




चौ० चरण सिंह विश्वविद्यालय, मेरठ।

ई-निविदा सूचना

निविदा सूचना संख्या : वित्त/ 145

दिनांक : 24/6/2022

विश्वविद्यालय की परीक्षाओं तथा अन्य कार्यों के लिये टैक्सी एवं अन्य वाहन किराये पर लेने हेतु निविदाएँ द्विबिड पद्धति के आधार पर, जिसमें ई-निविदा से सम्बन्धित विवरण एवं शर्तों का उल्लेख होगा। निविदादाता निविदा प्रपत्र विश्वविद्यालय की वेबसाइट www.ccsuniversity.ac.in तथा <http://etender.up.nic.in> से प्राप्त कर सकते हैं। ई-निविदा शुल्क रुपये 1050/- (निविदा प्रपत्र का मूल्य रुपये 1000/- तथा 5 प्रतिशत जी०एस०टी० सहित, जो वापिसी योग्य नहीं) तथा धरोहर राशि रुपये 1,00,000/- Online/RTGS/NEFT के द्वारा विश्वविद्यालय के ई-निविदा खाते में जमा कराना होगा। तकनीकी बिड दिनांक 12.07.2022 की अपरान्ह 2.00 बजे तक अपलोड की जा सकती है।


वित्त अधिकारी



चौ० चरण सिंह विश्वविद्यालय, मेरठ।

विश्वविद्यालय में टैक्सी व अन्य वाहन किराये पर लेने हेतु अल्पकालीन
ई-निविदा तकनीकी बिड प्रपत्र भाग-1

पत्रांक सं० : वित्त / 145

दिनांक : 24.06.2022

निविदा प्रपत्र का मूल्य : ₹ 1000/-

5 प्रतिशत जी०एस०टी० : ₹ 50/-

कुल योग : ₹ 1050/-

वित्त अधिकारी

निविदादाता का विवरण

1. फर्म/ठेकेदार का नाम.....
2. फर्म/ठेकेदार का पूर्ण पता (डाक का पता)
3. दूरभाष नं०.....
4. मोबाईल नं०
5. ई-मेल का पता:
6. G.S.T. पंजीकरण संख्या:
7. आयकर पंजीकरण संख्या (पैन संख्या)/टैन संख्या
8. फर्म/ठेकेदार के स्वामित्व में वाहनों की संख्या:-
क- इन्डिका/वैगन आर/समकक्ष वाहन
- ख- इन्डिगो/स्वीफ्ट डिजायर/मारुति ईको/समकक्ष वाहन.....
- ग- इनोवा/स्कॉर्पियो/एक्स.यू.वी.500/समकक्ष वाहन.....
- घ- टैम्पो ट्रेवलर(छोटे)/समकक्ष वाहन.....(कम से कम 14 सीटर)
- छ- टैम्पो ट्रेवलर(बड़े)/समकक्ष वाहन.....(कम से कम 30 सीटर)
9. फर्म/ठेकेदार का टैक्सी/वाहन उपलब्ध कराने का पूर्व अनुभव का विवरण
1.....
- 2.....
- 3.....
10. निविदा प्रपत्र के मूल्य रुपये 1,050/- का UTR No..... Date.....
11. धरोहर धनराशि हेतु : रुपये 1,00,000/- का UTR No..... Date.....

बैंक का नाम- इण्डियन बैंक(इलाहाबाद बैंक), विश्वविद्यालय शाखा, मेरठ.

खाता संख्या-50488321629 (E TENDER C C S UNIVERSITY MEERUT)

IFS Code No.: IDIB000M690

घोषणा पत्र

मैं/हम कथन करता हूँ/करते हैं कि उपरोक्त सभी कथन मेरे/हमारे संज्ञान में पूर्णतः सत्य हैं। किसी भी सूचना के असत्य/भ्रामक होने की स्थिति में विश्वविद्यालय द्वारा हमारी फर्म के विरुद्ध लिये गये निर्णय को स्वीकार करेंगे तथा उसके विरुद्ध किसी प्रकार की अपील नहीं करेंगे।।

(हस्ताक्षर निविदादाता)
फर्म का नाम एवं पूर्ण
पता मोहर सहित

नोट:-

1. निविदादाता फर्म/ठेकेदार यह सुनिश्चित कर लें कि दरें 200 किमी० प्रतिदिन, 80 किमी० लोकल 8 घण्टे तथा प्रतिमाह समस्त प्रकार से दी जानी अनिवार्य है।
2. विश्वविद्यालय द्वारा टैक्सी/अन्य वाहन किराये पर लेने पर यात्रा प्रारम्भ स्थल कि०मी० विश्वविद्यालय से शुरू माने जायेंगे एवं अगर वापिसी यात्रा की गयी है तो वापिसी यात्रा विश्वविद्यालय तक ही मान्य होगी। विश्वविद्यालय द्वारा किसी भी रूप में ट्रैवल एजेन्सी से विश्वविद्यालय तक आने जाने हेतु किमी० का चार्ज देय नहीं होगा।
3. उपरोक्तानुसार दरों के अतिरिक्त फर्म को विश्वविद्यालय द्वारा केवल जी०एस०टी०(U.P.), नाईट चार्ज, टोल टैक्स, पार्किंग शुल्क एवं प्रवेश कर जो लागू होगा दिया जायेगा। इसके अतिरिक्त प्रत्यक्ष अथवा परोक्ष कर विश्वविद्यालय द्वारा अतिरिक्त देय नहीं होगा।
4. अधिकृत समय सीमा एवं निर्धारित कि०मी० से अधिक यदि वाहन चलता है तो निर्धारित प्रति कि०मी० हेतु दरें अथवा घंटों हेतु चार्ज में से केवल एक विश्वविद्यालय द्वारा देय होगा।

शर्त :-

1. ई-निविदा की तकनीकी एवं वित्तीय बिड दिनांक **24.06.2022 अपराह्न 2.00 बजे** तक उत्तर प्रदेश सरकार की वेबसाईट <http://etender.up.nic.in> पर अपलोड की जायेगी तथा उसी दिन सायं 4.00 बजे स्वेच्छा से उपस्थित निविदादाताओं के समक्ष ई-निविदा समिति द्वारा समिति कक्ष में खोली जायेगी।
2. वाहनों का व्यावसायिक (टैक्सी) रूप में क्षेत्रीय परिवहन कार्यालय में पंजीकृत होना आवश्यक है। फर्म/ट्रैवल एजेन्सी का कार्यालय मेरठ में होना आवश्यक है।(प्रमाण संलग्न करें)
3. वाहनों का व्यावसायिक बीमा होना आवश्यक है।
4. चालक के पास व्यावसायिक ड्राइविंग लाईसेंस होना आवश्यक है तथा वर्दी होना आवश्यक है।
5. निविदादाता फर्म/ठेकेदार के नाम कम से कम 15 वाहन (न्यूनतम 05 स्वयं के स्वामित्व में तथा 10 अनुबन्धित) इन्डिगो/स्वीफ्ट डिजायर/इन्डिका/वैगन आर/इनोवा/स्कॉर्पियो/एक्स. यू.वी. 500/टैम्पो ट्रेवलर (छोटे)/टैम्पो ट्रेवलर (बड़े)/समकक्ष वाहन होने अनिवार्य हैं। वाहन/टैक्सी क्षेत्रीय परिवहन कार्यालय में पंजीकृत होने चाहिए। जिसके पंजीकरण की छाया प्रति निविदा के साथ संलग्न करनी अनिवार्य है। छाया प्रति तकनीकी बिड के साथ संलग्न नहीं की जायेगी तो उसकी निविदा निरस्त की जा सकती है।

6. निविदा स्वीकृत होने के उपरान्त फर्म वाहन माँगने पर विलम्ब से उपलब्ध कराती है एवं सम्बन्धित कर्मचारी/अधिकारी को विलम्ब के कारण अन्यन्त्र से वाहन की व्यवस्था करनी पड़ती है एवं इसमें पूर्व अनुमोदित दर से अधिक व्यय करना पड़ता है तो यह व्यय फर्म की सिक्योरिटी धनराशि से समायोजित कर लिया जायेगा।
7. विश्वविद्यालय को आवश्यकतानुरूप जिस दिन भी, जितनी संख्या में वाहन की आवश्यकता होगी निविदादाता को निर्धारित समय में उतने वाहन उपलब्ध कराने होंगे।
8. विश्वविद्यालय वाहन उपलब्धता के आधार पर एक से अधिक फर्मों की दर अनुमोदित कर सकता है तथा विश्वविद्यालय संलग्न प्रपत्रों की जाँच आर0टी0ओ0 तथा अन्य आवश्यक संस्थानों से भी करा सकता है। प्रमाण पत्रों का सत्य न पाये जाने की स्थिति में निविदा निरस्त कर दी जायेगी। निविदा स्वीकृति के बाद फर्जी पाये जाने पर सिक्योरिटी जब्त करते हुए तथा फर्म को काली सूची में डालकर, ठेका निरस्त कर दिया जायेगा।
9. निविदा में सभी (Local & Other) दरों का उल्लेख करना अनिवार्य होगा।
10. वाहन चालक द्वारा किसी दुर्घटना इत्यादि की स्थिति में किसी हर्जाने का उत्तरदायित्व निविदादाता फर्म का स्वयं होगा।
11. विश्वविद्यालय द्वारा टैक्सी/वाहन किराए का प्रति कि0मी0 चार्ज का उल्लेख निविदा में किया जायेगा। वाहन मरम्मत, डीजल, मोबिल ऑयल, टूट-फूट इत्यादि की जिम्मेदार निविदादाता फर्म होगी। इसका किसी प्रकार का चार्ज विश्वविद्यालय द्वारा देय नहीं होगा। यथा सम्भव 5 वर्ष से अधिक पुराना वाहन प्रयोग न हों।
12. ट्रैफिक नियमों के अनुसार समस्त औपचारिकताएँ पूर्ण होनी चाहिये तथा वाहनों में GPS सुविधा होनी चाहिये।
13. टैक्सी/वाहन की दरें एक वर्ष के लिए मान्य होंगी। आवश्यकता पड़ने पर निविदादाता एवं विश्वविद्यालय की आपसी सहमति से उक्त दरों पर आगामी वर्ष में जब तक आवश्यक होगा कार्य कराया जा सकता है।
14. निविदा स्वीकृत होने के उपरान्त निविदादाता फर्मों को वित्त अधिकारी, चौ0 चरण सिंह विश्वविद्यालय, मेरठ से रुपये 100/- के स्टाम्प पर अनुबन्ध करना होगा।
15. धरोहर धनराशि निविदा स्वीकृत न होने पर वापिस कर दी जायेगी तथा निविदा स्वीकृति की स्थिति में धरोहर के रूप में विश्वविद्यालय में जमा रहेगी।
16. दरें अनुमोदित होने के पश्चात् तात्कालिक आवश्यकता पड़ने पर/समय पर वाहन उपलब्ध न करा पाने की स्थिति में मेरठ स्थित किसी ट्रेवल एजेंन्सी से उसी दर पर कार्य कराया जा सकता है अथवा किसी अपरिहार्य परिस्थिति में अनुमोदित दर पर वाहन किसी भी फर्म/ठेकेदार से वाहन किराये पर लेने हेतु विश्वविद्यालय स्वतंत्र होगा। इस हेतु किसी भी फर्म का कोई प्रत्यावेदन स्वीकार नहीं किया जायेगा।
17. जिस फर्म को पूर्व में किसी विश्वविद्यालय/सरकारी/अर्द्धसरकारी संस्थान से डिबार किया गया हो या काली सूची में डाल दिया हो तो उसकी निविदा स्वीकार नहीं की जायेगी। इस आशय

का प्रमाण-पत्र देना होगा कि आपकी फर्म का किसी भी विश्वविद्यालय/सरकारी/अर्द्धसरकारी संस्थान द्वारा काली सूची में नहीं डाला गया है।

18. विश्वविद्यालय एवं ठेकेदार/फर्म के मध्य किसी भी विवाद की स्थिति में विश्वविद्यालय के कुलपति जी का निर्णय अन्तिम होगा एवं ठेकेदार/फर्म को मान्य होगा।
19. निविदादाता फर्म का अपने कार्य से सम्बन्धित किसी न्यायालय में वाद विवाद अथवा पुलिस एफ0 आई0 आर0 दर्ज न होने का प्रमाण पत्र देना होगा।

निविदा शर्तों में उपरोक्त वांछित सूचनाएं एवं प्रपत्र फर्म/एजेन्सी द्वारा पूर्ण कर दी गयी हैं। उपरोक्त शर्तें हमें मान्य हैं।

निविदा के साथ वांछित प्रपत्रों एवं संलग्नकों का विवरण : -

- 1.
- 2.
- 3.

(हस्ताक्षर निविदादाता)
फर्म का नाम एवं पूर्ण
पता मोहर सहित



चौ० चरण सिंह विश्वविद्यालय, मेरठ।

विश्वविद्यालय में टैक्सी/अन्य वाहन किराये पर लेने हेतु
अल्पकालीन ई-निविदा प्रपत्र की वित्तीय बिड (वर्ष 2022-23)

पत्रांक सं० : वित्त/.....145

दिनांक : 24.06.2022

निविदा प्रपत्र का मूल्य : ₹ 1000/-

5 प्रतिशत जी०एस०टी० : ₹ 50/-

कुल योग : ₹ 1050/-

वित्त अधिकारी

सेवा में,

वित्त अधिकारी,
चौ० चरण सिंह विश्वविद्यालय,
मेरठ।

महोदय,

चौ० चरण सिंह विश्वविद्यालय द्वारा टैक्सी तथा अन्य वाहन किराये पर लेने विषयक निर्गत ई-निविदा सूचना संख्या- वित्त/..... दिनांक का सन्दर्भ ग्रहण करें। उपरोक्त हेतु तकनीकी बिड में निर्धारित निविदा शर्तों का पालन करने हेतु हम पूर्णतः वचनबद्ध हैं। ई-निविदा प्रपत्र मूल्य तथा धरोहर राशि हमने जमा कर दी है तथा अपनी दरें निम्न विवरणानुसार विश्वविद्यालय को प्रेषित कर रहे हैं।

(हस्ताक्षर निविदादाता)
फर्म का नाम एवं पूर्ण
पता मोहर सहित

क्र०स०	वाहन/टैक्सी का प्रकार	प्रतिदिन न्यूनतम 200 किमी०(12 घंटे)	न्यूनतम 80 किमी० 8 घंटे लोकल	प्रतिमाह न्यूनतम 2500 किमी०	अतिरिक्त घण्टे की दर(प्रति घण्टा)
		दरें प्रति किमी०(₹०)	दरें (₹०)	दरें प्रति माह(₹०)	
1.	स्वीफ्ट डिजायर/इन्डिगो/ईको समकक्ष वाहन नॉन ए०सी०				
2.	स्वीफ्ट डिजायर/इन्डिगो/ईको समकक्ष वाहन ए०सी०				

3.	इनोवा / स्कॉर्पियो / एक्स.यू.वी. 500 / 300 समकक्ष वाहन नॉन ए0सी0				
4.	इनोवा / स्कॉर्पियो / एक्स.यू.वी. 500 / 300 समकक्ष वाहन ए0सी0				
5.	टैम्पो ट्रेवलर (छोटा) / समकक्ष वाहन				
6.	टैम्पो ट्रेवलर (बड़ा) / समकक्ष वाहन				

1. नाईट चार्ज (रात्रि 9:00 बजे से प्रातः 6:00 बजे तक).....

2. जी0 एस0 टी0 नियमानुसार विश्वविद्यालय द्वारा देय होगा।

(हस्ताक्षर निविदादाता)
फर्म का नाम एवं पूर्ण
पता मोहर सहित



CH. CHARAN SINGH UNIVERSITY, MEERUT

e-Bid Form

of

e-Tender Notice No. FC/...¹⁴⁵ Dt. 24.06.2022
₂₅


FINANCE OFFICER



Ch.Charan Singh University, MEERUT

E-Bid Document

For

JOB No:

INDEX

Sl No.	Particulars	Page No.
1.	Title Page & Index	
2.	Instructions to Bidders	

INSTRUCTIONS TO BIDDERS (ITB)

(A) THE BID DOCUMENT

1) Cost of Bid Document/ e-Bid Processing Fee

- i) The bidder shall bear all costs associated with the preparation and submission of its e-Bid. Ch. Charan Singh University, Meerut hereinafter referred to as "CCSU", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-Bid process.
- ii) This bid document is available on the web site <http://etender.up.nic.in> to enable the bidders to view, download the e-Bid document and submit e-Bids online up to the last date and time mentioned in e-Bid notice/e-bid document against this e-Bid. The bidders shall have to pay cost of bid document/e-Bid processing fee as per e-Tender Invitation Notice through **Online/RTGS/NEFT. UTR No.** must be enclosed along with the e-Bid. This cost of bid document/e-Bid processing fee will be non-refundable. Bid without cost of bid document/ e-Bid processing fee will not be accepted.

Bank Name: Indian Bank(Allahabad Bank), Meerut University Branch, Meerut.
A/c. No. : 50488321629 (E TENDER C C S UNIVERSITY MEERUT)
IFS Code No.: IDIB000M690

2) Contents of e-Bid Document

- i) The scope of work, e-Bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-Bid document includes:
 - (1) Invitation for e-Bid
 - (2) Section I : Instructions to Bidders:
 - (3) Section II : Conditions of Contract:
 - (4) Section III : Technical e-Bid (Applicable only for Works as mentioned in e-Bid Notice):
 - (5) Section IV : Financial e-Bid:
- ii) The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-Bid document or submission of e-Bid not responsive to the e-Bid document in every respect will be at the bidder's risk and may result in rejection of the said e-Bid.

3) Amendment of e-Bid Document

- i) At any time prior to the deadline for submission of e-Bid, CCSU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-Procurement website <http://etender.up.nic.in> through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid document shall be treated as amended accordingly.
- ii) It shall be the sole responsibility of the prospective bidders to check the website <http://etender.up.nic.in> from time to time for any amendment in the e-bid document. In case of failure to get the amendments, if any, CCSU shall not be responsible for it.
- iii) In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, CCSU, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in>.

4) Language of e-Bid

The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and CCSU shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-Bid.

5) Documents Constituting the e-Bid

The e-Bid prepared by the bidder shall comprise the following components:

(a) Prequalification :-

- (i) **Fee Details** - It will consist of the cost of bid document/ e-Bid processing fee document and prescribed earnest money in prescribed form.
- (ii) **Eligibility Criteria** - It will consist of the details as per the Tender Document.

(b) **Financial e-Bid** - Financial e-Bid will comprise of:

- **Price Schedule/BOQ** - includes Price Schedule/BOQ in XLS/PDF format to be filled in after downloading from the e-Procurement website for this e-bid.

6) e-Bid Form

The bidder shall complete the e-Bid Form and the appropriate Price Schedule/BOQ furnished in the e-Bid document.

7) e-Bid Currencies

Prices shall be quoted / calculated in Indian Rupees only.

8) Documents Establishing bidder's Qualification

- i) The bidder shall furnish, as part of its Technical e-Bid, documents establishing the bidder's qualification to perform the Contract if its e-Bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format.
- ii) The documentary evidence of bidder's qualification to perform the Contract if its e-Bid is accepted shall be as per Qualification Requirements specified in e-bid document.

9) e-Bid Security/Earnest Money Deposit (EMD)

- i) The bidder shall furnish, as part of its e-Bid, an e-Bid security/ EMD as per the e-Tender notice in form of Online/RTGS/NEFT only in the account of Ch. Charan Singh University, Meerut. Scand copy of UTR receipt must be enclosed along with the e-Bid. Bid without Earnest Money in the prescribed form, will not be accepted.
- ii) Any e-Bid not secured in accordance with above shall be treated as non-responsive and rejected by CCSU.
- iii) Unsuccessful bidder's e-Bid security will be returned promptly as possible after the acceptance of e-Bid.
- iv) The successful bidder's e-Bid EMD will be converted into security upon the bidder signing the Contract.

v) The e-Bid security may be forfeited:

(a) if a bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the bidder on the e-Bid Form; or (ii) does not accept the correction of errors or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the bidder on the e-Bid form or

(b) in case of a successful bidder, if the bidder fails:

(i) To sign the Contract with CCSU.

10) Period of Validity of e-Bid

i) e-Bid shall remain valid for 90 days after the date of e-Bid opening prescribed by CCSU. An e-Bid valid for a shorter period shall be rejected by CCSU as non-responsive.

ii) In exceptional circumstances, CCSU may solicit the bidder's consent to an extension of the period of e-Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-Bid security. A bidder granting the request will not be required nor permitted to modify its e-Bid.

11) Format and Signing of e-Bid

i) The bidder shall prepare one electronic copy each of the Technical e-Bid and Financial e-Bid separately.

ii) The e-Bid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. The later authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the e-Bid. All the pages/ documents of the e-Bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.

(B) SUBMISSION of e-Bid

1) Submission of e-Bid

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online in response to this e-bid published by CCSU. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-bid schedule. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of e-Bid due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their e-Bid:

- i) For participating in e-Bid through the e-bidding system, it is necessary for the bidders, already registered with CCSU, also to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves if they have not done so previously for registration.
- ii) In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-bidding system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise above even before e-Bid submission date starts. CCSU shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.

- iii) The bidder can search for active bids through "Search Active bids" link, select a bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the e-Bid Submission menu. After selecting and viewing the bid, for which the bidder intends to e-Bid, from "My Bids" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view bid details form. Before this, the bidder should download the e-bid document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of e-bid document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).
- iv) The bidder should read the Terms & Conditions carefully before proceeding to fill in the cost of bid document/ e-Bid processing fee and EMD payment details. After entering and saving the cost of bid document/ e-Bid processing fee and EMD details, the bidder should click "Encrypt & Upload" option given in the payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-

Bid Form and Price Schedule/BOQ) schedules/packets given in the bid details. The details available in the scanned copy of bid form cost and of EMD shall be verified by CCSU and in case of any discrepancy the e-bid shall be rejected.

- v) Next the bidder should upload the Technical e-Bid documents for Fee details (Cost of bid document/ e-Bid processing fee and EMD), Qualification details. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- vi) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
- vii) After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- viii) Department reserves the right to cancel any or all e-Bids without assigning any reason.

2) **Deadline for Submission of e-Bid**

- i) e-Bid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> not later than the prescribed date and time (as the server time displayed in the e-Procurement website).
- ii) CCSU may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of CCSU and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3) **Late e-Bid**

The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-bid. Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

4) **Withdrawal and Resubmission of e-Bid**

- i) At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to

withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.

- ii) No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval shall result in the bidder's forfeiture of his/her e-Bid security.
- iii) The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e- Bid documents.
- iv) The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- v) No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

(C) OPENING AND EVALUATION OF e-Bid

1) Opening of e-Bid by CCSU

- i) CCSU will open all e-Bids, in the presence of bidders' representatives who choose to attend at prescribed time on the prescribed date of opening at CCSU office. The bidder's representatives who are present shall sign evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for CCSU, the e-Bids shall be opened at the appointed time and place on the next working day.
- ii) The bidder's names and the presence or absence of repulsion e-Bid security and such other details as CCSU at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the requirement shall be notified.

2) Opening of Financial e-Bid

- i) The financial e-Bids of qualified bidders shall be opened on the same day in the presence of bidders. The name of bidders. Price quoted for various items etc will be announced in the process.
- ii) CCSU will prepare the minutes of the e-Bid opening.

3) Clarification of e-Bid

- i) During evaluation of e-Bid, CCSU may, at its discretion, ask the bidder for a clarification of his/her e-Bid. The request for clarification and the response shall be in writing.

4) Evaluation of e-Bid and Evaluation Criteria

CCSU will examine the e-Bid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required cost of bid document/ e-Bid processing fee, e-Bid security and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-Bids are generally in order. Any e-Bid or e-Bids not fulfilling these requirements shall be rejected.

5) Contacting CCSU

- i) No bidder shall contact CCSU on any matter relating to his/her e-Bid, from the time of the e-Bid opening to the time the Contract is awarded.
- ii) Any effort by a bidder to influence CCSU in its decisions on e-Bid evaluation, e-Bid comparison or contract award may result in rejection of the bidder's e-Bid.
- iii) In the event of any information furnished by the agency is found false or fabricated the minimum punishment shall be debarred / blacklisting from CCSU works and the legal proceeding can also be initiated.

(D) AWARD OF CONTRACT

1) Award Criteria

CCSU will award the contract to the lowest evaluated successful Bidder whose bid has been determined to be responsive to all the conditions of the contract of the Bidding Document.

2) Department's right to accept any e-Bid and to reject any or all e-Bids

CCSU reserves the right to accept or reject any e-Bid, and to annul the e-Bid process and reject all e-Bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

3) Notification of Award

i) Prior to the expiration of the period of e-Bid validity, CCSU will notify the successful bidder in writing by letter/e-mail/fax, that its e-Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

4) Signing of Contract

On completion of e-Tendering process a contract Agreement/Bond shall be drawn between the Finance Officer and the Contractor.

For the Visiting Contractor's of this e-Bid Document

The Contractors/Firm/Bidders who are interested to participate in e-Bid are requested to get them registered at <https://etender.up.nic.in>.

The other important information is being mentioned below at a glance for the ease of e-Bid:-

Date of Inviting bid	:	24.06.2022
Bid closing date & Time	:	12.07.2022 at 2:00 PM
Date & time of opening bid	:	12.07.2022 at 4:00 PM
Cost of bid document/ e-Bid processing fee	:	Rs. 1050/= (Rs. 1000 - as tender cost + 5% G.S.T.)
Earnest money	:	Rs 1,00,000/=
Validity period	:	90 Days

The Bidder will ensure to submit that the Tender fee and earnest money deposit in the University account by Online/RTGS/NEFT and upload his receipt with technical bid before the closing time.


FINANCE OFFICER

