BID DOCUMENT

Two Packet e-tenders are invited for

Refurbishment of Staff Room in IGNOU Campus, New Delhi.

(*In the Centre for Online Education (COE) and Computer Division of Block-A*)

NIT No.: EdCIL/EIS & EPS/IGNOU/Refurbishment/2024-25

PART-I- TECHNICAL BID

EdCIL (India) Limited
(A Govt. of India Mini Ratna Enterprises)
'EdCIL House', Plot No. 18A, Sector- 16A
NOIDA – 201301 (UP), INDIA

Dated: 12.06.2024

This document is serially numbered from page number 01 to 62.

DISCLAIMER

The information contained in this Tender document (the "TENDER") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

This TENDER is not an Agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this TENDER is to provide interested parties with information that may be useful to them in making their financial offers (BIDs) pursuant to this TENDER. This TENDER includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TENDER may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the Feasibility Report, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way for participation in this BID Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER. The Authority may in its absolute

discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TENDER. The issue of this TENDER does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, site visits, investigations, studies, or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

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CHAPTER-I

EdCIL (INDIA) LTD

(A GOVT. OF INDIA MINI RATNA ENTERPRISE)

SECTOR 16A, NOIDA

NOTICE INVITING TENDER

(e-Tendering mode)

NIT No.:EdCIL/EIS & EPS/IGNOU/Refurbishment/2024-25 Dated: 12.06.2024

1. EdCIL (India) Limited , Ministry of Education, Govt of India, having their Corporate office at EdCIL House, 18A, Sector 16A, NOIDA – 201 301 (U.P) & Registered Office at 5th& 6th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi – 110001,calling two packet e-tender from eligible contractors for the work of ***"Refurbishment of Staff Room in IGNOU Campus,New Delhi****(In the Centre for Online Education (COE) and Computer Division of Block-A)*."as per details given below:

Name of work	***Refurbishment of Staff Room in IGNOU Campus ,New Delhi*** *(In the Centre for Online Education (COE) and Computer Division of Block-A)*.
Earnest Money Deposit	**Rs. 1,40,000/- (Rs. One Lakh Forty Thousand Only)**In the form of Demand Draft in favour of **EdCIL (India) Limited** payable at **'NOIDA'** as mentioned elsewhere in the tender conditions. **Bidders registered with MSME are exempted from submission of EMD.**
Warranty& Defect Liability Period	***One-year (01)*** Comprehensive warranty and Defect Liability period shall be from the date of successful Installation & handing over of Site.
Performance Bank Guarantee	**3%** of the total work value of the successful bidder. PBG is required to be submitted within 07 days from the date of issue of LOA in favour of **EdCIL (India) Limited.** This guarantee shall be valid for a period of 90 days beyond the Defect Liability period of One (0)1 Year from the date handing over.
Name of Organization	EdCIL (INDIA) LTD., NOIDA
Tender Type (Open/ Limited/ EOI/ Auction/ Single)	Open
Tender Category (Services/ Goods/ works)	Goods& Services
Place of Work	I. Center for On-line Education (COE) Building Room No:02 and 14 II. Block-A Computer Division : Room No:01 and 105 IGNOU Campus, Maidan Garhi, New Delhi-110068

Time allowed for completion of work	**Forty-five (45) Days.**
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Issue/Publishing	12.06.2024
Document Download/ Sale Start Date	12.06.2024
Document Download/ Sale End Date	25.06.2024 at 14:00 Hrs.
Last Date and Time for receipts of Bids	25.06.2024 up to 14:30 Hrs.
Date and Time of Opening of Technical Bids	25.06.2024 at 15:00 Hrs.
Date and Time of Opening of Financial Bids	Shall be communicated at later stages
No. of Covers (1/2/3/4)	02 (Two packet)
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Chief General Manager (EIS & EPS) EdCIL (India) Limited, 18 A, Sector-16A, Noida-U.P.-201 301, Ph. No.: 0120-4310840
Contact No.	0120-2512001 to 2512006, 0120-4156001,002,4154003
Email Address	cgm.infracivil@edcil.co.in, eprocure@edcil.co.in

2. Tender document shall be downloaded from electronic tender portal link available at EdCIL Tender web page and details mentioned in the tender document. Aspiring bidders who have not get registered in e-procurement should get themselves register/enroll before participating in e-tendering process. Interested bidders are advised to go through instructions provided at “Instructions to Bidders for e-tendering.”
3. No manual bids shall be accepted. Bids should be submitted in the E-Tendering mode only.
4. Bidders are advised to visit the EdCIL Web site for getting themselves updated for information on this tender. Corrigendum and addendum may be issued on the changes required. The Corrigendum/addendum are the part of tender documents and Bidders are supposed to upload the same, duly signed as per the guidelines given in the tender document. Bidders are advised to visit EdCIL e-tender web page regularly to update themselves for any notifications for this tender.

Chief General Manager/ (EIS & EPS)
EdCIL (India) Limited,
18 A, Sector-16A, Noida-201 301
Tel: +91120-4156001,0120-4154003,
0120-2512004,05,06.

CHAPTER- II

Offline and Online Bid Submission Documents

1. Offline Submissions:

1.1 The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address.

1.2 The envelope shall bear the project name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

I. Original EMD amount in the form of Demand Draft.

II. Original copy of the power-of-attorney, wherever required.

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

2. Online Submissions:

2.1 The Online bids (complete in all respect) must be uploaded online in **Two Envelopes** as explained below:

Envelope-1 (Following documents to be provided as single PDF file) *file size shall be less than 5 MB each.			
Sl. No.	**Documents**	**Content**	**File Types**
1.	Technical Bid	Technical specification Sheet as per Annexure-I	.PDF
2.		Organization Declaration Sheet as per Annexure-II	
3.		List of organizations/ clients where the same nature of work / products have been supplied (in last three years) along with their contact number(s).	.PDF
4.		Supporting documents in support of all claims made at Annexure-III, IV, V, VI, VIII, IX, XII	.PDF
5.		Corrigendum/ Addendum are also to be signed and uploaded.	.PDF

Envelope-2			
Sl. No.	**Documents**	**Content**	**File Types**
1.	Financial Bid	As per Financial Bid forms and Annexures	.PDF and Excel sheet

CHAPTER-III

TERM OF REFERENCE & DEFINITIONS

Contractor	"Contractor" shall mean the successful agency/ bidder, firm or corporation to whom the Purchase/work Order is issued for the Refurbishment of Staff Room
AUTHORIZED SIGNATORY	The bidder's representative (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney from the Competent authority of the respective Bidding firm.
BID/TENDER	"Bid" means the response to this document presented in Two packet, Technical Cum Commercial Bid, which are supplied with necessary documents and forms as given in Annexure, complete in all respect adhering to the instructions and spirit of this document.
BIDDER/BIDDER	"Bidder" means any manufacturer/ individual/ proprietor/ partnership firm/ agency/ company/ responding to Request for Proposal and who makes a Bid.
EDCIL	"EdCIL" shall mean Authorized Representative of EdCIL (India) Limited / Authorized representative of Client.
CONTRACT	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned
DAY	"Day" means a normal working day with or without extra hours to work on the designated site of the project/ work.
D.D	Demand Draft
EDCIL	EdCIL (India) Limited, Noida (A Govt. of India Enterprise)
EMD	Earnest Money Deposit
EPF	Employee Provident Fund
ESI	Employees State Insurance.
GOI	Government of India.
GOODS AND MATERIALS	"Goods and Materials" shall mean the articles, materials, equipments, Furniture Items, IT Equipments, supplier's drawings, data and other property and all services-including design, delivery, installation, inspection and maintenance support specified or required to complete the order and incidental thereto.
GST	Goods and Services Tax
IGNOU	Indira Gandhi National Open University
MSME	Micro, Small and Medium Enterprises.

NSIC	National Small Industry Corporation.
ORDER	"Order" shall mean the Purchase/ Work Order and its attachments and exhibits.
PBG	Performance Bank Guarantee
PURCHASER	"Purchaser" shall mean **IGNOU** where the items are to be supplied, installed and commissioned.
SECURITY DEPOSIT (SD)	Amount of the Order Value deposited by the Bidder and retained till the successful completion of the project (as long as the bidder fulfils the contractual agreement).
SERVICES	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract.
TC	Tender Committee
TENDER	"**TENDER**" means the Request for Proposals

CHAPTER-IV

INSTRUCTIONSFOR E-TENDERING

1. **Instructions for Online Bid Submission:**

1.1 E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL(India) Limited has adopted E-tendering.

1.2 For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as http://www.tenderwizard.com/EDCIL.

1.3 The bidders are required to submit soft copies of their bids electronically on http://www.tenderwizard.com/EDCIL e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.

1.4 The scope of work to be tendered is available in the complete bid documents which can be viewed /downloaded from Tender Wizard E-Tendering Portal of http://www.tenderwizard.com/EDCIL. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website http://www.tenderwizard.com/EDCIL. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.

1.5 All Corrigendum/Amendment/Corrections, if any, will be published on the website http://www.tenderwizard.com/EDCIL.

1.6 It is mandatory for all the applicants to have Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.

1.7 To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the Tender Wizard E-Tendering Portal of http://www.tenderwizard.com/EDCIL.to have user ID & Password from Tender Wizard E-Tendering Portal.

1.8 **Register your organization on Tender Wizard E-Tendering Portal by following link** http://www.tenderwizard.com/EDCIL**well in advance of your first tender submission deadline on Tender Wizard E-Tendering Portal for obtaining credentials by paying Annual registration charges. Vendor Registration is Valid for 1year.**

1.9 Get your organization's concerned executives trained on **Tender Wizard E-Tendering Portal** well in advance of your first tender submission deadline on E-tender Site.

1.10 Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on **Tender Wizard E-Tendering Portal** as there could be last minute problems due to internet timeout, breakdown, etc.

1.11 Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

1.12 Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.

1.12.1 For online registration, intended bidders may write us at harishkumar.kb@etenderwizard.com or contact no. 080-49352000/9686115318/9650520101/8800445981.

1.12.2 For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.

- Telephone: 080-49352000/9686115318 or write us mail on Email Id:- harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com, twhelpdesk759@gmail.com, twhelpdesk963@gmail.com

2. **Digital Signature Certificates**

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate(DSC)of Class 2or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA)[refer http://www.cca.gov.in].

3. **Registration**

3.1 To use the **Tender Wizard E-Tendering Portal**,vendors need to register on the portal by going on the link provided at EdCILtenderwebpage as http://www.tenderwizard.com/EDCIL. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In **Tender Wizard Portal** terminology, this person will be referred to as the Super User(SU)of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under ' Registration' (on the Home Page)and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

3.2 After successful submission of Registration details and Annual Registration Fee, please contact **Tender Wizard** Helpdesk (as given below), to get your registration accepted/activated.

3.3 **Important Note:**

3.3.1 To minimize the problems during the use of **Tender Wizard E-Tendering Portal** (including the Registration process), it is recommended that the user should use as per the instructions given under 'Tender Wizard E-Tendering Portal User-Guidance Centre' located on Home Page, including instructions for timely registration on Portal.The instructions relating to 'Essential Computer Security Settings for Use of Tender Wizard E-Tendering Portal and 'Important Functionality Checks' should be especially taken into cognizance.

3.3.2 Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

4. SEARCHING FOR TENDER DOCUMENTS

4.1 There are various search options built in the Tender Wizard E-Tendering Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the Tender Wizard E-Tendering Portal.

4.2 Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the Tender Wizard E-Tendering Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.

4.3 The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

5. PREPARATION OF BIDS

5.1 Bidder should take into account any corrigendum/addendum published on the portal before submitting their bids.

5.2 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.

5.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

6. SUBMISSION OF BIDS

6.1 Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date)so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be sole responsible for any delay in uploading of bid within the stipulated time.

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

6.3 Bidder has to pay the tender fee/EMD as applicable through demand draft as per tender condition in favour of "**EdCIL (India) Ltd"** payable at **Noida** and enter details of the instruments. Original copies of demand draft for EMD/ Tender fees are required to be submitted.

6.4 A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. 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 financial bid format is found to be modified by the bidder, the bid will be rejected.

6.5 The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

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

6.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7. ASSISTANCE TO BIDDERS

7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to contact on below given numbers/email.

EdCIL / Tender Wizard E-Tendering Portal Helpdesk	
Telephone/ Mobile	Customer Support:080-49352000 (MultipleTelephone lines) EmergencyMobileNumbers:9686115318/ 9650520101/8800445981. (Please contact incase of emergency during non-working hours.)
E-mailID	**To Tender Wizard** harishkumar.kb@etenderwizard.com ambasa@etenderwizard.com twhelpdesk759@gmail.com twhelpdesk963@gmail.com &cc to: eprocure@edcil.co.in

8. Offline Submissions: (AS PER TENDER REQUIREMENT)

8.1 The bidder is requested to submit the following documents in a Sealed Envelope to the above-mentioned address (given in NIT)before the start

of Public Online Tender Opening Event.

a) **Original Demand Draft as EMD in the form of Demand Draft.**
b) **Original copy of the power-of-attorney wherever applicable.**

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

8.2 The envelope shall bear (the project name), the tender number along with the Name of Bidder firm with address and the words 'DO NOT OPEN BEFORE' (due date &time).

9. **Public Online Tender Opening Event (TOE)**

Tender Wizard E-Tendering Portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization for the Public Online TOE

9.1 Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s). Simultaneous online presence of the participating bidders' representatives for TOE hasbeen implemented on Tender Wizard E-Tendering Portal.

9.2 Tender Wizard E-Tendering Portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Chart enhance Transparency.

9.3 Tender Wizard E-Tendering Portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'.

10. **CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically, for Supplier organizations, the following 'SEVEN **KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

10.1 Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on **Tender Wizard E-Tendering Portal**.

10.2 Register your organization on **Tender Wizard E-Tendering Portal** well in advance of the important deadlines for your first tender on Tender Wizard E-Tendering Portal viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of-Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

10.3 Get your organization's concerned executives trained on Tender Wizard E-Tendering Portal well in advance of your first tender submission deadline on the Portal.

10.4 For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No)has to be assigned to an MA. Further, an '**Official Copy of Tender Documents'** should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

10.5 Submit your bids well in advance of tender submission deadline on Tender Wizard E-Tendering Portal (There could be last minute problems due to internet timeout, breakdown, etc.)

10.6 Tender Wizard E-Tendering Portal will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLYIF' your 'Status pertaining Overall Bid-Submission' is '**Complete**'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

11. MINIMUM REQUIREMENTS AT BIDDER'S END

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Digital Certificate(s)

Note:

a) The Bid shall be typed in English and signed by the Bidderor a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.

b) All envelopes should be securely sealed and stamped.

c) It is mandatory for the Bidder to quote for all the items mentioned in the tender.

CHAPTER-V
INSTRUCTIONS TO BIDDERS

1. **Bid Timelines**: Bidder shall refer to NIT for the timelines related to Tender documents submission.

2. **Preparation of Bids**: The offer/ bid shall be submitted in **Two packet system** (i.e.) **Technical and Financial bid**. The technical bid shall consist of all technical details along with commercial terms and conditions. Financial bid shall indicate item wise rate for the items mentioned in the bid in the given Excel sheet.

3. **Earnest Money Deposit:**
EMD (Earnest Money Deposit) of Rs. **1,40,000/- (Rs. One Lakh Forty Thousand Only)**shall be submitted separately in the form of Demand Draft in favour of "EDCIL India Limited" payable at Noida from any of the Nationalized/ Scheduled Bank in India(HDFC, ICICI, Axis, Kotak Mahindra, Indusind bank)with a validity of three months from the last date of submission of tender. The Bid sent without EMD shall be considered as NON-RESPONSIVE and liable to be rejected. No interest shall be allowed on the Earnest Money.
Note: Bidders registered with MSME are exempted for submission of EMD and other guidelines by the MSME Ministry, GOI. applicable as on the date of NIT.

4. **Refund of EMD and Submission of Performance Bank Guarantee:**

4.1 The EMD will be returned to unsuccessful Bidder only after the Tenders are finalized.

4.2 Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

4.3 In Case of Successful Bidder, the EMD shall be refunded after submission of 3% Performance Bank Guarantee from a Nationalized/ Scheduled Bank operating in India.

5. **Performance Bank Guarantee**:

5.1 The successful bidder should be required to deposit Performance Bank Guarantee equivalent to **3% of contract value/Work Order** to EdCIL within 07 days from the date of receipt issue of LOA for carrying out the work as per agreed conditions.The Performance Bank Guarantee should be issued by a **NationalizedBank/ Scheduled Bank(**HDFC, ICICI, Axis, Kotak Mahindra, Indusind bank**)**in favor of"**EdCIL (India) Ltd. Noida**". This Performance Bank Guarantee should be retained throughout the currency of the contract and should be extended by the bidder from time to time, as required by EDCIL. This guarantee shall be valid for a period of **90 days** beyond the Defect Liability period of One (0)1 Year from the date handing over. The bank guarantee format is attached as Annexure-X.

6. PRE-QUALIFICATION CRITERIA:

(Documents must be provided in support of the following PQ Criteria otherwise bids will be summarily rejected).EdCIL reserves its right to call for clarification, if any on the document/s submitted and no claims/correspondance on whatsoever ground shall be entertained.

S.No.	PQ CRITERIA	Supporting Documents required
I.	The bidder must be a Company (Ltd. Or Pvt. Ltd.)/Proprietary /Partnership Firms/LLP registered with Statutory Authorities in India for the last five years from the date of NIT.	Copy of certificate of incorporation/ Partnership deed/Memorandum/Article of Association/ Registration certificate with Registrar of Companies and any other legally valid supporting document
II.	Bidders having minimum 5 years of experience in execution of such supplies and installation should apply against this invitation for tender.	Copy of the Work orders/ Completion Certificate/ any other documents in support for similar nature of work shall be submitted.
III.	The average annual turnover of the bidder firm should be minimum **Rs. 2.10 Crores** (Rs. Two crore Ten Lakhs only) during the last three financial years (2020-21,2021-22, 2022-23). In this regard, the bidder should submit copies of audited Balance sheets including profit and loss accounts for the last three financial years as above. The agency should have positive profit for all at least 3 years. A registered CA's certificate indicating turnover statement for the relevant period is also to be accompanied.	Certificate from the Chartered Accountant and/or copy of audited balance sheets/P&L Accounts for the last three years (2020-21,2021-22, 2022-23).
IV.	Bidders must have successfully executed (during the last five completed financial year (2019-20, 2020-21,2021-22,2022-23,2023-24) at least one or more Renovation /Interior work/Furniture One single order of Renovation /Interior work/Furniture of **Rs 56.00 Lakhs (Rs. Fifty-Six Lakhs)**	Copies of work orders and completion/ Installation certificates. In case of non-availability of completion, final bill copy submitted by the bidder to the client can be submitted as proof of completion of work/ Installation.

	(OR) Two orders of Renovation/ Interior/Furniture works having of value **Rs. 42.00 Lakhs(RsForty-Two Lakhs)** (OR) Three orders of Renovation/ Interior/Furniture work having value of **Rs. 28.00 Lakhs (Rs. Twenty-Eight Lakhs)**	

7. For deciding eligibility of tender, it is mandatory for Bidders to submit EMD,Financial Turnover (Balance Sheets with Profit & Loss Account of preceding Three years as per Pre Qualification criteria). Similar nature of work experience certificates of requisite magnitude (as per Pre Qualification Criteria) and Pre-Contract Integrity Pact, failing which the tender shall be summarily rejected.

Not withstanding anything stated above, the EdCIL/ EdCIL reserves the right to assess bidder's capability and capacity to perform the contract, should circumstances warrant such an assessment in the overall interest of the work by EdCIL.

8. All other documents like PAN Card, PF Registration, Goods and Services Tax Registration Certificate, Timeline schedule, List of plant &machinery, list of permanent technical persons, Bank details etc. as per pre-qualifying are also required to be submitted along with tender. The missing documents if any must be submitted within 10 days from the date it is sought by EdCIL. The missing documents if called for after the scrutiny of technical bid should not be of a date later than the date of submission of bid.

9. Financial Bid shall be opened only the Technical Qualified Bidder/s. No separate intimation for the opening of the Financial Bid shall be given to Technical Qualified Bidder/s.

10. The Tender notice and Notice Inviting Tender shall form the part of contract document. The successful Bidders shall be required to execute **an agreement with EdCIL in prescribed Proforma within a maximum period of 7 days after** date of issue of LOA for carrying out the work as per the agreed conditions. Failure to do so shall constitute a breach, in which case,EdCIL would be at liberty to not only terminate the contract but also forfeit EMD and Performance Guarantee if any. The cost of stamp paper for the agreement will be borne by Bidder.

11. The contract agreement shall consist of: The Press Notification, Tender Notice, Notice Inviting Tender, Instructions to Bidders, all the documents of tender & contract for works including special conditions of contract, technical specifications and drawings, if any, forming the part of tender documents as issued/ downloaded by the Bidder from the websites at the time of invitation of tender and acceptance thereof together with any correspondence with them leading there to and also the correspondence related with verification of

credentials.

12. Compliance with Laws:

The contract operations and proceeding in connection with the works at all times be conducted during the continuance of contract in accordance with the laws, ordinances, rules and regulations for the time being in force and the contractors shall further observe and comply with the bylaws & regulations of the Government of India, State Government, local Municipalities and other authorities having jurisdiction over area involved in connection with the works of site & over operations such as those as carried out by the agency and shall give all notices required by such by-laws & regulations.

13. The Bidder shall submit drawings, analysis of rates or any other relevant documents pertaining to project if called upon to do so.

14. Works will be carried out according to the Conditions of Contract, CPWD Specifications, upto date correction slips along with technical specifications .

15. Completion Period:

15.1 The work should be completed within **45 days** of receipt of LOA (Letter of Acceptance).

15.2 Bidder is required to submit a Time schedule for major mile stones for various activities indicating the time required for the same during the submission of Performance Bank Guarantee.

16. <u>Milestones/Schedule</u>:

In the event of failure of supply of the goods within the stipulated delivery schedule/Milestones, the EdCIL has all the right to foreclose/terminate the contract by reserving right to encash the Performance Bank Guarantee.

The milestone for the Delivery and installation is as per following table.

<u>Schedule of Inspections and Delivery</u>

Activity	Days
1. Submission of the Prototypes/drawing/models/samples (wherever applicable)	D+ 7
2. Modification/Revision in the for S.No: 1 above if any	D+ 14
3. Preparation of sample for inspection/acceptance test before production.	D+20
4. Completion of Production and Pre-delivery Inspection (PDI).	D+ 25
5. Supply/Delivery completion	D + 30
6. Installation, Commissioning & completion setup including all civil and Electrical works as per BOQ and specifications.	D + 45

- D- Denotes the date of issue of Purchase Order to the successful Bidder.
- If the PDI is delayed due to any reason beyond the control of bidder, the revised timeline for Supply/Delivery completion may be considered in sole discretion of EdCIL's Client/EdCIL.

Note:

1. ***The agency has to visit the site and update himself to site requirements & prepare layout diagram wherever required as per the requirement of the EdCIL/EdCIL's client.***
2. ***The successful bidder has todepute their full-timesupervisor during execution till handing over for successful completion of the work.***

17. Delivery Documents:

Till the EdCILtakes a final Handover, the agency shall be responsible for Supply, transportation, Installation and commissioning of the Goods/Electrical/ElectronicGoods/Equipment. The agency should mail the following documents to the EdCIL:

17.1 Copies of the Supplier invoice showing contract number, goods 'description, quantity unit rate, total amount;

17.2 Acknowledgment of receipt of goods from the EdCIL(s)/Client by the transporter;

17.3 Manufacturer's/ Supplier's warranty certificate, wherever applicable;

The above documents should be received by the EdCIL before arrival of the goods (except where the Goods have been delivered directly to the EdCIL with all documents) and, if not received, the agency will be responsible for any consequent expenses.

18. Delayed Delivery: If the delivery of the Furniture items is not made within the due date for any reason under the control of the successful bidder, the EdCIL reserves the right to *impose* ***Liquidated damages (LD) @ 0.5% plus GST per week effective from the 46th day from the date of issuance of LOA*** and the maximum LD shall be 10% of the contract value/ rate. The LD shall be applied only on the portion of items not delivered within the stipulated time period for reasons under the control of the supplier.

Once the maximum LD is reached, EdCIL has the right to terminate the contract without any liability to cancellation charges and encash the submitted performance guarantee/s submitted by successful bidder.

19. Inspection and Tests:

EdCIL reserves the right to inspect (Pre-Delivery Inspection) the goods and any other equipment's before shipment at supplier's plant/ warehouse to check whether the goods/ equipment's are in conformity with the technical specifications as mentioned in tender BOQ.

The acceptance test (if required) will be conducted by the EdCIL, their consultant or other such person nominated by the EdCIL at its option at suppliers location in the presence of supplier's representatives. The acceptance will involve trouble free operation and ascertaining conformity with the ordered specifications and quality. There should not be any additional charges for carrying out acceptance test. The supplier should maintain Quality of the goods as per the BOQ and specifications. No defect, malfunction, partial or complete failure of any part of the item is expected to occur. The Supplier should maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the EdCIL, the successful completion of the test specified.

In the event of the goods items failing to pass the acceptance test, a period not exceeding one week will be given to rectify the defects and to clear the acceptance test, failing which the EdCIL reserve the right to get the goods/item replaced by the Supplier at no extra cost to the EdCIL.

Successful conduct and conclusion of the acceptance test for the installed goods and item should also be the responsibility and at the cost of the Supplier.

20. Rates:

20.1 The rate should be quoted per unit (with breakup).

20.2 The rate must include all items as per specifications and charges related to transportation, delivery upto the project site and taxes. The offer/bid should be inclusive of taxes and duties, which will be paid as applicable.The inter se merit position of the bids however shall be decided based on the composite rate of the including taxes, transportation, Warranty with all other incidental expenses indicated.

20.3 The rates must be quoted in the Performa given in Financial Bid failing which the Bid would be treated as unresponsive. Any discount or any other offers affecting the package rate must be mentioned in Financial Bid only. Discount or any other offers affecting the Package rate mentioned at any other place of the bid other that Financial Bid will not be considered.

21. Notices: For the purpose of all notices, the following should be the address :

EdCIL:

Chief General Manager (EIS & EPS),
EdCIL (India) Limited,
18 A, Sector-16A,
Noida-201 301
Tel: 91-120-2512001 to 2512006

Supplier:
(To be filled in by the supplier)

22. Resolution of Disputes: The dispute resolution mechanism to be applied pursuant should be as follows:

22.1 In case of Dispute or difference arising between the EdCIL and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference should be settled in accordance with the Indian Arbitration &Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof should apply to the arbitration proceedings.

22.2 The dispute should be referred to the Competent Authority, EdCIL and if he/she is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed should be final, conclusive and binding on all parties to this order.

22.3 The venue of the arbitration should be the place from where the order is issued.

23. Right to Use Defective Goods

23.1 If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the EdCIL should have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the EdCIL's operation.

23.2 Replacement of Goods broken, damaged or short: In the event of any material or part thereof found broken or damaged or received short during transit or during installation or Commissioning or testing at site, before commissioning in service the suppliers should replace the same free of cost. However, EdCIL will recover amount equivalent to the cost of such damaged / broken / short supplied materials and will repay when actual replacement is given.

23.3 Substitution and Wrong Supplies: Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods should be returned to the supplier at their own cost and risk.

24. Supplier Integrity

The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

25. Training and demonstration

The supplier is required to undertake the demonstration of the goods/item

within 7 days of the arrival of materials at site.

26. Insurance

26.1 The Supplier should make all arrangements towards safe and complete delivery at site. Such responsibility on part of the supplier will include taking necessary transit insurance and erection policy, freight, state level permits etc. as applicable on the items of this tender.

26.2 It is the total responsibility of supplier to complete all formalities to transit of goods from the place of dispatch to the site .

26.3 The transportation of goods through unregistered common carrier is illegal. The bidder should ensure to comply the carriage by latest Road Act and any other relevant.

26.4 The supplier will keep EdCIL informed about various stages of deliveries & installation.

27. Incidental Services (wherever required): The incidental services also include:

27.1 Furnishing of 01 set of detailed operations & maintenance manual.

27.2 Arranging the shifting/moving of the item to their location of final installation within Site at the cost of Supplier through their Indian representatives.

28. Warranty and DLP as applicable:

28.1 Warranty& Defect Liability Period should be as follows:
One-year Comprehensive warranty and Defect Liability period shall be from the date of successful Installation & handing over of Site,

28.2 The Supplier should, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier should at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as shall be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests.

28.3 The warranty should be comprehensive on site with responsibility of the agency to ensure attending the warranty queries/issues received from EdCIL's Client/EdCIL. Supplier should give written information (about the Engineers/ technical representative name and cell numbers) before handing over of the complete work to EdCIL and to the end client's nominated representative/s to attend the issues related to the warranty of the goods supplied under the contract.

28.4 The EdCIL/EdCIL's Client should promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the

Supplier should immediately within 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier should take over the replaced parts/goods at the time of their replacement. No claim whatsoever should lie on the EdCIL for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, the EdCIL should proceed to take such remedial action as should be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which the EdCIL should have against the supplier under the contract.

29. Governing Language

The contract should be written in English language. English language version of the Contract should govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, should be written in the same language.

30. Applicable Law

The Contract should be interpreted in accordance with the laws of the Union of India and all disputes should be subject to place of jurisdiction.

31. Notices

31.1 Any notice given by one party to the other pursuant to this contract/order should be sent to the other party in writing or e mail and confirmed in writing to the other party's address.

31.2 A notice should be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes

Suppliers should be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to the EdCIL. EdCIL shall not make any payment towards any taxes or any other incidental charges payable by the supplier for supply of material up to the place of delivery.

The Bidder shall be required to pay cess in accordance with each bill payable on account of such construction to the concerned State Govt. (Labour Deptt.), if any. EdCIL shall not entertain any claim in this regard.

Under Income Tax Act, 1961, a deduction for income tax along with surcharge as applicable will be made from sums paid on account and final payments for carrying out the work under this contract

33. Payment Terms:

PART A:BOQ Items for Furniture and Goods

i) 80% on delivery & installation of Furniture and Goods Items in good conditions and to the entire satisfaction of the EdCIL.
ii) 20% payment on Commissioning &Handing over.

PART B: BOQ Items for Civil Works

i) Payment shall be made on actual measurement for Civil,Electrical and mechanical works certified by authorized representative, EdCIL.
ii) Contactor shall submit the measurement book along with each running account bill.

Note:

a) The ownership of supply shall be with IGNOU, however EdCIL will process the Invoice and payment shall be released to the supplier by EDCIL after receipt of advance amount from IGNOU from time to time.
b) Valid GST invoice should be prepared as Bill to EDCIL India Limited quoting EDCIL's GST NO and Ship to IGNOU.
c) The contractor will submit running account bills of value not less than value of Rs. 15 lakhs for release of payment against the items supplied/executed. (excluding secured advance, if any).

34. Plant &Machinery:

34.1 It will be the responsibility of the Contractor to arrange all plant &machinery, etc, required by him for execution of works.

34.2 The contractor will also arrange for getting permission (for their use) if required from local or other concerned authorities for use as well as for their transportation to site.

34.3 All expenditure incurred in this connection will be borne by the Contractor.

35. User list: Brochure/ documents in printed formduly signed and stamped detailing technical specifications and performance, list of industrial and educational establishments where the items have been supplied must be provided.

36. Manuals/Drawings

36.1 At the time of handing over of completed works,goods and items are taken

over by the EdCIL/ client, the Supplier should provide the operation and maintenance manuals/drawings if any. These should be in such details as will enable the EdCIL to operate, maintain, adjust and repair all parts of the delivered goods as stated in the specifications.

36.2 The Manuals should be in English language insuch form and numbers as stated in the contract.

36.3 Unless and otherwise agreed, the the contract work should not be considered to be completed for the purpose of taking over until such manuals and drawing have been supplied to the EdCIL/Client.

37. Application Specialist: The Bidder should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office.

38. Site Preparation:

38.1 The supplier should visit the site and see where the items is to be installed and should offer his advice and render assistance to the EdCILin the preparation of the site and other pre-installation requirements.

38.2 The supplier should inform to the EdCIL/Client about the site preparation, if any, needed for the installation of items, immediately after the receipt of the purchase order.

38.3 Bidder is advised to make own arrangement for electricity, water, plant &Machinery for the purpose of installation &commissioning.

38.4 The contractor will have to make his own arrangements for obtaining water to be used for execution of the works or EdCIL may supply water if available, for execution of work respectively of Conditions of Contract.

38.5 If for reasons of urgency, the work has to be executed at night, contractor shall make his own arrangement for illuminating the site. Nothing extra will be paid for doing works at night.

38.6 The contractor must take all precautions to avoid accidents by exhibiting day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damage and accidents caused due to negligence on his part. No hindrance shall be caused to traffic during execution of work.

39. Defective supply of items

39.1 If any of the goods and items supplied by the Bidder is found to be substandard, refurbished, un-merchantable or not in accordance with the

description/specification or otherwise faulty, the committee will have the right to reject the items or its part. The rates of such items should be refunded by the Bidder with 18% interest if such payments for such goods and items have already been made.

39.2 All damaged or unapproved items/goods should be returned at suppliers cost and risk and the incidental expenses incurred thereon should be recovered from the supplier. Defective part in items, if found before installation and/or during warranty period, should be replaced within 07 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, EdCIL INDIA LTD shall consider "Banning" the supplier and PBG shall be forfeited

40. Termination for Default

The EdCIL should, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

40.1 If the Supplier fails to deliver any or all of the items/Goods within the period(s) specified in the order, or within any extension thereof granted by the EdCIL; or

40.2 If the Supplier fails to perform any other obligation(s) under the Contract.

40.3 If the Supplier, in the judgment of the EdCIL has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

40.4 For the purpose of this Clause:

- "**Corrupt practice**" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- "**Fraudulent practice**" means a misrepresentation of facts in order to influencea procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;'"

- In the event the EdCIL terminates the Contract in whole or in part, the EdCIL should procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier should be liable to the EdCIL for any excess costs for such similar Goods or Services. However, the Supplier should continue the performance of the Contract to the extent not terminated.

41. **Disputes and Jurisdiction**: Any legal disputes arising out of any breach of contract pertaining to this tender should be settled in the court of competent jurisdiction located within New Delhi.

42. **Compliance**: The bidder to comply with the technical specifications, BOQ items as provided.In case of works/items not mentioned in BOQ the same has to be executed as per BIS standards, CPWD guidelines.

43. **Acceptance/ Rejection of bids:**

EdCIL reserves the right to reject any or all offers without assigning any reason. EdCIL based on the requirement without assigning any reason to the Bidder/s may split work/Scope/Bid offer in stages or in parts according to the need of work or for ease of execution of work. EdCIL reserves right to take decision according to requirement and no claim on whatsoever ground shall be entertained from the bidder. Final decision of EdCIL shall be binding on the bidder.

44. **Award of Contract:**

EdCIL reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the Bidders. In case of annulment, all proposals submitted and specifically, proposal securities shall be promptly returned to the Bidder.

45. **Rates in Figures and Words:**

45.1 Rates Quoted by the Bidder in tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct.

45.2 If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rates quoted by the Bidder will unless otherwise proved be taken as correct and not the amount.

45.3 In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount blank, it will be presumed that the Bidder has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

45.4 In the case of any tender where unit rate of any item/items appear unrealistic, such tender / item(s) will be considered as unbalanced and in case the tender is unable to provide satisfactory explanation such a tender/ item(s) is liable to be disqualified and rejected.

46. Minor Civil, Electrical & mechanical works:

46.1 The rates of the extra items / substituted items shall be governed as follows:

46.1.1 On commencement/execution of items of work (extra items / substituted items), as mentioned under, the Contractor will be paid as per DSR 2023/Market Rates.

46.1.2 On approval of rates of the items (extra items / substituted items) by EdCIL, the Contractor shall be paid full 100% rates after verifying the RA Bill

47. Contractor to Keep Site Clean:

The splashes and droppings from white washing, colour washing, painting etc., on walls, floor, windows, etc. shall be removed and the surface cleaned simultaneously with the completion of these items of work in the individual rooms, quarters or premises etc. where the work is done without waiting for the actual completion of all the other items of work in the contract.

48. Work to be Executed in Accordance with Specification, Drawings, Orders etc.

The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the specifications.

49. Security & Safety Measures

The contractor shall take all precautions to avoid all accidents by exhibiting caution boards day and night, red flags, red lights and providing barriers etc. The contractor shall take care of all safety precautions pertaining to Supply, Installation and commissioning of goods/items, Civil works and their manpower.

50. Material

The contractor shall be required to get necessary tests carried out on materials/work from an approved laboratory as per the directions of the Chief General Manager or his authorized representative, EdCIL.

51. Force Majeure:

The Supplier should not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events shall include, but are not limited to, acts of the EdCIL either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the Supplier should promptly notify the EdCIL in writing of such conditions and the cause thereof. Unless otherwise directed by the EdCIL in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and should seek all reasonable alternative means for performance not prevented by the Force Majeure event.

52. Certifications: ISO 9001, ISO 14001,OHSAS 18001, BIFMA etc. copies of these certifications should be submitted with the technical bid.

53. **Acknowledgement**: It is hereby acknowledged that bidders have gone through all the conditions mentioned above and bidders agree to abide by them.

CHAPTER VI

ANNEXURE-I

Technical Specifications Sheet

54MM PANEL BASED SYSTEM-

DETAILED SPECIFICATIONS for Linear Work station.

- P/F of Panel based Modular Workstations of 54 mm thickness
- With extruded aluminum end post of size 54x16.5mm with continuous vertical locking arrangement for interconnection of two adjacent panels
- Top trim is of aluminum section of size 54x12mm and snap fitted on its base of size 54x20mm.
- The aluminum frame work is supported on lower and upper partition block.
- Bottom Block is made up of 9mm prelaminated particle board of desired shade which is pasted On 33x25mm thick particle board baton frame, which is properly screwed to end post and Bottom electrical race way.
- Upper block is fixed above the table top and is made up of particle batons fixed with 9 mm thick pin board and cloth of desired shade, Optionally White Board or Glazing can be provided instead of pin board.
- Raceway- one bottom raceway is provided as standard for drawing wires along the width of panel.
- The raceway is covered with aluminum extruded plates from both sides and snap fitted with aluminum extruded raceway clip.
- The modular switch & socket plates can be mounted & punched onto the raceway panels with easy cable connectivity & accessibility in case of any repairs etc.
- JOINERIES & CONNECTIONS- All angled connections between panels are done with the help of 2-way, 3-way, and 4-way aluminum sections with continuous vertical locking arrangement exactly as per the desired layout.
- All connections between 2 different entities of panels are masked with die cast caps on the top plane.
- All 3 way &4 way caps would be squarish in shape,
- While all 2 way caps would be semi curved on the exposed face.
- The vertical aluminum sections used for linear panel connectivity are covered with rectangular double collared caps

- And the ending posts are covered with single collared caps.
- Inter-connectivity of the panels & connector profiles would be done with a special locking nut arrangement.
- All inter worktop joinery junctions to be supported with duly powder coated cantilevers having a special arrangement for height adjustment at any level.
- Top rails, end posts, connectors & raceway panels are made out of aluminum duly powder coated after 7 tank anti-rust phosphate treatment.
- All horizontal Top rail & vertical end post profiles would be elegantly curved in a convex fashion with a lengthwise running groove in the middle.
- END AND JOINERY CAPS - All End caps and joinery caps should be in high strength Aluminum Die Casting and powder coated to exactly match the section powder coated color.

TABLE TOPS

LIPPED/PLPB-

- Table tops to be made up of 25mm thick Pre Laminated particle board and edge banded using 2mm PVC lipping;
- The tops are supported on partition with the help of cantilevers
- All work tops fixed at the standard anthropometric working height of 750mm from the ground level
- Finished with well filleted edges, thus making those users friendly.
- A circular hole is provided on every w/top to facilitate the easy connection of CPU & Monitor wires & is covered with a modular wire manager made in ABS.

GABLE END

- Gable end is made up of 18mm pre-laminated particle board of desired shade and Screwed to top with help of brackets.
- Used to support w/tops at the exposed ends giving an openness to all workstations, cubicles etc.

DRAWER UNIT

- Drawer unit to be made up of 18mm thick pre-laminated particle board for outer Frame.
- Internal 3 drawers (pencil, utility & filing) to be made up of 12mm thick

prelaminated particle board with 9mm pre-laminated bottom.

- 2 Drawer will run on bottom mounted channels and 1 Drawer will run on telescopic channels.
- All 3 drawers are locked with center lock of HETTICH/ EBCO OR EQUIVALENT.
- The mobile drawer pedestals would all be provided with lockable castors on front 2corners thus making the usability easy & fluent.
- The outer size for each pedestal unit is 400mm x 450mm x 680mm.



Chair

Medium Back Chair made of good quality products of MSPL standard Models..Seat -Plywood made of 12 mm Hot Pressed. Upholstery PVC Structure moulded with prime quality high stretch fabric . PHA (Gas Lift) 105 mm (TDC 171 mm & BDC 66) understructure Base Revolving Pedestal chrome plated steel base with PP hub cap mechanism Torsion Bar adjustment can be operated in seating position. Mechanism provided upright position locking. Chair max height 1125 & min depth 715, 490W X 480D.Base seat 70 mm thick moulded with PU foam D-45kg/m3 H-18, 460W X 560H.Back seat of fabric mesh. Adjustable arm ,Armrest made of PU +LBkt. Seat Height can be adjusted with a pneumatic gas lift. Pedastal pitch centre dia 715 mm with casters. Casers made of molded black nylon metal bolt inserted & fitted with 50 nos, twin wheel casters 50 mm dia.



List of Approved Make

The following are approved brand makes/manufacture's makes listed below. In case it is established that material as listed below is not available in the market, approved equivalent material and finished of any other specialized brand names/ manufacturer's makes may be used as per approval of EdCIL.

Sl No	Items	Make List
1	Ordinary Portland Cement	Ambuja, Ultratech, Jaypee, ACC
2	TMT FE -415	Tata, SAIL, RINL (VIZAG), JSW,
3	Structural Steel,	Tata, SAIL, RINL
4	Flush door- decorative	Green, Duro, Century
5	Hydraulic Door Closure	Dorma, Hardwyn, Stanley
6	Door Stopper	Dorma, Hardwyn, Stanley
7	Locks	Godrej, Dorset, Yale, EPPW, Dorma,
8	Mirror	Modi guard, Saint Gobain, Ashahi, HNG
9	False Ceiling	Saint Gobain, India Gypsum, Lafarge
10	Paint, primer	Asian, Berger, ICI,Nerolac
11	Aluminum sections	Jindal, Hindalco, Gujarat extrusion, Banco
12	Vinyl Flooring	Armstrong , Gerflor, Eurotex ,
13	Curtain Blinds	Vista, Mac-Décor, Hunter Douglas, Cape-Decor
14	PVC PIPE & FITTINGS	Finolex ,Supreme, Prince, Astral
15	CPVC Pipes	Finolex ,Supreme, Prince, Astral
16	CABLE	Havells,Finolex,Polycab
17	MCB/MCCB/Switch/Sockets	Legrand ,ABB,Hager,Schneider, L&T,Seimens
18	DISTRIBUTION BOX	Legrand ,ABB,Hager,Schneider, L&T,Seimens
19	RIGID FR PVC CONDUIT	Nihir,Precision,Polycab,BEC
20	MODULAR TYPE SWITCHES & SOCKETS	Legrand, Anchor, Havells, Crabtree, L&T
21	LIGHT FIXTURES & LAMPS	Philips,Wipro,Crompton, Osram, Bajaj ,

22	FAN & EXHAUST FAN	Usha, Orient,Havells
23	CCTV	Hikvision, Honeywell, Panasonic *Contractor shall procure and install the CCTV to be compactable to the existing system from above said make.
24	AC	O' General, Toshiba, Mitsubishi, Daikin, Haier
	Networking	
25	Switches	Brocade/Cisco/Digi-Link/3Com/Nortel/Foundry/D-Link
26	Patch Panel,Patch cord and I/o	Digi-Link / Tyco(AMP) /Schneider/D-Link
27	Cable	Digilink/Clipser/National/Polycab/Lapp/Finolex
28	Racks	ComRack / HCL / ValRack / APW President

ANNEXURE-II

<< Bidder's Organization Letter Head >>

DECLARATION SHEET

We,_____hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The rates quoted in the financial bids are subsidized due to academic discount given to EdCIL INDIA LTD.

We, further specifically certify that our organization has not been Black Listed/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer/ Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of Tender Fees) 8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD) 9 UTR No. (For EMD)	

10 MSME Details i. Registration No.	
ii. Gender	
iii. SC/ST	
11 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Bidder)

Name: _____

Seal of the Company

Annexure III

LETTER OF UNDERTAKING
(ON THE LETTER HEAD OF THE BIDDER)

To

Chief General Manager (EIS & EPS)
EdCIL (India) Limited (EdCIL)
EdCIL House, 18 A, Sector-16 A,
NOIDA – 201301 (U.P.), India

Sir,

SUBJECT-*Refurbishment of Staff Room in IGNOUCampus,New Delhi* *(In the Centre for Online Education (COE) and Computer Division of Block-A)*.

This bears reference to EdCIL*NIT No.***EdCIL/EIS & EPS/ IGNOU / Refurbishment /2024-25 dated:……..** We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EdCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on ___/___/2024 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder_____

Authorized Signatory_____

Seal of the Organization_____

Date:

Place:

ANNEXURE IV

UNDERTAKING

This is to confirm that we M/s _____ (give full address) have not been declared neither **failed to perform on any Agreement, nor have been expelled from any project or Agreement nor any Agreement terminated** for breach by the us (Agency) in any of the government department and public sector undertaking /enterprise or by any other Client in India, in last five year before release of advertisement.

If the above information found false at any stage after the placement of Work Order / Agreement, EdCIL (India) Limited (Ed.CIL), 18-A, Sector 16-A, Noida will have full right to cancel the Contact and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by Ed.CIL which shall be deemed fit at that point of time.

Authorized Signatory

Note: *The undertaking regarding the non-blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).*

ANNEXURE V

Annual Average Turn Over: -

Sl. No.	Financial Year	Annual Turn over
1.	2020-21	
2.	2021-22	
3.	2022-23	
	Average of past Three F.Y.	

Note: Certificate from Statutory Auditor/ Charted Accountant certifying balance sheet only for all 03 years to be attached.

ANNEXURE-VI

Details of Projects Completed During Last 5 years

Name of the Firm:

S. No.	Name of the Projects	Order No. & Date	Description & Quantity of ordered items	Value of Order	Date of Start	Scheduled Date of Completion	Actual Date of Completion	Reason for Delay, if any
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signature with Seal

ANNEXURE-VII

List of Permanent Technical Persons:

S.No	Name of person	Designation	Years of experience	Contact Number

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

ANNEXURE-VIII

POWER OF ATTORNEY

Know all men by these presents, we…… (name of firm and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms……..son/daughter/wife of and presently residing at……..., who is presently employed with /retained by us and holding position of…….as our true and lawful attorney
(hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>……project, proposed to be developed by the
…….. (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE……THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON
THIS …….. DAY OF …….. 2024.

For …… (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

1. (Signature, name and address)

2. (Signature, name and address)

Notarized

Accepted

……

(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favor of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it is carries a conforming Apostle certificate.

ANNEXURE-IX

LETTER OF BID SUBMISSION

To,

Chief General Manager,
EIS & EPS
EdCIL (India) Limited,
Ed.CIL House, 18A, Sector- 16A,
NOIDA- 201 301 (U.P)

SUBJECT-*Refurbishment of Staff Room in IGNOUCampus,New Delhi* *(In the Centre for Online Education (COE) and Computer Division of Block-A)*.

-Submission of Bid -

Sir,

Having examined the details given in Notice Inviting Bid & Bid Document for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed form _____ and accompanying statements are true and correct.

2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

3. I/We submit the following **certificates** in support of our suitability, technical knowledge and capability for having successfully completed the following works:

S. No.	Name of Work	Certificate From

4. Earnest Money Deposit amounting to Rs. ---------- in the form of DD/Pay Order No. ---------- dated ---------- issued by ---------- Bank is submitted.

Enclosures:

Date of Submission :

ANNEXURE – X

Name of the Bank: _____

To

EdCIL (India) Limited, Noida

PERFORMANCE BANK GUARANTE FORMAT

In consideration of the Chairman and Managing Director, EdCIL acting through _____ (Designation & address of Contract Signing Authority), (hereinafter called **"EdCIL (India) Limited"** having agreed under the terms and conditions of agreement/ Contract Acceptance letter No. _____ dt _____ Made between _____ (Designation & address of contract signing Authority) and _____ (here in after called "the said Agency" for the work _____ (here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for ₹ _____ (₹ _____ only) as a performance security Guarantee from the Agency for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We _____ (Indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Limited an amount not exceeding ₹ _____ (₹ _____ only) on demand by the EdCIL (India) Limited.

2. We _____ (Indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Limited through the CGM, EdCIL (India) Limited or _____ (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Limited by reason of any breach by the said Agency of any of the terms of conditions contained in the said agreement or by reason of the Agency failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ _____ (₹ _____ Only).

3. (A) We _____ (indicate the name of Bank) further undertake to pay to the EdCIL (India) Limited any money so demanded notwithstanding any dispute or dispute raised by the Agency in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

53.1.1.1.1 The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.

4. We _____ (Indicate the name of bank) to 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 EdCIL (India) Limited under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by _____

   (Designation & Address of contract signing authority) on behalf of the EdCIL (India) Limited certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee.

5 (a) Not withstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Limited or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Limited within validity/ extended period of validity of guarantee from the date aforesaid.

   (b) Provided always that we _____ (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case shall be on being called upon to do so by the EdCIL (India) Limited If the guarantee is not renewed or the period extended on demand, we _____ (indicate the name of the Bank) shall pay the EdCIL (India) Limited the full amount of guarantee on demand and without demur.

6. We _____ (indicate the name of Bank) further agree with the EdCIL (India) Limited that the EdCIL (India) Limited shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL against the said Agency and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency for any bearance act or omission on the part of the EdCIL (India) Limited or any indulgence by the EdCIL (India) Limited to the said Agency for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.

7. This guarantee will not be discharged by any change in the constitution of the Bank or the Agency.
8. We, _____ (indicate the name of the Bank) lastly undertake not to revoke

this guarantee except with the previous consent of the EdCIL (India) Limited in writing.

9. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Limited Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs…….. (Rs……..only) unless a demand under this guarantee is made on us in writing on or before…….. we shall be discharged from our liabilities under this guarantee thereafter.

Dated: the Day of For

(indicate the name of bank)

Signature of Banks Authorized official

Witness (Name)_____

Designation with Code No. ---------

1 Full Address----------

2.

ANNEXURE-XI

PROFORMA PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-contract Agreement (hereinafter called the Integrity Pact) is made on ___ day of the month of …. 2024, between, on one hand, acting through Shri/Smt. _____, Designation, EdCIL (India) Limited (hereinafter called the "BUYER"/ "EdCIL" interchangeably, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

AND

M/s _____ represented by Shri _____, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the EdCIL proposes to procure services towards "***Refurbishment of Staff Room in IGNOU Campus, New Delhi*** *(In the Centre for Online Education (COE) and Computer Division of Block-A)*." for its clients and BIDDER/Seller is willing to offer the said services and related items as referred to in the Bid document no. ……/ 2024 Dated ……..2024.

WHEREAS the BIDDER is a private company /public company / Government undertaking / partnership / registered expert agency, constituted in accordance with the relevant law in the matter and the EdCIL is a Public Sector Undertaking under Ministry of Human Resource Development performing its functions.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the EdCIL to obtain the desired services as referred to in the Bid document no. …… dated ……..2024 at a competitive rate in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERs to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EdCIL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the EdCIL

a) The EdCIL undertakes that no official of the EdCIL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

b) The BUYER will, during the pre-contract stage, treat all BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

c) All the officials of the EdCIL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the EdCIL with full and verifiable facts and the same is prima facie found to be correct by the EdCIL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by the EdCIL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the EdCIL the proceedings under the contract would not be stalled.

3. **Commitments of Bidders**

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

a) The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

b) The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

c) Bidders shall disclose the name and address of agents and representatives and Indian BIDDERs shall disclose their foreign principals or associates.

d) BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

e) The BIDDER further confirms and declares to the EdCIL that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EdCIL or any of its functionaries, whether officially or unofficially to the award to the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation, as the case shall be for satisfactory performance of the proposed terms of Bidder.

f) The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the EdCIL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

g) The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

h) The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

i) The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the EdCIL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

j) The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

k) The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

l) If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the EdCIL, or alternatively, if any relative of an officer of the EdCIL has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of Bid.

m) The BIDDER shall not lend to or borrow any money from or enter into

any monetary dealings or transactions, directly or indirectly, with any employee of the EdCIL.

4. **PREVIOUS TRANGRESSION**

a) The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the bid process.

b) The BIDDER agrees that if it makes incorrect statement on this subject. BIDDER can be disqualified from the Bid process or the contract, if already awarded, can be terminated for such reason.

5. **EARNEST MONEY DEPOSIT**

5.1 While submitting Technical bid, the BIDDER shall deposit an amount of Rs. ……. as Earnest Money with the EdCIL through Account Payee Bank Draft or a Pay Order in favour of EdCIL (India) Limited.

5.2 The instrument for Security Deposit made shall be valid up to the specified period and the bidder shall be liable to keep the said instrument valid for such extended period as the case shall be for satisfactory performance of the terms of Bidder above referred till the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the EdCIL, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining of Performance Bond in the corresponding Contract governing such agreement that the provisions of Sanctions for Violation shall be applicable for encashment of Performance Bank Guarantee deposited towards forfeiture of said amount in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing such sanction.

5.4 No interest shall be payable by the EdCIL to the BIDDER on Earnest Money Deposit for the period of its currency.

6. **SANCTIONS FOR VIOLATIONS**

a) Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the EdCIL to take all or any one of the following actions, wherever required:

i. To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

ii. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit / Performance Bond (Bank Guarantee) (after the contract is signed) shall stand forfeited either fully or partially, as decided by the EdCIL and the BUYER (EdCIL) shall not be required to assign any reason therefore.

iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

iv. To recover all sums already paid by the EdCIL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR as the case shall be. If any outstanding payment is due to the BIDDER from the EdCIL in connection with any other contract for any other stores or on any account whatsoever and by whatsoever name called, such outstanding payment could also be utilized to recover the aforesaid sum and interest thereto.

v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the EdCIL, along with interest.

vi. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the EdCIL resulting from such cancellation/rescission and the EdCIL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

vii. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which shall be further extended at the discretion of the EdCIL.

viii. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EdCIL with the BIDDER, the same shall not be opened.

x. Forfeiture by way of encashment of Performance Bond in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

b) The EdCIL will be entitled to take all or any of the actions mentioned at Para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER

or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of any offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

c) The decision of the EdCIL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, an Independent Monitor(s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

7. INDEPENDENT MONITORS

a) An Independent monitor (s) shall be appointed by EdCIL, incase of breach of the provisions of the pact.

b) The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

c) The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

d) Both the parties accept that the Monitors have the right to access all the documents relating to the project / procurement, including minutes of meetings.

e) As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the EdCIL.

f) The BIDDER(s) accept that the Monitor has the right to access without restriction to all Project documentation of the EdCIL including that provided b the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub-bidder(s) with confidentiality.

g) The EdCIL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

h) The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the EdCIL / BIDDER and, shall the occasion arise, submit proposals for correcting problematic situations.

8. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the EdCIL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9. **LAW AND PLACE OF JURISDICTION**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EdCIL.

10. **OTHER LEGAL ACTIONS**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that shall follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

11. **VALIDITY**

a) The validity of this Integrity Pact shall be governed by the terms of the ***NIT No:*** **EdCIL/EIS & EPS/IGNOU/ Refurbishment/ 2024-25** ***Dt. 12.06.2024.***towards complete execution of the contract to the satisfaction of both the EdCIL and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract awarding the Bidder with successful bidder.

b) Shall one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12. The parties hereby sign this Integrity Pact at _____ on _____.

EdCIL (India) Limited Name of the Officer : Designation:	BIDDER CHIEF EXECUTIVE OFFICER
Witness: 1. _____ 2. _____	Witness 1. _____ 2. _____

(The Pre Contract Integrity Pact shall be modified based in line with the conditions of the Bid Documents).

ANNEXURE XII

MANUFACTURER AUTHORIZATION FORM

No. _____ dated _____

To

_____
_____
_____

Dear Sir:

Bid No. _____

We _____ who are established and reputed manufacturer of _____ (*name and description of goods offered)* having factories at _____ (*address of factory) with factory registration no. ----------* do hereby authorize M/s_____ (*Name and address of Agent)* to submit a bid, and sign the contract with you for the goods manufactured by us against the above bid.

We hereby extend our full warranty as per Clause 3 of the Conditions of Contracts, for the goods and services offered for supply by the above firm against this Invitation for Bid. We further certify that we shall support vendor with all related spares and maintenance during the entire contract period including the period of warranty/AMC.

Yours faithfully,

(Name):_____

(Name of manufacturers):_____

Note: This letter of authority should be on the letterhead of the manufacturer or OEM and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

Annexure XIII

CONTRACT FORM

THIS AGREEMENT made the ……. day of …... 2024 between ……. (Name of Procurement Consultant (hereinafter "the Procurement Consultant") of the one part and ……. (Name & address of Supplier) …….. (Hereinafter called "the Supplier") of the other part:

WHEREAS the Purchase is desirous that certain Goods and ancillary services viz. …….. (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of ……. (Contract Prize in words and Figures) (Hereinafter called "the Contract Rate")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.,

   [a] The Rate Schedule submitted by the Bidder;

   [b] The Schedule of Requirements;

   [c] The Terms & Conditions

   [d] The EdCIL's Notification of Award/ Purchase Order

3. In consideration of the payments to be made by the EdCIL to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the EdCIL to provide the goods and services and to remedy defects herein in conformity in all respects with the provisions of the Contract.

4. The EdCIL hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contact rates or such other sum as shall become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services, which shall be supplied/ provided by the Supplier, are as under:

S. No.	Brief Description of Goods & Services	Quantity to be supplied	Unit Rate	Total Rate	Delivery Terms

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said …… (For the EdCIL)

in the presence of ……..

Signed, Sealed and Delivered by the

said …… (For the Supplier)

in the presence of ……..

ANNEXURE – XIV

FORM - A

DELIVERYCERTIFICATE

1. The items mentioned as per details given below, have been physically verified by way of opening the cartons/packing and verifying the goods/items as per specifications It is certified and acknowledged that the same have been received at Site in good condition.

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Please make appropriate column, as per requirement.

2. The items as per details given below was/were received in damaged conditions and therefore are not acceptable. These damaged goods/ items have been returned to the supplier and supplier is required to supply the new item in lieu of damaged one.

Details of the Goods/ items received in objectionable condition

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Date: _____ (Signature of the issuing official)
(Authorized Official,)

Name _____
Designation _____

Rubber Seal of the Institution

Received the Acknowledgement Certificate

Date: _____ Signature of Supplier or his Authorized Representative
Name: _____

ANNEXURE – XV

FORM - B

INSTALLATION& COMMISSIONING CERTIFICATE

1. The items mentioned as per details given below, have been physically verified by way of opening the cartons/packing and verifying the goods/ items as per specifications It is certified and acknowledged that the same have been received at Site in good condition.

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Please make appropriate column, as per requirement.

2. The items as per details given below was/were received in damaged conditions and therefore are not acceptable. These damaged goods/ items have been returned to the supplier and supplier is required to supply the new item in lieu of damaged one.

Details of the Goods/ items received in objectionable condition

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Date: _____ (Signature of the issuing official)
(Authorized Official,)

Name _____
Designation _____

Rubber Seal of the Institution

Received the Acknowledgement Certificate

Date: _____ Signature of Supplier or his Authorized Representative
Name: _____

ANNEXURE – XVI

FORM - C

HANDING OVER OF SITE

1. The items mentioned as per details given below, have been physically verified by way of opening the cartons/packing and verifying the goods/ items as per specifications It is certified and acknowledged that the same have been received at Site in good condition.

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Please make appropriate column, as per requirement.

2. The items as per details given below was/were received in damaged conditions and therefore are not acceptable. These damaged goods/ items have been returned to the supplier and supplier is required to supply the new item in lieu of damaged one.

Details of the Goods/ items received in objectionable condition

Sl. No.	Sl. No. (As per Work Order)	Description of items	Origin	Model & Make	Quantity

Date: _____

(Signature of the issuing official)
(Authorized Official,)

Name _____
Designation _____

Rubber Seal of the Institution

Received the Acknowledgement Certificate

Date: _____ Signature of Supplier or his Authorized Representative
Name: _____