

Tender No: F.14-05/2014/RIEFA/C&W/Vol-V/RIE Nellore



National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-110016

NOTICE INVITING TENDER (NIT)

NCERT INVITES E-TENDER TO ENGAGE PROFESSIONAL AGENCY FROM CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.

Disclaimer

- i. This document has been prepared by NCERT, New Delhi. The information is provided only to CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS who are interested to submit their bid for the selection of Professional Agency to prepare Detail Project Report (DPR) for Setting up of Regional Institute of Education (RIE) at Nellore, Andhra Pradesh.
- ii. In order to facilitate to the bidder for preparation of DPR, the NCERT would provide the basic information prepared by the Council so far and the bidders are required to maintain the confidentiality of the information provided by the NCERT in the pre bid meeting.
- iii. The purpose of this request for Notice Inviting E-Tender (NIT) document is to provide the bidders with the information to assist the formulation of their proposal. This NIT document does not support to contain all the information that each bidder may require. This NIT document may not be appropriate for all persons/parties and it is not possible for the NCERT to consider the business/investment objectives, financial situation and particular needs of each bidder who reads or uses this NIT document.
- iv. Each bidder should conduct its own investigation and analysis and should ensure the accuracy, reliability and completeness of the information in this NIT document and wherever necessary obtain independent advice from appropriate sources. The NCERT makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIT/RPF document
- v. No reimbursement of cost of any type or on any account will be made to persons or entities submitting their bid. The Bidder, at the Bidder's own responsibility, cost and risk, is encouraged to visit and examine the Site of Works and its surroundings, approach roads soil conditions, investigation report, existing works if any connected to the work, drawings connected to the work if/as available and obtain all information that may be necessary for preparing the Bid and entering into a contract. The costs of visiting the Site shall be at the Bidder's own expense. The bidder shall be deemed to have fully acquainted himself about the site conditions. Cost of visiting the Site shall be at the Bidder's own expenses
- vi. It shall be deemed that the tenderer has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether he actually visits the site/area or not and has taken all the factors into account while quoting his rates and prices. The Bidder, in preparing the bid, may rely on the Survey Report, Architectural Drawings and other details referred tin the contract data, supplemented by any information available to the Bidder. The bidder is expected, before quoting his rates, to go through the requirement of all inputs, specifications and conditions of the Notice Inviting Tender (NIT) document.

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SHORT TERM e- TENDER NOTICE

The National Council of Educational Research & Training (NCERT), New Delhi invites e-tender to engage Professional Agency from **CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.**

The details of tender documents with complete terms and conditions are available on NCERT website: www.ncert.nic.in as well as on the CPP portal i.e. <https://eprocure.gov.in> may read out carefully before applying the same.

Critical Date Sheet

Date of publication of NIT	Tuesday 21.01.2020 at 03.00 P.M.
Bid Document download	Tuesday 21.01.2020 at 03:30 P.M.
Bid Submission Start date	Tuesday 21.01.2020 at 4.00 P.M.
Pre Bid meeting	Friday 24.01.2020 at 11:00 A.M.
Last date of Submission of Bid	Friday 31.01.2020 up to 05.00 P.M.
Date of Bid Opening	Monday 03.02.2020 at 11.00 A.M.

For any queries/clarification you may kindly contact Sr. Store Officer, S&S Section, NCERT Phone NO.-011-26534138. However any queries relating to process of online submission of bids relating to CPP portal in general may be directed to 24 x7 CPP portals help desk on Toll Free Number- 1800-233-7315.

R. SELVARAJ
Sr. Store Officer

National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-16

NIT No: F.14-05/2014/RIEFA/C&W/Vol-V/RIE Nellore

Dated : 21.01.2020

NCERT INVITES SHORT TERM E-TENDER TO ENGAGE PROFESIONAL AGENCY FROM CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.

Overview

1.1 Definitions

- i. "Employer" means the NCERT.
- ii. "Contract" means the Contract signed by the parties and all the attached documents.
- iii. "Project Specific information" means such part of the Instruction to bidders used to reflect specific project and Assignment conditions.
- iv. "Day" means calendar day.
- v. "Government" means the Government of India.
- vi. "Bid" means the Technical Bid and the Financial Bid.
- vii. "Assignment/Job" means the work to be performed by selected bidder pursuant to the contract.
- viii. "Successful Bidder" Means the bidder which is selected for award of Assignment/Job/Contract.
- ix. "Terms of Reference" (TOR) means the details included in the NIT as well as the contract which explain the objectives, scope of work, activities, take to be performed, respective responsibilities of the Employer. The selected bidder and expected results including Deliverables of the Assignment/Job/Contract.

1.2 Introduction: NCERT, Apex Body of Ministry HRD, Government of India, INVITES E-TENDER TO ENGAGE PROFESIONAL AGENCY FROM CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.

2. Terms of Reference and Scope of Works:

2.1 Terms of reference: Terms of reference of the selected Bidder/agency will broadly include the following:-

- i. PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.
- ii. Submission of Detailed Project Report in accordance of GOI Guidelines and fulfillment of the all statutory and legal requirements;
- iii. Submitting the final DPR to the NCERT
- iv. Any other items of work that is incidental to and essential for completion of the DPR to be included in the form of Contract after due consultation between both the parties.

2.2 Brief scope of work:

FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH on the land acquired at Kanupur Bit-II Village of Venkatachalam Mandal, SPSR ,Nellore District, Andhra Pradesh. The constructions of the buildings would be done by the CPWD.

The aim and objectives are as under:-

The NCERT has the mandate of conducting research, development, training and extension activities. RIE, Nellore will be concerned with accomplishing the overall mandate of NCERT. The specific activities to be taken up at RIE, Nellore are given below :

- To undertake, promote and coordinate research in all branches of education.
- To organize pre-service and in-service training, mainly at an advanced level.
- To organize extension services for such institutions as are engaged in educational research, training of teachers and teacher educators or provision of extension services to schools
- To develop and/or to disseminate improved educational techniques and practices in schools.
- To cooperate with, collaborate and assist the State Education Departments, Universities and other educational institutions for the furtherance of its objects
- To act as a clearing-house for ideas and information on all matters relating to school education.
- To advise the State Governments and other educational organizations and institutions on matters relating to school education.
- To undertake the preparation and/or the publication of such books, materials, periodicals and other literature as may be necessary for the furtherance of its objects.
- To do all such things as may be considered necessary, incidental or conducive to its primary objects of promoting educational research, advance professional

training of educational personnel, and the provision of extension services to educational institutions.

- To run Demonstration Multipurpose School as a Laboratory for conducting and trying out innovative programmes and practices.
- To assist in the implementation and evaluation of centrally sponsored Schemes of the Govt. of India in the area of school education and teacher education.

Scope of Work

The scope of the present work relates to the preparation of Detailed Project Report for establishment of the proposed RIE in the State of Andhra Pradesh. The report shall present a composite account of the vision, mission, and objective of the Institute, the detailed academic plan, the human and infrastructure resource plan and the financial plan for the Institute. The cost estimates for the Institute will be prepared keeping in view the latest CPWD norms integrating environment related issues, the green building norms and green rating for integrated assessment (GRIHA).

The specific terms of references/generic structure for preparation of the DPR include the followings:

- Suggest the broad Academic & Human Resource Plan for RIE, Nellore, Andhra Pradesh;
- Suggest specific features for RIE, Nellore Andhra Pradesh in view of environment related issues/green building/GRIHA norms;
- DPR should include all the aspects related to Environmental Impact Assessment (EIA) of the Project.
- Context/Background of the Project
- Aims and objectives of the Project
- Strategy
- Target Beneficiaries
- Legal Frame work
- Technology
- Management
- Finance
- Time Frame
- Cost Benefit Analysis
- Risk Analysis
- Out-come
- Evaluation including a self contained Executive summary should be place at the beginning of the Detailed Project Report.

3. Eligibility Criteria

The Agency should meet the financial and technical eligibility criteria (Quality Evolution Criteria) as per parameters laid down here under:

S. No	Eligibility Criteria
1.	The bidder shall have carried out at least one similar kind of work costing Rs.250 crores or more in last 5 financial years.
2.	The bidder shall have experience in preparation of Detailed Project Report for Setting up of Institute/Educational Institutions through Govt. agencies preparing utility details and relocation plan, land acquisition plan etc. for Govt. work.
3.	Average annual financial turnover of the bidder/Agency should be Rs. three crores in last three financial years.
4.	The bidder shall be in business of providing support in preparation of Detailed Project Report (DPR), for Setting of in the institute/college infrastructure for the last 05 years before the due date of submission of the tender.
5.	The firm should submit an undertaking on their letter head that the professional agency is having adequate experienced technical staff to prepare the DPR.

4. Clarification on NIT Document:

4.1. The prospective bidders requiring any clarification on this document shall notify the NCERT through email latest before convening the pre-bid meeting i.e 24.01.2020 by 11.00 a.m. Clarification sought, if any, are to be contacted to the under mentioned officers in working Hours except Saturday/Sunday including Gazetted Holidays.

S. No	Name and Designation of the Contact Person	Contact Number and Email Address
1.	Sh. R. Selvaraj, Senior Store Officer, S&S Section	011-26534138 011-26592300 Email: thanramselvaraj@gmail.com
2.	Shri Rajesh Kumar Under Secretary, (C&W Section)	011-26592384 011-26592391 Email: soncert15@gmail.com

4.2 Pre-Bid Meeting will be held at **11.00 am on 24.01.2020** in the Conference hall, 1st Floor Z.H Block , NCERT Sri Aurobindo Marg, New Delhi-110016. All efforts will be made to furnish clarification during the pre-Bid meeting. In exceptional cases, the same will be furnished subsequently. In both cases, the minutes of the pre-Bid meeting containing clarification shall be uploaded on the website of NCERT (www.ncert.nic.in) . On conclusion of the pre-Bid meeting no further queries shall be entertained. The outcome of the Pre-Bid Meeting shall be an integral part of this document and shall amount to an amendment to the relevant clauses of this document.

4.3 AMENDMENT OF BIDDING DOCUMENTS

- a. At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addendum/ corrigendum.
- b. Any Addendum/corrigendum thus issued shall be uploaded on NCERT website and no separate communication will be made with the bidders. The bidders are therefore advised to visit NCERT website regularly for the updates relating to this tender.
- c. To give prospective bidders reasonable time in which to take addendum/corrigendum into account in preparing their bids, the NCERT may shall extend if necessary the deadline for submission of bids.

Language of Bid: All documents relating to the bid shall be in English Language only.

5. Documents / details to be submitted in the Offer:

Bidder is required to furnish the following details / documents duly signed and stamped on each page by the authorized signatory of the bidder/Agency:-

- i. Annual Accounts and audited statement of account for the last three years (2016-17, 2017-18, 2018-19)
- ii. Certificate in support of average annual financial turnover of Rupees three crores in last three (03) financial years
- iii. Copy of Registration certificates for GST and copy of PAN
- iv. Copy of NIT/RFP& clarification issued by NCERT to this RFP, if any as a mark of acceptance of all conditions of the NIT/RFP.
- v. A certificate from the Chairperson/Company Secretary/Authorized Officer of the CENTRAL GOVT. ORGANISATION/GOVT.OF INDIA ENTERPRISES/PUBLIC SECTION UNDERTAKING (PSU)/ CENTRAL AUTONOMOUS ORGNIZATION certifying the details of the signatory authority and attestation of such authority's signature or Power of Attorney in favor of the signatory authority for the purpose of signing bid documents.
- vi. Any other requirement mentioned in the tender documents.

Note:

- a. All documents which are photocopied and submitted as part of the Bid shall be duly attested by Authorized signatory of the bidder.
- b. Each page of the bid should be duly numbered and total number of pages in the Bid should be clearly mentioned in the bid. Index of the documents submitted in the NIT/RFP should be given and location of the documents submitted should be clearly mentioned in the index so that the tender evaluation committee is able to easily locate them.
- c. All monetary figures should be in INR.

- d. Only Bid completed in all respects and containing all requisite documents/information/data shall be accepted and evaluated.
- e. Bid which are incomplete or lacking in any manner shall be declared "not responsive" and summarily rejected and request for acceptance of information after the final date for submission of tender documents shall **not** be entertained.

6. Availability of NIT/RFP

6.1 Bid Document

Copy of the NIT can be downloaded from the CPP Portal (i. e <https://eprocure.gov.in> Demand Draft/Banker Cheque of Rs.1000.00 (Rupees one Thousand only) drawn in favour of "Secretary, NCERT" payable at New Delhi towards the cost of tender document shall be enclosed by the bidder/Agency with the technical bid. Bids not accompanied by the cost of RFP document downloaded from the <https://eprocure.gov.in> will not be considered and will be summarily rejected.

7. Earnest Money Deposit:

7.1 To safeguard the interests of the Government, each bid will be accompanied by an Earnest Money Deposit of Rs.1.00 Lakhs (Rupees one lakhs only) in the shape of Demand Draft/Banker Cheque/FDR of any Nationalized Bank/Commercial Scheduled bank in favour of Secretary, NCERT payable at New Delhi. The Earnest Money Deposit shall have to be valid for at least 90 days only after completion of the project date. Technical bids not accompanied by Earnest Money Deposit in deviation from above shall be summarily rejected. No interest shall be payable by the NCERT for the sum deposited as EMD. The format of Bank Guarantee is given in the **Annexure-I**.

7.2 Earnest Money will be returned to all unsuccessful bidder/Agency without interest as soon as practicable after a decision on Bids.

7.3 The Earnest Money shall be liable for forfeiture in the following events:

- i. If bid is withdrawn during the validity period or any extension agreed by the bidder thereof.
- ii. If the bid is varied or modified in a manner not acceptable to the NCERT after opening of proposal during the validity period or any extension thereof.
- iii. If the bidder tries to influence the evaluation process.
- iv. If the L-1 bidder withdraws its bid prior to signing of contract or fails or refuses to furnish the Performance Security in accordance with instruction to the bidders.
- v. For contravention of any of the conditions of the NIT not acceptable to the NCERT.

8. Performance Security Deposit:

Successful bidder shall deposit Performance Security amounting 10% of contract value within a period of 7 days from the date of conveying acceptance of the tender in its favour in writing, in the form of Demand Draft/Banker Cheque/FDR of Bank Guarantee in the prescribed format (**Attached at Annexure-II**) drawn in favour of "Secretary, NCERT". The performance Security Deposit shall have to be valid up to period of 90 days only after submission of DPR.

9. Submission of Bid Proposal:

- a. NCERT has decided to use process of e-tendering for inviting this tender and so the hard copy of the Tender document will not be available for sale and only online submission of bids will be acceptable.
- b. The tender should be submitted online under Two Bid System i.e. "Technical Bid" and "Financial Bid".
- c. Technical bid must contain the information as prescribed in tender document. The "Financial Bid" must contain the fees for providing Services. The bidders are requested to upload all the documents as required in the tender (RFP) to claim their eligibility.

9.1 Technical Bids will Consist of:-

1	Copy of NIT/RFP & Clarification issued by NCERT, if any duly signed and stamped on each page by the authorized signatory of the bidder/firm as a mark of acceptance of all Conditions of the NIT/RFP.
2	Cost of the NIT/RFP of Rs.1000/- through Demand Draft/ Bankers cheque. (Non-refundable.). It may be noted if any processing fee is charged the same will also be borne by the bidder.
3	Prescribed Earnest Money Deposit (EMD). The bidder has to scan and upload the EMD details online and demand draft/banker cheque /FDR in original may be submitted physically
4	Bidder Information in Annexure- IV & V . Technical bids not meeting this requirement or Incomplete in any respect will not be considered and summarily rejected.

- 9.2. Financial Bid will consist of the Charges to be quoted by the bidder in the prescribed format at **Annexure- III**. The financial proposal shall not include any conditions to it and in case of any such condition, then financial proposal shall be rejected summarily.

9.3. Taxes: The Bidders shall fully familiarize themselves about the applicable GST) on amounts payable by the NCERT

9.4 While Technical Bids will be opened on the date and time given in the below paras, financial Bid of only technically qualified bidders will be opened later for which separate date and time will be notified on the CPP Portal.

9.5 The bid from the interested eligible bidder shall be accepted at the following address **upto 5:00 pm (Indian Standard Time) on 31.01.2020** and hard copy of the bids may be submitted at the address mentioned below before last date of submission of bid.

Sh. R. Selvaraj,
Senior Store Officer, S&S Section
National Council of Educational Research & Training
Sri Aurobindo Marg,
New Delhi-110016
Tele Fax.011-26592274, 011-26592300

9.6 Validity of the Bids: The bids submitted by bidder shall remain valid for a period of 90 days from the last date for submission of bids.

10. Opening of Technical Bids:

10.1 NCERT shall opening the technical Bids at **11:00 a.m on 03.02.2020** at the address stated in Para 9.5 above in the presence of authorized representatives from participating bidder/Agencies who choose to attend. In case the date fixed for opening of the proposals is subsequently declared as holiday by the Government, the proposals will be opened on the next working day with the time and venue remaining unaltered.

11. Evaluation of bids.

11.1 The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference by applying the evaluation criteria, specified in the NIT/RFP. In the first stage of evaluation, a proposal shall be rejected if it is found deficient as per criteria of evaluation, as per requirement of NIT/RFP rejected if it is found deficient as per the requirement indicated in the NIT/RFP for responsiveness of the bids. Only responsive bid shall be further taken up for evaluation. Evaluation of technical bid will start first and at this stage and the financial bid (will remain unopened. The proposals will be evaluated, based on the eligibility criteria and submission of all the requisite information/documents as asked for in this NIT/RFP.

11.2 Presentation by the eligible bidder: A detailed presentation will be given to the qualified bidder who clears the technical scrutiny. The date and time of

the presentation will be intimated to the concerned bidder. Presentation shall broadly include:

- i. Understanding of the Terms of References.
- ii. Technical approach and methodology,
- iii. Work plan including timelines;
- iv. Maintenance of quality;
- v. Steps to be taken for timely completion of the project, plan B or alternate methods to complete the project in any eventuality;
- vi. Experience of working for similar project with infrastructure.
- vi. Organization and staffing including suitability of the key personnel for the project and any suggestion made by the bidder to improve the terms of reference. This is an illustrative list of items, but not exhaustive. Based on inputs received from the bidders during the presentation, the NCERT may modify/amend the terms of reference, staffing schedule, work schedule, logistics and reporting subsequently. These documents will then be incorporated in the Contract as '**Description of Contract/Assignment/job.**' Special attention will be paid to clearly define the inputs and facilities required from the employer to ensure satisfactory implementation of the Contract/Assignment/job.

12. SUBMISSION OF BID:

Only the following shall be accepted in physical form:

(a) Tender Fee in the form of Demand Draft/Banker cheque in favour of "Secretary, NCERT" payable at New Delhi.

(b) EMD in the form of Demand Draft/Banker cheque in favor of "Secretary, NCERT" payable at New Delhi.

All other documents shall have to be submitted in Electronic/Soft form and shall not be accepted in physical form

13. Agency Charges.

NCERT will not reimburse any charges to the successful bidder towards legal fees, advertisements, third party certification fees, proof checking agency charges, travel expenses, incidental expenses or any other expenditure incurred for the execution of the Project including the statutory fees paid by the bidder to the statutory authorities.

14. Award of Contract

After completing the evaluation, the employer shall issue a letter of intent to the selected bidder.

The selected bidder through its authorized representative will sign the contract after fulfilling all the formalities within 07 days of issuance of the letter of intent.

Terms of Payments: Terms of payments will be included in the form of contract after due deliberation with the successful Bidder.

15. Confidentiality

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the other bidders who submitted the bids or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any bidder of confidential information related to process may result in the rejection of its proposal and may be subject to the provision of the Government's anti-fraud and corruption policy.

- 16** NCERT shall accept no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this NIT/RFP.
- 17** The NCERT may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information.
- 18** NCERT reserves right to accept or reject any or all bids or to annul the NIT/RFP process and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected on the ground of such action.
- 19** The bidder shall bear all costs associated with or relating to the preparation and submission of its bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NCERT, or any other costs

incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the NCERT shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation for submission of the bid regardless of the conduct or outcome of the Selection Process.

20. Any effort by bidder to influence the bid comparison/evaluation/work award decision by way of overt/covert canvassing shall result in non-consideration/rejection of its bid.
21. The NCERT reserves the right to change the schedule of dates/time stated in this NIT/RFP. Changes, if any, will be displayed on the website of the NCERT and it shall be the responsibility of the bidders to keep themselves abreast of such updates. As such the bidders are requested to regularly check the website of the NCERT and CPP Portal.
22. In case of any dispute, jurisdiction of courts in New Delhi will apply.
23. The responsibility of giving truthful information without concealing any facts is that of the bidders. In case, at any stage, it is found that any information given by the bidder is false/incorrect/concealed, then NCERT shall have the absolute right to take any action as deemed fit including but not limited to dropping the bidding Agencies from consideration for award of work/blacklisting etc. without incurring any liability to the affected bidder on the part of the NCERT.
24. The payment will be made to the successful bidders as per provision of GFR 2017.

25. Special Instructions to Bidders for E- Tendering:

The special Instructions (for e-Tendering) supplements "Instruction to the Bidders," as given in the NIT Document hereinafter. Submission of online Bids is mandatory for this Tender.

- i. Tender Bidding Methodology:
The offer should be submitted through e-tendering mode in (<https://eprocure.gov.in>) Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for this particular tender.

- ii. Broad outline of activities from Bidders prospective:
 - a. Procure a Digital Signing Certificate (Signing + encryption).
 - b. Register on <https://eprocure.gov.in>
 - c. View Notice Inviting Tender (NIT) online.
 - d. Download official copy of Tender Documents from Portal.
 - e. Bid-Submission on <https://eprocure.gov.in>
 - f. Attend Online Tender Opening Event (TOE) for Technical Part on <https://eprocure.gov.in>
 - g. Opening of Financial Part (Only for Technically Qualified Bidders).

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the <https://eprocure.gov.in>

- iii. Digital Certificates:

It is mandatory for all the bidders to have Class-III Digital Signature Certificate (Signing +Encryption) in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed C 's from the link www.cca.gov.in to participate in e-tendering of NCERT New Delhi.
- iv. Registration:

Intending bidders are requested to register themselves with <https://eprocure.gov.in> for obtaining user ID, by paying a registration fee, online tendering fee etc. through e-payment gateway. Bidders are also required to obtain Digital Signature for participating in the e-tender.

For participating in the e-tendering process of NCERT, New Delhi, the bidders shall have to be registered on the website <https://eprocure.gov.in> making required payment through online payment mode so that they will get user ID and password. This will enable them to access the website, <https://eprocure.gov.in> with the help of Digital signature by which they can participate in e-Tender of National Council of Educational Research & Training, (NCERT) New Delhi.

The intending bidder must have valid Class-III (Signing +Encryption) Digital Signature to submit the bid online. For this intending bidder may contact the helpdesk numbers provided hereinbefore.

BID SECURITY (BANK GURANTEE)

WHEREAS----- (Name of bidder) (hereinafter called "the bidder") has submitted his/her bid dated ----- (date) -----TO ENGAGE PROFESIONAL AGENCY FROM CENTRAL/STATE GOVT. ORGANISATION, CENTRAL/STATE GOVT. ENTERPRISES, CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (PSU), CENTRAL/STATE GOVT. AUTONOMOUS ORGANISATION AND PRIVATE ORGANISATIONS FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SETTING UP OF REGIONAL INSTITUTE OF EDUCATION (RIE) AT NELLORE, ANDHRA PRADESH.

(name of contract/service/consultancy) (herein after called "the BID").

KNOW ALL PEOPLE by these presents that we ----- (name of bank) of -----(name of country having our registered office at ----- (hereinafter called " the Bank") are bound to NCERT----- (name of employer) (hereinafter called " the Employer") in the sum of ----- for which payment well and truly to be made to the said Employer the bank binds itself, his successors and assigns by these presents.

SEALED with the common seal of the said Bank this----- day of -----20-----.

The Conditions of this obligation are:

1. If after Bid opening the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid;
Or
2. If the Bidder having been notified of the acceptance of his/her Bid by the Employer during the period of bid validity;
 - a. Fails or refuses to execute the Form of Agreement in accordance with the instruction of Bidders, it required; or
 - b. Fails or refuses to furnish the Performance security, in accordance with the instruction to bidders, or

c. Does not accept the correction of the Bid Price.

We undertake to pay to the Employer up to the above amount upon receipt of his/her first written demand, without the Employer having to substantiate his demand, provided that in his demand the employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date -----
-----days after the deadline for submission of Bids as such
deadline stated in the instructions to Bidders or as it may be extended by the
Employer, notice of which extension (s) to the Bank is hereby waived. Any
demand in respect of this Guarantee should reach the Bank not later than the
above date.

DATE-----Signature of the Bank--
-----Witness-----
-----SEAL

(Signature, name and address)

-----.

PERFORMANCE SECURITY

To,

**The Secretary,
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-110016**
(Name of Employer & Address of Employer)

WHEREAS -----
--(Name and address of contractor)(hereinafter caller "the contractor") has
undertaken, in pursuance of contract-----
-----No. -----Date-----
-----to execute----- (name of contract and brief
description of works) (hereinafter called "the contract".

AND WHEREAS we agreed to give the contractor such a Bank Guarantee;

NOW THEREFOR we hereby affirm that we are the Guarantor and responsible to
you, on behalf of the contractor, up to a total of -----

----- (amount of
guarantee)----- (in words such sum being payable in the types
and proportions of currencies in which the contract price is payable, and we
undertake to pay you, upon your first written demand, and without cavil or
argument, any sum or sums within the limits of -----
----- (amount of guarantee) as aforesaid without your needing to prove or to
show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the
contractor before presenting us with the demand.

We further agree that no change or addition to or other modification or he
terms of the contract or of the works to be performed there under or of any of
the contract documents which may be made between you and the contractor
shall in any way release us from any liability under this guarantee, and we
hereby waive notice of any such change, addition or modification.

This guarantee shall be valid 28 days from the date of expiry of hen defects Liability Period.

Signature and deal of the Guarantor

Name of Bank----- Address -----

Date-----

1. An amount shall be inserted by the Guarantor, representing the percentage of the contract Price specified in the contract and denominated in Indian Rupees.

FINANCIAL BID

S. No.	Total amount to be charged for of DPR inclusive of all charges including GST should be quoted in INR (in figure)	Total amount to be charged for of DPR inclusive of all charges including GST should be quoted in INR (in words)

Signature of Authorized Signatory
Name of Authorized Signatory
With Stamp

ANNEXURE-IV

Bidder Detail

S. No.	Particulars			
1.	Full name of the Bidder (in capital letters)			
2.	Full address of the Bidder			
3.	A. Telephone No. B. Fax No. C. Details of DD/BC of Rs.1000/- (non-refundable) of tender cost D. Details of DD/BC/FDR of Rs.1.00 lakh of EMD			
4.	Names and details of the Authorized Signatory of the bidder (Address, contact telephone number, Fax No., Email ID)			
5.	Has the bidder been black listed by any organization. If so, attach the details of the same.			
6.	PAN :			
7	Service Tax registration No.:			
8	Annual turn -over of the bidder /organization for the last three years	2016-17	2017-18	2018-19
9	Acceptance of all terms and conditions of NIT/RFP or not			

10. It is hereby certified that (of the bidder) has never been black listed by Central / State Government/UT/any other Government Agencies.

I hereby certify that the above-mentioned particulars are true and correct.

Place:

Date:

Signature of Authorized Signatory
Name of Authorized Signatory
With Stamp

ANNEXURE-V

ELIGIBILITY CRITERIA

S. No	Eligibility Criteria	To be filled by the firm/ professional agency and enclosed supporting documents
1.	The bidder shall have carried out at least one similar kind of work costing Rs.250 crores or more in last 5 financial years.	
2.	The bidder shall have experience in preparation of Detailed Project Report for Setting up of Institute/Educational Institutions through Govt. agencies preparing utility details and relocation plan, land acquisition plan etc. for Govt. work.	
3.	Average annual financial turnover of the bidder/Agency should be Rs.3.00 Cr. in last three financial years i.e 2016-17, 2017-18 & 2018-19.	
4.	The bidder shall be in business of providing support in preparation of Detailed Project Report (DPR), for Setting of in the institute/college infrastructure for the last 05 years before the due date of submission of the tender.	
5.	The firm should submit an undertaking on their letter head that the professional agency is having adequate experienced technical staff to prepare the DPR.	

Signature of Authorized Signatory
Name of Authorized Signatory
With Stamp

