

**SCHOOL OF OPEN LEARNING  
CAMPUS OF OPEN LEARNING  
UNIVERSITY OF DELHI  
DELHI-110007**



**Notice Inviting e-Tender**

1. Online percentage rate tenders are invited from the contractors registered with C.P.W.D./ M.E.S./Railways/State PWDs (B&R)/Delhi University and specialized firm/contractors who have completed one similar work for Rs. 160360/-, two similar work of Rs. 120270/- each and three similar work of Rs. 80200/- each with Govt./PSU/Corporate firm will be eligible for tender of the following works.

**Name of work: Re-development of existing School of Open Learning Lawns,  
University of Delhi.**

Estimate Cost	:	Rs.2,00,434/-
Earnest Money	:	Rs. 4,030/-
Completion Time	:	30 Days
Bid Submission end date	:	<b>02/07/2018 (3.00 P.M.)</b>
Bid Opening date	:	<b>03/07/2018 (3.00 P.M.)</b>

- 1 The Tender form & other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in)
- 2 For further details, contact the office of undersigned and any corrigendum in this regard will be displayed on University website i.e. [www.du.ac.in](http://www.du.ac.in), [www.e-procure.gov.in](http://www.e-procure.gov.in) and on notice board.
- 3 EMD should be in the form of DD in favour of Executive Director, SOL University of Delhi, & should reach the Asstt. Registrar General, **Room No: 206, 2<sup>nd</sup> Floor, SOL, University of Delhi, Delhi-110007**, on or before the last date and time of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD along with their other document.

**SCHOOL  
OF OPEN LEARNING UNIVERS  
ITY OF DELHI  
General Section  
Room No. 206, 2<sup>nd</sup> Floor, Old Administrative Block, SOL  
University of Delhi,  
Delhi-110007  
Tel-011-27008349-50**

**Notice Inviting e-Tender**

Online bids are invited in Single bid systems for “Re-development of existing School of Open Learning Lawns, University of Delhi.” Manual bids shall not be accepted.

- 1 Tender documents may be downloaded from CPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in as under.

<b>Publishing Date</b>	<b>11/06/2018 (3.00 P.M.)</b>
<b>Bid Document Download Start Date</b>	<b>11/06/2018 (5.30 P.M.)</b>
<b>Estimate Cost</b>	<b>Rs.2,00,434/-</b>
<b>Earnest Money</b>	<b>Rs. 4,030/-</b>
<b>Completion Time</b>	<b>30 Days</b>
<b>Bid Submission start date</b>	<b>11/06/2018 (5.30 P.M.)</b>
<b>Bid Submission end date</b>	<b>02/07/2018 (3.00 P.M.)</b>
<b>Bid Opening date</b>	<b>03/07/2018 (3.00 P.M.)</b>

- 2 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

**Bidder/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 3 Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender/quotation form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with University of Delhi.

5. Intending Bidders are advised to visit University of Delhi/SOL website [www.du.ac.in](http://www.du.ac.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

6. Bids will be opened as per date/time as mentioned above. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

**Content:**

1. Eligibility Requirements
2. Scope of work
3. Conditions
4. Price Bid Undertaking and schedule
5. Instructions for online bid submission

## **Eligibility Requirements: -**

1. The bidder / contractor should have registration with CPWD/ MES/ Railways/ State PWDs (B&R) /Delhi University in appropriate category & class.
2. The bidder should not be black listed from any authorities.
3. The bidder should have registration with ESIC, EPFO, Labour department of Delhi Govt.
4. PAN Number.
5. The bidder should submit ITR for the last three financial years i.e. 2014-2015, 2015-2016 and 2016-2017.
6. The bidder should be registered with GST.
7. Demand Draft of Earnest Money.
8. Price bid and undertaking form should be duly filled in.
9. The bidder should upload the scanned copies of all the documents during online bid submission as per NIT conditions.

**Brief scope of work Re-development of existing School of Open Learning Lawns, University of Delhi is as under:**

1. Supply and stacking of good earth.
2. Supply and stacking of dump earth manure.
3. Providing and laying Neelgiri/Mexican grass turf with earth 50mm to 60mm thickness.
4. Mixing earth and sludge or manure.
5. Grassing with selection No. 1 grass.

## GENERAL CONDITIONS

### **Name of work: Re-development of existing School of Open Learning Lawns, University of Delhi.**

1. The work shall be carried out as per CPWD Specifications 2009 Vol. I to II with up to date correction slips if any item is not available in CPWD Specifications than relevant I.S.I. Specification or decision of the Engineer-in-charge shall be followed.
2. The rate quoted by the Contractor's should be including all royalty, taxes, carriage all leads and lifts & stacking etc. complete up to the site of work. Nothing extra shall be payable to him on this account.
3. The contractor must have quoted their rates for each item of work both in figure and in words and worked out the amount otherwise tender will not be accepted.
4. The contractor must get acquainted with the proposed site of the works and study specification and conditions carefully before tendering.
5. The contractor will have to complete the work within 01 (one) Months from the date of issue of award letter failing which earnest money will stand forfeited to the Govt. and contractor will have no claim in their account.
6. The under signed reserves the right to reject any tender without assigning any reason and no conditional tender will be accepted.
7. The rejected materials shall be replaced immediately by the contractor at his own risk and cost otherwise the department will not be responsible for any loss or theft. If required, the same will be removed at the contractor cost & risk.
8. The contractors shall bear all charges for cartage, storage and safe custody of the materials.
9. No payment will be made to the contractor for damage caused by rain or other natural calamities during the execution of work and no such claim on this account will be entertained.
10. The contractor shall not employ woman and man below the age of 18 years of the work.
11. The sample of materials shall be got approved from the Engineer-in-charge before supply/execution of work.
12. The security deposit shall not be refunded till the clearance certificate obtained from the concerned site officer, CPWD & produced to undersigned.
13. If due to any reasons the date of opening the tender has been declared holiday by the Govt. of India, then tender will be opened on next working day.

<b>Maintenance of existing SOL lawn</b>					
<b>S.N.</b>	<b>Sub. Head &amp; Items of work</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1.	Supplying and stacking of good earth at site including royalty and carriage up to 5 km complete (earth measured in stacks will be reduced by 20% for payment).	275	cum	332.55	91465
2.	Supplying and stacking at site dump manure from approved source, including carriage up to 5 km complete (manure measured in stacks will be reduced by 8% for payment)				
	2.4.1 Screened through sieve of I.S. designation 20 mm	62	cum	170.70	10583.4
	2.4.2 Screened through sieve of I.S. designation 16 mm	62	Cum	192.05	11907.1
	2.4.3 Screened through sieve of I.S. designation 4.75 mm	62	Cum	209.15	12967.3
3.	Providing and laying Neelgiri/Mexican grass turf with earth 50mm to 60mm thickness of existing ground prepared with proper level and ramming with tools wooden (Dhurmos) and then rolling the surface with light roller make the surface smoothen and light watering with sprinkler and maintenance for 30 days or more till the grass establish properly, as per direction of officer-in-charge.	300	Per Sqm	203.90	61170
4.	Mixing earth and sludge or manure in the required proportion specified or directed by the Officer-in-charge	370	cum	21.35	7899.5
5.	Grassing with selection No. 1 grass including watering and maintenance of the lawn for 60 days or more till the grass forms a thick lawn, free from weeds and fit for mowing including supplying good earth, if needed (the grass and earth shall be paid for separately)				
	2.10.1 In rows 5 cm apart in both directions	300	sqm	10.40	3120
	2.10.2 With grass Turf	170	sqm	7.85	1334.5
<b>TOTAL (Without GST)</b>					<b>2,00,434.00</b>
<b>GST (12%)</b>					<b>24,053.00</b>
<b>Grand Total (Excess/least in percentage)</b>					<b>2,24,487.00</b>

\*I quoted Rs..... (Rupees .....)  
 \_\_\_\_\_% below/above estimated cost.

\*GST @ 12% will have paid extra on the quoted rate.

Signature of Contractor  
 With Seal

Phone No. \_\_\_\_\_



## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. 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: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” 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 bidders 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 / 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 DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP 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 schedules. 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 document.
- 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, annual 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 should digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 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 uploaded bid 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 PDF 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 PDF file, open it and complete the white coloured (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 PDF 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 bids is maintained using the secured Socket Layer 128-bit encryption technology. 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 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 & a 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 should 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.

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