taxes may be indicated separately.

Signature of the bidder

4. EVALUATION OF THE PROPOSAL

An Evaluation Committee formed by ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified date and time fixed by the ORGI. The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.

4.1 Technical Evaluation

- (a) Technical Evaluation shall be carried out based on the following:
- i. The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality and competence of the agency would constitute the core parameter for technical evaluation.
 - ii. Financial bid of only those agencies who are found to be technically qualified will be opened on the specified date and time which shall be communicated to such agencies, before opening of the financial bid.
 - iii. The representative of the Tenderer who wishes to attend the e-tender opening is allowed to do so Subject to presentation of authorization letter from the tenderer.
 - iv. The ORGI shall evaluate the Technical Bid based on the documents submitted as per Bid Document.
 - v. ORGI reserves the right to reject the bid under any of the following circumstances:
 - a. Bid is incomplete and/or not accompanied with all required documents as per Bid Document.
 - b. Bid is without valid Bid Security.
 - c. Bid is not in conformity with the terms and conditions stipulated in this Bid Document.
 - d. Bid is conditional.
 - e. Bid having Conflict of Interest.
- (b) PRELIMINARY EXAMINATION OF TECHNICAL BID
- i. The ORGI will examine the bids to determine their completeness in all respect as per the requirements of this Bid Document.
 - ii. The ORGI may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

Signature of the bidder

4.2 Financial Evaluation

- a) The Financial proposal should have two components as per Annexure-II. The **Security Supervisors in (Semi-Skilled Category) and Security Guards in (Unskilled Category)** are to be provided a fixed salary of Rs.14262.39/- Rounded to (Rs.14262/- and Rs.12,895.74/-Rounded to (Rs.12,896/-) per month respectively as per the Minimum wages of the Delhi Government (inclusive of employee's statutory contribution towards PF, ESI, etc.). **The service charge of the agency must be indicated separately (In Rupees). The Agency service charges will be common for both Security Guard and Security Supervisor.**
- b) The Price Bid shall be complete in all respects and contain all information asked for in this document.
- c) The Price Bid format is provided as BoQ_xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, Bid will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the ORGI.
- d) The prices quoted shall be only in Indian rupees.
- e) All rates shall be quoted on monthly basis.
- f) The bidder shall quote the monthly rates for categories of worker.
- g) For Financial Evaluation the service charge will only be taken into consideration. The bid will be awarded to the agency which has quoted the lowest service charge. **If a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered.** The taxes may be indicated separately but same will not be considered for determining the lowest bidder.
- h) The rate per person per month shall include Employee's Statutory Contributions towards PF, ESI, etc. inclusive of all obligatory and mandatory expenses as per Govt. of NCT, Delhi laws i.e. Minimum Wages, Service Tax, Provident Fund, ESI, Pay for Holidays, etc. and the interpretation of the ORGI would be final in this regard.
- i) Statutory Government taxes like Service Tax, Swacch Bharat Cess etc. as applicable should be indicated separately. ORGI shall however, deducts such tax at source as per the rules and issue necessary certificates to the Agency.
- j) The Commercial/Price Bid (BOQ) shall comprise the price component for all the mandatory services indicated in the Price Bid (BOQ) of the bid document. All columns are required to be filled in by the bidder, failing which the bid shall not be considered.
- k) The prices once accepted by the ORGI shall remain valid till the currency /validity of the contract. The ORGI shall not entertain any increase in the rates during the period. In case of extension of the contract for another year, the prevailing rates as announced by Govt. of NCT, in the month would be taken for payment.

Signature of the bidder

period. In case of extension of the contract for another year, the prevailing rates as announced by Govt. of NCT, in the month would be taken for payment.

- l) Quoted rates shall ensure compliance of Statutory obligations under the: Contract Labour (Regulation & Abolition) Act, 1970, Employee State Insurance Act and rules made there under, 'Minimum wages Act, 1948 and EPF (Misc. Provision) Act, 1952 and rules made there under'. Any other Labour Legislation that may be applicable or may become applicable.
- m) Prices quoted should be in accordance with the laws of NCT, (in Indian rupees only in both figures and words).
- n) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price: If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted and If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.
- o) Erasing overwriting and corrections in the offer should be authenticated by tenderers signature. In case this has not been done, such offer is likely to be rejected.
- p) The quoted rates should include all taxes and duties payable to State / Central Governments as also to local Municipal bodies. The taxes and duties such as service tax which is to be charged separately may be quoted in the BoQ_XXXX.xls.
- q) **The price quoted by the Bidder shall be firm. No price escalation will be allowed except for the increase in the minimum wages as notified by the Delhi Government and other Govt. applicable taxes. The increase will be limited to the increase in the minimum wages only irrespective of the quoted prices.**
- r) **In case of rates found to be similar in the tender, the performance and turnover would be the criteria for selection of firm.**

4.3 AMENDMENT OF BIDDING DOCUMENTS BY ORGI

At any time prior to the deadline of submission of the bids, the ORGI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by way of Amendments/Addendum/Corrigendum, if any, shall be notified through CPP Portal.

Prospective Bidders are advised to visit ORGI website <http://www.orgi.nic.in> and CPP Portal <http://eprocure.gov.in/eprocure/app> for any corrigendum / addendum/ amendment.

In order to provide prospective Bidders reasonable time to take the amendment into account for preparing their bid, the ORGI may, at its discretion, extend the date & time of the submission of bids.

Signature of the bidder

a. MODIFICATION OF BIDS BY BIDDERS

- A Bidder may modify its bid on the e-procurement portal (<http://eprocure.gov.in/eprocure/app>) till the last date & time of the submission of Bid.
- Modification of the Bid sent through any other means shall not be considered by the ORGI.

b. LATE BIDS

The e-Procurement system will not allow any late submission of bids after due date and time as per server system.

4.4 AWARD OF CONTRACT

L-1 BIDDER

On completion of evaluation process of Price bids, the Bidder whose Evaluated Total Price is found to be the lowest would be the L-1 bidder.

LETTER OF AWARD (LoA)

The L-1 bidder will be considered for issuing Letter of Award (LoA).

The acceptance of the LoA shall be submitted within 7 (Seven) working days from issue of LoA, failing which the ORGI reserves the right to cancel the LoA.

PERFORMANCE SECURITY

- The selected bidder has to deposit Bank Guarantee equivalent to 10% (Ten percent) of total contract value in favour of within **Ten (10) working days** from issue of LoA.
- Performance Security shall remain valid up to 90 days after the expiry of the contract period.
- If the firm fails to provide satisfactory performance, the ORGI shall be at liberty to terminate the contract and withhold the Performance Security or the balance payment of the firm, apart from being entitled to take any other action that it deems fit.

Signature of the bidder

5. GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF RFP:

5.1 General Instructions

- a) Tender documents are to be submitted online in two bid systems (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in Annexure-I and put in a folder titled "Technical Bid". The 'Financial Bid' in another folder that should contain full information as required in BOQ titled "Financial Bid". Both Bids should be put in a third folder which should be prominently super-scribed as **"Outsourcing the Services of Security Personnel in the building recommended for Private security cover located in West Block-1, R. K. Puram, D. P. Division, Pushpa Bhawan & ORGI (HQ), 2/A, Man Singh Road, New Delhi, of this organization"** along with an Earnest Money of Rs. 2,00,000/- (Rupees two lakh only) in the form of Account Payee Demand Draft/Pay order of any Nationalized/ Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". All the interested firms may send their on line application on or before **07.09.2016** till 3.00PM. The Technical Bid will be opened on the same date at 03.30 PM in presence of bidders, and opening of Financial Bid of technically qualified Firms will be informed later on. If any, offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged /returned as promptly as possible as but not later than 30 days after the award of work order. All the Bid documents uploaded shall be serially page numbered and contain the table of contents with page numbers.
- b) ORGI reserves every right to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender, if necessary. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of ORGI. Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the ORGI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
- c) If any, offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged /returned as promptly as possible as but not later than 30 days after the award of work order.
- d) At any stage if the experience certificates, Registration certificate and details furnished by the firm are found to be false the earnest money shall be forfeited and the firm will be debarred from the tendering process.
- e) If a firm quotes 'NIL' charges, the bid shall be treated as unresponsive and will not be considered.

Signature of the bidder

- f) The rates quoted by the firms would not be altered or changes due to non-application of any clause and the same would be treated for defining the firm's position in the tender for finalizing award of work.
- g) No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- h) **The earnest money of successful bidder will be adjusted with the money deposited with respect to Performance Bank Guarantee, which has to be deposited within 10 days after the receipt of Letter of Intent @ 10 % of the annual value of contract.** The Performance Guarantee will be refunded to the Agency on Completion of contract period without interest after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 30 days of the completion of the financial evaluation by registered post.
- i) No bid will be considered unless and until all the pages documents comprising the Bid are properly signed and stamped by the persons authorized to do so.
- j) In the event of bid being accepted, the bid will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
- k) The Agency would have to acknowledge that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.
- l) If the Agency or his agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Agency or any of his partners or representatives thereof with the ORGI; or at any time during the pendency of the contract, it comes to the notice of the ORGI, that the Agency has misled it by giving false/incorrect information.
- m) The Agency will be responsible for the conduct of all workers deployed by him and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Agency or any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The ORGI will not be liable for any loss or harm to any person within or outside the ORGI campus from any act of omission or commission of any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract.

Signature of the bidder

- n) The ORGI shall not be liable for any compensation, claim for damages etc. due to any accident, injury or harm to any person deployed by the Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at ORGI.
- o) Without prejudice to the preceding term of contract, the Agency will be liable to reimburse the ORGI of any cost because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Agency or any of the workers Sub Agency's agents any others deployed by the Agency in the course of providing any services stated in this contract
- p) The Agency shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. and they should be well covered under these statutory laws/rules/regulations **before their deployment in ORGI**. The ORGI shall not be liable for any contravention/non-compliance on the part of the Agency. Any contravention/non-compliance on the part of the Agency would be construed as a sufficient ground for termination of the contract at the discretion of the ORGI.
- q) The Agency may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The ORGI will have the right to claim damages, and recover them from the payments due to the Agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.
- r) The Agency has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value to the effect that the Agency will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act etc, for the workers employed by him on the job will be submitted by the Agency before execution of the contract agreement. The workers employed by the Agency will not be treated as the employees of the ORGI for any purpose whatsoever.
- s) The Agency shall be required to enter into an agreement on a non - judicial stamp Paper of not less than Rs.150- for a period of one year within 15 days of receiving the intimation/letter of intent and to start the work within 15 days of the signing of Deed/Agreement.
- t) The office of the ORGI reserves the right to accept or reject any or all bids partly or fully without assigning any reason and no correspondence would be made in this regard.

Signature of the bidder

5.2 Eligibility Criteria

- i. The agency shall have a valid license/registration certificate / under **Private Security Agency Regulation Act.2005 (PSARA -2005)** / from Ministry of Labour/ Directorate General Resettlement, Ministry of Defence and should have experience of three years for running security services. Partnership, subletting, consortium or diversification of agreements will not be permitted.
- ii. The proof of experience (Certified copy) along-with satisfactory services from the concerned Department shall be supplied with the bid. The bidder should have undertaken at least 3 works of similar nature with any Govt. Office/ Department.
- iii. The Annual Turnover of the agency/agencies should be more than Rs.1.25 Crores during the last three financial years .i.e. 2013-14, 2014-15 & 2015-16. Copies of the audited balance sheets for the last three financial years are to be enclosed along with the technical bid. The bidder should have not been blacklisted by any Central Govt. /State Govt. /PSU and No Conviction self-certificate should be submitted (**Format marked as 'B'**) with their technical bid.
- iv. The agency should submit Chartered Accountant's Certificate alongwith Income Tax clearance Certificate, Service Tax No, ESI, PF registration certificate, Labour Licence and also provide list of number of hundred workers with their ESI or EPF/UAN number. The agency shall quote their Permanent Account Number along with the certified copy of PAN and should attach the copy of last Service tax returns ST-3.
- v. A certified copy of Testimonials of satisfactory completion shall be obtained from the respective office(s) where the security services were offered. The bidder should also provide **ISO9001-2008 Certificate**.
- vi. Bidders are requested to deposit Earnest Money Deposit (EMD), of Rs.2,00,000/- (Rupees two Lakhs Only) towards EMD by Bank Draft/Bankers Cheque drawn in favour of "**Pay & Accounts Officer (Census)**" payable at New Delhi along with the tender. Any bid without EMD will be rejected by office as non-responsive.
- vii. The agency is required to furnish Performance Guarantee (PBG) at its own expense for an amount equal to **10% of the contract value in the form of Bank Guarantee/CDR/FDR/DD** (of a Nationalized Scheduled Bank in the standard format) within two weeks from the date of issue of award of the letter. The validity period of the PBG is one year.
- viii. Proper indexing and page numbering of documents is essential for processing of any bid, failure to which the bid will not be considered.
- ix. Validity of tender shall be for 90 days from the date of opening of the Tender.
- x. The tender document can be obtained from Accounts Officer on payment of Rs.1,000/- or the bid document can be downloaded from **www.orgi.nic.in**. Those who have downloaded bid document from the website, the tender cost of Rs.1,000/- (Non-Refundable) shall be attached separately in the technical bid by means of demand draft, Bankers Cheque drawn in favour of "**Pay & Accounts Officer**" (**Census**) Payable at New Delhi.

Signature of the bidder

5.3 Payment terms

- (a) The ORGI shall make the contract payment as per the payment schedule mentioned below:
- i. No advance payment would be made.
 - ii. Monthly bill would be submitted in triplicate by the agency for the security services / works executed in the preceding month, shall be paid accordingly.
 - iii. **The firm will ensure payment of minimum wages through Aadhaar linked Bank Account to the Security Guards and Supervisors & only reimbursement will be made to the Agency / firm after receipt of requisite documents / confirmation proof for actual payment to Security Guards & Supervisors by the Agency /firm.**
 - iv. **Aadhaar Biometric Attendance records / log register for each security point and production of copies of Acquaintance rolls/Attendance Register/Salary Register for proof of payment of wages to the security personnel.**
 - v. Inadequate supply of Security Guards and Security Supervisor and inadequate supply of security items like whistle, lathi, emergency lamps torch, umbrellas, etc. will attract deduction at pro-rata basis from the work bill towards compensation. The decision of ORGI will be final and binding in this regard.
- (b) If the performance of the security services by the agency is not found satisfactory the Competent Authority shall have power to deduct proportionate amount from the monthly bill or to terminate the contract without giving any reason to the firm. Upon such termination, the security deposit of the Agency shall be liable to be forfeited and shall be absolutely at the disposal of ORGI.
- (c) If at any time during **currency of JOB**, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by the ORGI and the decision of ORGI, would be binding on the Agency.

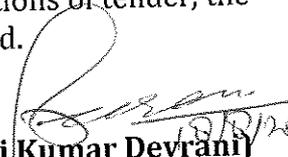
5.4 Penalty Clause

In case of failure in doing the job to the satisfaction of ORGI, a penalty upto 3 % of service charges per day will be imposed by the ORGI. In case of failure in doing the job assigned on a day to day basis the authority will get the job done through other sources and the expenditure so incurred will be recovered from the contractor.

5.5 Arbitration

In the event of any dispute arising with regard to any of the clauses mentioned herein before the same shall be referred to ORGI, India and his decision shall be final and binding upon the parties to this agreement. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work or any other terms and conditions of tender, the decision of the ORGI New Delhi be final and binding on tenders in this regard.

- i. Any ambiguity in the offer may lead to disqualification
- ii. Conditional offer shall be summarily rejected


 (Pankaj Kumar Devrani)
 Under Secretary (General Section)

Signature of the bidder

ANNEXURES

Format A: Letter of Transmittal

To

The Under Secretary (General Section)
Office of the Registrar General, India
2A-Mansingh Road
New Delhi - 110 011

Dear Madam/ Sir,

We, the undersigned, offer to provide the required manpower in accordance with your Request for Proposal (RFP) No. D-32011/03/2016-GS dated 18.08.2016. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/ Commercial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements submitted in this Proposal are true and accept that any misinterpretation contained therein may lead to our disqualification.

The prices quoted in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that ORGI is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Agency] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Authorized Signature (in full and initials):

Name and Designation of Signatory:

Name of Agency:

Address:

Signature of the bidder

Format B: No-Conviction Certificate

(On the letter head of the organization)

No-Conviction Certificate

This is to certify that -----(Name of the organization),
having registered office at----- (Address of the registered
office) has never been blacklisted or restricted to apply for any such activities by any
Central / State Government Department or Court of law anywhere in the country.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Signature of the bidder

PRESCRIBED PERFORMA FOR TIECHNICAL BID

With reference to Tender Notice No: D-32011/03/2016-GS the undersigned furnishes herewith below/enclosed herewith following details/documents as part of Technical Bid for consideration:

SI. No.	Description	Number of Documents attached	Page No.
1	Name of the Agency		
2	The agency shall have valid License/Registration Certificate / under Private Security Agency Regulation Act.2005 (PSARA -2005) / from Ministry of Labour/ Directorate General resettlement, Ministry of Defence)		
3	Registration Certificate (ISO 9001:2008) of establishment issued by the concerned Ministry (Labour Department/DGR Directorate General Resettlement, Ministry of Defence)		
4	The annual Turnover of the agency/agencies should be more than Rs.1.25 crores per annum for the last three financial years i.e. 2013-14, 2014-15 & 2015-16. Copies of the audited balance sheets for the last three years Financial Year (2012-13, 2013-14 & 2014-15)		
5	Income Tax returns for the last three Years.		
6	Documents/ evidence of requisite experience		
7	At least three complete work orders in the field of security services along-with completion work certificate (Certified copy) from any Govt. Office /Department or pvt. firm of repute		
8	The Earnest Money of Rs.2,00,000/-(Rupees two lakhs only) through a Demand draft/pay order (Draft no.& Name of the bank)		
9	PAN No.(please enclose copy)		
10	A copy of latest Service Tax(ST-3) duly attested /stamped		
11	ESI & PF Registration certificate (attested copy) and latest challan copy.		
12	Self-certificate duly signed by the agency that agency is not currently black listed either by ORGI or any other Central Govt. / State Govt. / Public Sector Undertaking.		
13	15 digit service Tax Code Number with last year ST-3 returns		
14	Undertaking that none of the relative of agency is working in ORGI.		

2. I agree to the terms and conditions as mentioned in the Tender Notice No: D-32011/01/ 2015 - GS issued by the ORGI.

Signature with Name and date
Name of the Agency
Office Seal

Signature of the bidder

ANNEXURE-II

PRESCRIBED PERFORMA FOR FINANCIAL BID

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Price Bid for providing the Security Services at 3 buildings of ORGI premises at **2/A, Man Singh Road -110 001, West Block-1 R.K.Puram 110 066, and D.P.Division Pushpa Bhawan 110 062, New Delhi**, in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer. The Price quoted by us for the scope of work detailed in Section 4.2 of the bid document is as below:

Sl. No	Description of work	Qty/No. (to be indicated by the bidder)	Rate per person per month in Rs. (Inclusive of Employee's Statutory Contributions towards PF, ESI etc.) *	Agency service Charges per person per month in Rs.#
1.	Providing round the clock security services by the supervisors & security guards, including Saturdays and Sundays and holidays as per Tender Notice.			In figures Rs.....
	a) Security Supervisor: 02 (two)	02	Rs.14262/-	In words (Rupees.....)
	b) Security Guards : 32 (Thirty two)	32	Rs.12,896/-	

(Rupees..... only)

Agency service charges will be common for both security guard and security supervisor.

* Statutory Government taxes like Service Tax, Swacch Bharat cess etc.as applicable may be indicated separately.

Signature of the bidder

PERFORMANCE SECURITY BOND FORM

In consideration of the CGM Office of the Registrar General, India Ministry of Home Affairs having agreed to exempt _____ thereafter called "the said contractor(s)" from the demand under the terms and conditions of an agreement (Purchase order) dated _____ made between _____ and _____ for the contract of _____ (hereinafter called the said agreement) of performance security for the due fulfillment by the said contractor of the terms and conditions contained in the said agreement and production of a bank guarantee for _____ we, (Name of the Bank) _____ (hereinafter referred to as "the Bank" at the request of _____ contractors) do hereby undertake to pay to the company an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the company by reasons of any breach by the said contractor(s) of any of the terms and conditions contained in the said agreement.

2. We (Name of the bank) _____ do hereby undertake to pay the amount due and payable under the guarantee without any demur, merely on a demand from the company stating that the amount claimed is due by way of loss or damage caused to or suffered by the company by reason(s) of the contractor(s) failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the bank under the guarantee where the decision of the company in these counts shall be final and binding on the bank. However our liability under the guarantee shall be restricted to an amount not exceeding _____

3. We undertake to pay to the company any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and unequivocal. The payment so made by us under the bond shall be valid discharge our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the company under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till officer in charge certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge the guarantee. Unless a demand or claim under the guarantee is made as in writing KLJ/on or before the expiry of the Eighteen Months from the date hereof. We shall be discharged from all the liability under the guarantee thereafter.

5. We (Name of the bank) _____ further agree with the company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time of performance of the said agreement(s) from time to time any of the power exercisable by the company against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the agreement and we shall not be relieved from our liability by reason of any such variation. Or extension being granted to the said contractor(s) or for any forbearance act or omission on the part of the company or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s) supplier(s).

7. We (Name of the Bank) _____ lastly undertake not to revoke the guarantee during the currency except with the previous consent of the company in writing.

8. The amount of security bond/Bank guarantee is to be deposited equal to 10% of the total; amount of the cost of the work.

Dated the _____ day of _____

For _____
(Indicate the name of the bank)
Witness:

Signature of the bidder

0 INSTRUCTIONS ON E-TENDERING

1. All interested bidders are requested to register themselves with the portal <http://eprocure.gov.in> and enroll their digital certificate with the user id for participation in the tender.
2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

- (i) Late and delayed Bids / Offers after due date / time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- (ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.
- (iii) No bid can be modified after the dead line for submission of bids.
- (iv) No manual bids / offers along with electronic bids / offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers on-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

Signature of the bidder

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents

- i) Bidders must submit on line offers by the date and time mentioned in the e-Notice Inviting Tender (e-NIT) at the website address stated therein.
- ii) Each e-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.
- iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.
- iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the e-tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.
- v) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate along -with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.
- vi) The bid shall be upload through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other Documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.
- vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

- i) Bid along- with all the copies of documents should be submitted in the electronic form only through ORGI e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.
- ii) The bid shall be opened on-line on the date & time mentioned in the NIT.

Signature of the bidder

iii) The Price Bids only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser version internet explorer v8.0 or higher recommended.

11. The tender shall be submitted in major parts, namely 'Technical / Commercial Bid and Price Bid (BOQ).

12. As a part of software requirement for the e-tender, the main features are:

- i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.
- ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e-tender and submit the original EMD physically within the closing time & date as mentioned.

13. Earnest Money Deposit & Tender Fee:

The EMD & tender fee(non-refundable) instrument in original has to be submitted by dropping it in the Tender-box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space. It is mandatory for every tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI. Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

Signature of the bidder