



पत्रांक-डी-26015/02/2020-1161

भारत सरकार

GOVERNMENT OF INDIA

गृहमंत्रालय

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

बिहार के जनगणनानिदेशक का कार्यालय

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, BIHAR

8वाँ तल, सी-जीब्लॉक, कर्पूरीठाकुरसदन, आशियाना-दीघारोड, पटना-800025.

8<sup>th</sup> Floor, C-G Block, Karpoori Thakur Sadan, Ashiyana-Digha Road, Patna-800025

ई-मेल / E-mail-dco-bih.rgi@censusindia.gov

दिनांक / Date:-05.05.2020



### **Instruction for Online Bid Submission**

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

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocuregov.in/eprocure/app>.

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocuregov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidder will be required to register their valid Digital Signature Certificate (class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSL's to others which may lead to misuse.
6. Bidder then log into the site through the secured log-in by entering their user ID/Password and the password on the DSC / E-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the

bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedulers. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender documents.
3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender 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.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, manual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a 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**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instruction.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the

scanned copy and the data entered during bid submission time. Otherwise the same will be rejected.

5. 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 tender 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 the white colored (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.
6. The server time (which is displayed on the bidders' 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.
7. 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. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid documents that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and bid summary will be displayed with the bid no. and the Date & Time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**Sd/-**  
**(Dibyasingha Mishra)**  
**Joint Director (HO)**  
**Phone: 0612-2565960**



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दिनांक / Date:-05.05.2020



**Subject: Tender for shifting of furniture, fixtures, office equipment etc. –regarding**

Scope of work	Invitation of e-Tender for shifting of furniture, fixtures, office equipment etc.
Earnest Money Deposit to be submitted	Rs.20,000/-
Date of Issue/Publishing	05.05.2020/08.05.2020
Documents download start date	08.05.2020
Seek clarification start date	08.05.2020
Seek clarification end date	26.05.2020
Bid submission start date	08.05.2020
Bid submission closing date	28.05.2020 at 3.00 P. M.
Date and Time of Opening of Technical Bids	29.05.2020 at 4.00 P. M.
Date and Time of Opening of Financial Bids	To be informed

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

Sd/-

(Dibyasingha Mishra  
Joint Director (HO)  
Ph: 0612-2565960



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ई-मेल / E-mail-dco-bih.rgi@censusindia.gov

दिनांक / Date:-05.05.2020



**Sub: E-Tender Call Notice for shifting of furniture, fixtures, office equipment etc.-regarding**

Online tender/quotation is invited from interested, reputed registered firms for shifting of furniture, fixtures, office equipment etc. as specified below in detailed in the scope of work i.e. Col. 4.

**2. Instructions to the bidders**

Tender documents are to be submitted online in two bid system (i) Technical Bid & (ii) Financial Bid for shifting of furniture, fixtures, office equipment etc. The Technical Bid should contain full information as required in **Annexure- I** and uploaded in a folder titled "Technical Bid". The 'Financial Bid' in another folder that should contain full information as required in BoQ and titled "Financial Bid". All the interested firms may send their online application on or before **28.05.2020 till 3.00 PM**. The Technical Bid will be opened on **28.05.2020 at 4.00 P.M.** in presence of bidders (if desired) and Financial Bid of technically qualified Firms will be opened after finalization of Technical Bid Reports. The date and time of opening of Financial Bids will be informed accordingly.

**3. Time for Completion of Works**

All the work orders placed under this work will have to be delivered at site within a specified period of time as specified by the Directorate of Census Operations Bihar, Patna in the work order.

**4. Scope of work**

The Directorate of Census Operations, Bihar, Patna intend to shift furniture, fixture, office equipment etc. as stated below in details.

Sl. No.	From	To	Remarks
1	Bihar State Cooperative Bank Building, Ashok Rajpath, Patna	Bihar State Ware Housing Corporation Godown at Fatuha	Dismantling of Fixtures/ Partition, Shifting of Dismantled Partition/ Portion, Furniture, Office Equipment etc.
2	Central Ware Housing Corporation Godown, Musslapur	Bihar State Ware Housing Corporation Godown at Fatuha	Shifting of Old unused Furniture, Dismantling of Racks, Office Equipment
3	C-G Block, 8 <sup>th</sup> Floor, Karpoori Thakur Sadan, Ashiyana Digha Road, Patna-800025	Bihar State Ware Housing Corporation Godown at Fatuha	Shifting of Old unused Furniture, Racks, Office Equipment

## 5. Terms and Conditions

- i. The bidders are required to quote the rate in financial bid BoQ including all the cost i.e for Dismantling (When Required), Loading in Truck, Transportation by Truck and unloading at BSWC Godown at Fatuha, labour charges and also including Taxes etc.
- ii. The rate quoted by the Bidders shall be valid for a period of one year.
- iii. The cost of the materials used for packing etc. shall also be borne by the Service Provider.
- iv. The designated officer of this Directorate will supervise the work and issue instruction on the matter of shifting and arrangement if necessary.
- v. The bidders with prior information and intimation may visit the relevant site on any working day between 9.30 AM to 6.00 PM to access the magnitude of the work before submission of his bid and also submit a certificate in this regard at Annexure-III.
- vi. The legal right of the labour engaged for the said work must be protected as per Government Law in force.
- vii. The Responsibility of taking necessary permission from the traffic police Authority for shifting by transportation of Truck shall be of the successful bidder i.e the service provider.
- viii. If any dispute arises between the service provider and its man power in any matter, the same will be settled by the Service Provider only. This Directorate in no case shall take any responsibility on such matter.
- ix. No advance/part payment will be made. Payment will be made only after successful completion of the work as per work order issued to service provider.
- x. The work shall be executed without any loss/damage to the properties/ building as stated above.
- xi. The damaged/ theft/loss etc to the goods during the process of shifting shall be at the risk and responsibility of the service provider.
- xii. This Directorate shall not be responsible in any circumstances if any accident/mishap etc happened with any labour engaged for shifting. It is the legal responsibility of the service provider for safety and security of his worker.
- xiii. In case of any dispute, the decision of Directorate of Census Operations Bihar shall be final and binding.
- xiv. The "Contract" shall be comprehensive in nature and shall include all the costs i.e. dismantling, packing, loading, transportation, unloading, labour charges, equipment required for dismantling, arrangement, etc. during the currency of the contract at the exclusive risk, responsibility and cost of the contractor.
- xv. The rates to be approved on the basis of online application shall be valid for six months and no upward revision will be allowed during the period of contract under any circumstances. It shall be responsibility of the successful bidder to carry out the requisite service throughout the period of contract.
- xvi. The Service Provider must have all requisite certificates from the concerned Government agencies as required under relevant rules.
- xvii. The Registered Firm/ Agency or one of its Branch Office should located in Bihar preferably in Patna

## 6. Other Terms and Conditions

- i. **Clearance of Site**-The Agency shall have to remove all waste (Melba) and other unwanted material from site of work before handing over the Site to the Directorate. The work shall not be treated as complete in all respects unless these requirements are fulfilled by him. In the event of Agency failing to do so, the Directorate shall have right to get the site cleared at the cost of Agency.
- ii. **Payment of Wages by Agency**- The Agency shall directly pay to labour employed by him and shall be solely responsible for following all Laws, rules and regulations applicable for such employment.
- iii. **Price**-Tenderers price shall be deemed to include cost of all materials, tools and tackles, taxes, delivery charges etc. whether specifically mentioned or not. The tenderer shall also include in his price all taxes, which are legally leviable on the execution of work. The prices will remain firm & fixed during the currency of work. However, in case of any statutory variation in Taxes/Duties after the last date of submission of Tender, the same shall be adjusted.
- iv. **Force Majeure Clauses**- The right of the Agency to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Agency, including but not limited to acts of God, or of the public enemy, restraints of a sovereign state, floods, unusual severe weather conditions, War, Military Operations, Blockage, Acts or Action of State Authorities etc..

## 7. Eligibility Conditions/Documents to be uploaded for evaluation of Technical Bids: -

- i. Filled in Technical Bid Form
- ii. Copy of Registration Number
- iii. Copy of the PAN NO.
- iv. Copy of the GSTN Registration Certificate
- v. Annual turnover of the firm with proof for the last 2 years i.e FY- 2017-18 and 2018-19
- vi. The firm has to submit copy of work orders for shifting of office for the last 2 years i.e.FY- 2017-18 and 2018-19
- vii. Income tax return for the last 2 years i.e.FY- 2017-18 and 2018-19
- viii. Latest GST return & Challan Copy.
- ix. It must be noted that in order to be eligible to participate in the bid, a bidder must quote rates for all the items mentioned in the Price Bid, failing which bids will be rejected. Partial/conditional quotation will not be accepted.
- x. Certificate regarding visit of site to access the magnitude of Work (**Annexure-III**)
- xi. The tender acceptance letter duly signed and stamped. (**Annexure-IV**).

## 8. Evaluation of Bids: -

Quotations should be in two Bid systems (i) Technical Bid & (ii) Financial Bid for **shifting of furniture, fixtures, office equipment etc.** The Technical Bid' should contain full information as required in **Annexure- I** and uploaded in a folder titled "Technical Bid". The 'Financial Bid' in another folder that should contain full information as required in BoQ and titled "Financial Bid". Financial Bid should include full information as required in **Annexure-II**. In the event of this procedure not being followed, the Bid will be summarily rejected.

- i. The technical Bid will be evaluated first.
- ii. The financial Bid will be evaluated only if the bidder's Technical Bid is found satisfactory in all respects by the tender committee. The bidder will have no right what so ever to insist that this Financial Bid be evaluated in the event of the tender committee rejecting his Technical Bid as unsatisfactory.

## 9. Earnest Money Deposit

The quotations should be accompanied by Earnest Money Deposit of Rs.20,000/- (Twenty thousand only) in the form of Account Payee Demand Draft in an acceptable form drawn in favour of "DDO Directorate of Census Operations Bihar" payable at Patna. The scan copy of the EMD should be uploaded in the CPP portal. The Demand Draft in original also needs to be deposited in this Directorate. Without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful bidders after finalization of the Contract.

Sd/-

(Dibyasingha Mishra)  
Joint Director (HO)  
Phone: 0612-2565960

## OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS BIHAR, PATNA-800025

**TECHNICAL BID****Prescribed Proforma for technical Bid**

Sl. No.	Description	Please enclosed copy of relevant documents
1.	Name of the Agency	
2.	Address of the Agency	
3.	Contact No and E-mail	
4.	Registration Number (Copy enclosed)	
2.	Copy of PAN No.	
3.	Copy of GSTN Registration Certificate.	
4.	Annual Turnover (for the last two years i.e FY-2017-18 and FY-2018-19)	
	(i)	
	(iii)	
5.	Copy of Work Orders for shifting of Office Furniture, Fixtures, Equipments etc for the last two years i.e. FY-2017-18 and FY-2018-19	
	(i)	
	(ii)	
6.	Copy of Latest GST return & Challan Copy	
7.	Income tax return for the last two years i.e. FY-2017-18 and FY-2018-19	
	(i)	
	(ii)	
8.	The Earnest Money of Rs.20,000/-(Rupees Twenty Thousand only) through a Demand draft/Pay order (Draft No., Date and Name of the Bank)	

(Signature with date and seal)



# ANNEXURE –II

Validate Print Help

## Item Wise BoQ

Annexure-II

Tender Inviting Authority: <JOINT DIRECTOR OF OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS BIHAR, PATNA-800025 >

Name of Work: < Shifting of Furniture/Fixtures/ Office Equipment of Directorate of Census Operations, Bihar, Patna >

Contract No: < D-26015/02/2020-1161 Dated 05.05.2020 >

Name of the Bidder/ Bidding Firm / Company :								
<div>PRICE SCHEDULE</div> <div>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</div>								
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes col (7) = (4) x (6) in Rs. P	TOTAL AMOUNT With Taxes col (8) = col(6) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9
1	Items to be dismantled and transported							
1.01	Dismantling Fixtures/ Partition, Shifting of Dismantled Partition/ Portion, Furniture, Office Equipment etc. from Bihar State Cooperative Bank Building, Ashok Rajpath, Patna to Bihar State Ware Housing Corporation Godown at Fatuha	item1	1.00	Nos		0.00	0.00	INR Zero Only
1.02	Shifting of Old unused Furniture, Dismantling of Racks, Office Equipment from Central Ware Housing Corporation Godown, Musslapur to Bihar State Ware Housing Corporation Godown at Fatuha	item2	1.00	Nos		0.00	0.00	INR Zero Only
1.03	Shifting of Old unused Furniture, Racks, Office Equipment from C-G Block, 8th Floor, Karpoori Thakur Sadan, AshiyanaDigha Road, Patna-800025 to Bihar State Ware Housing Corporation Godown at Fatuh	item3	1.00	Nos		0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						

(Signature with date and seal)

## OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS BIHAR, PATNA-800025

**CERTIFICATE FOR SITE INSPECTION****Name of work: Shifting of Furniture/ Fixtures/ Office Equipment etc.**

Certified that we..... (Name of bidder) have visited the site on dt..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to executing the work as per specification to suit the site conditions as follows.

Sl. No.	From	To	Works
1	Bihar State Cooperative Bank Building, Ashok Rajpath, Patna	Bihar State Ware Housing Corporation Godown at Fatuha	Dismantling Fixtures / Partition, Shifting of Dismantled Partition/ Portion, Furniture, Office Equipment etc.
2	Central Ware Housing Corporation Godown, Musslapur	Bihar State Ware Housing Corporation Godown at Fatuha	Shifting of Old unused Furniture, Dismantling of Racks, Office Equipment etc
3	C-G Block, 8 <sup>th</sup> Floor, Karpoori Thakur Sadan, AshiyanaDigha Road, Patna-800025	Bihar State Ware Housing Corporation Godown at Fatuha	Shifting of Old unused Furniture, Racks, Office Equipment etc

Signature of bidder with Seal &amp; Date

**TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)**

**[Department User may ask for Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format, User may revise it as per their Tender Conditions]**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:-**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**