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## NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(An Institute under the Ministry of Water Resources, River Development and  
Ganga Rejuvenation, Govt. of India)

(Registered under the Societies Registration Act, 1860)

NO:NRWM/COMP/48/2016-17/ 2273 -

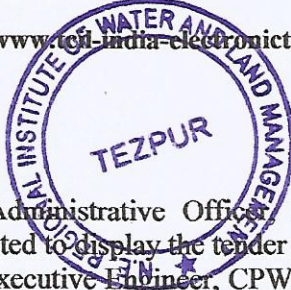
Dated 12.07.2017

### NOTICE INVITING E-TENDERING

E-Tenders are invited by the Director, NERIWALM, Tezpur from Government Registered Contractors/Firms having experience in Supply of Labours. The last date for ONLINE submission of tender is 03.08.2017 upto 5.00 PM and will be opened at 1100 hrs of 04.08.2017. In the event of 04.08.2017 being declared a holiday, the tender will be opened on the next working day at the same time. Interested bidders/parties may participate in the ONLINE bidding process by depositing the required earnest money and related documents. The tenders alongwith terms and conditions and may be viewed and downloaded from the institute's website. [www.neriwalm.gov.in](http://www.neriwalm.gov.in). For ONLINE Bid submission, you are requested to go to the following link <https://www.tcil-india-electronictender.com> and follow instructions as given in Annexure-I.

Sl. No	Name of work	Earnest Money
1.	Supply of the following category of labours. (i) Highly Skilled. (ii) Skilled. (iii) Clerical (iv) Semi-skilled. (v) Unskilled.	Lum-sum amount of Rs 5000.00 in favour of Director, NERIWALM, Tezpur in the form of Banker's Cheque/Bank Draft of a Nationalised Bank payable at Tezpur, Assam.

LINK : <https://www.tcil-india-electronictender.com>



*[Signature]*  
12/7/17  
Deputy Director (Admin)

#### Copy to:

1. The Administrative Officer, LGBRIMH, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
2. The Executive Engineer, CPWD, Rubber Bagan, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
3. The Executive Engineer, PWD, Tezpur Building Division, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
4. The Garrison Engineer, MES, Solmara, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
5. The Executive Engineer (Civil), CPWD, Rubber Bagan, Tezpur – 1 for information. He is requested to display the tender notice on the notice board of his office for wide circulation.
6. The Accounts Officer, NERIWALM, Tezpur for information & necessary action.
7. The Assistant Engineer (Civil), NERIWALM, Tezpur for information and necessary action.
8. The Junior Engineer (Civil), NERIWALM, Tezpur for information and necessary action.
9. The Notice Board, NERIWALM, Tezpur for wide circulation.
10. Concerned file for record.



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### TERMS & CONDITIONS

1. The tender for Supply of Labours should be submitted ONLINE in single envelope alongwith relevant documents.
2. The tender should be accompanied with Earnest Money of Rs 5,000.00 (Rupees Five Thousand) only in the form of Banker's Cheque/Bank Draft drawn in favour of Director, NERIWALM, Tezpur payable at Tezpur. The Earnest Money should be submitted OFF-LINE on or before opening of the tender.
3. Self attested copies of uptodate Registration Certificate, Labour Licence, PAN No., EPF & ESIC Registration, TIN No., Experience Certificate should be uploaded alongwith the rate.
4. The rate should be legibly written both in figure and in words. Any correction in the rate should be authenticated with a proper initial/signature.
5. The bidder should not have been blacklisted from any department or organization and to this effect an undertaking in writing should be submitted.
6. The quoted rate should be at par with the Government of India approved rate applicable at the time of quoting the rate. The labours engaged should invariably be paid at the rate quoted by the party. However, no request for enhancement of rate will be entertained over and above the agreed rate during the contract period.
7. The labour engaged by the contractor will have to be disciplined, gentle, polite, well mannered and should not be alcoholic or drug-addict and should not below 14 years of age. The labours should be confined within their place of work and should not un-necessarily loiter around the campus.
8. Payment will be made on fortnightly basis on submission of bills in duplicate addressed to the Director, NERIWALM, Tezpur. However, sometimes some delay may occur due to reasons beyond the control of the Institute for which the contractor has to bear with the Institute.
9. A written order indicating the numbers, category and rate will be made to the contractor 07 (seven) days prior to engagement, so that the contractor will have ample time to arrange the labours. However, during exigency, the contractor should be ready to supply the labours within 24 hours notice.
10. A payment register should be maintained and should be made available to the office for necessary checking/inspection every fortnight by the concerned officer(s).
11. A lot of Institute's materials are lying in the open within the campus. The contractor should ensure that the labours engaged for various type of works do not indulge in unscrupulous activities and if such act is reported the contractor will have to make the necessary payments for the material (s) in question.
12. The implements required for the work should be arranged by the contractor at his own cost and risk.
13. The contractor must give utmost priority for the welfare of the labours engaged by him. If any accident occurs during the execution of his duty/work, the contractor should bear all the medical expenses at his own risk and cost.
14. The contractor will have to enter into an agreement with NERIWALM and the agreement will be valid initially for a period of 01 (one) year from the date of signing of the agreement. Depending upon the performance of the contractor, the agreement may be extended for a further period of one year on mutually agreed terms.
15. The Director, NERIWALM reserves the right to terminate the contract with one month prior notice if the performance of the contractor is not found satisfactory or if any serious allegation is reported against the contractor.
16. The Director, NERIWALM reserves the right to accept/reject any or all tender without assigning any reason thereof..



*Dolabari*  
12/07/17  
Deputy Director (Admin)

## INSTRUCTIONS TO BIDDERS REGARDING ONLINE BID SUBMISSION

### 1. Bidding Methodology:

Single-stage Two-Bid System (Technical Part and Financial Part to be submitted at the same time) shall be followed.

### 2. Broad outline of activities from Bidders prespective:

- i) Procure Digital Signature Certificates (DSC) for users of the organization (if not procured earlier)
  - ii) Register your organization on Electronic Tendering System® (ETS) Portal of TCIL (<https://www.tcil-india-electronictender.com>) if not already registered
  - iii) Create Users and assign roles on ETS
  - iv) Assign Tender to a department of your organization on ETS
  - v) Download Official Copy of Tender Documents from ETS
  - vi) Clarification to Tender Documents on ETS
    - Post query to TCIL (Optional)
    - View response to queries posted by TCIL
  - vii) Online Bid-Submission on ETS
  - viii) Attend Online Public Tender Opening Event (TOE) for Techno-Commercial Bid on ETS
    - Opening of Technical-Part
  - ix) Post-TOE Clarification on ETS (Optional)
    - Respond to TCIL's Post-TOE technical queries
  - x) Attend Public Online Tender Opening Event (TOE) for Financial Bid on ETS
    - Opening of Financial-Part
- (Only for Technically Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### 3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and to become compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC).

also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### 4. Registration

To use the Electronic Tender® portal (<https://www.tcil-india-electronictender.com>) the Bidder

need to register on the portal. Registration of bidders organization is to be done by one of its

senior persons who will be the main person coordinating for the e-tendering activities. In ETS

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.

**Note: After successful submission of Registration details online and Annual Registration Fee (Rs. 6,000/- + Service Tax @ 14%) physically to TCIL, please contact e-Tendering Helpdesk (as given in Section 1), to get your registration accepted/activated. The Annual Registration Fee can be submitted by the following modes:**

i) DD in favour of "Telecommunications Consultants India Limited" is to be submitted to Sr. Manager (F&A-IT), TCIL, TCIL Bhawan, 6th Floor, G.K.-I, New Delhi-110048.

Or

ii) Fee Amount can be deposited in TCIL's Bank Account No. 000705005880 in ICICI Bank, Connaught Place Branch, IFSC Code: ICIC0000007 by electronic transfer and Transaction Details to be emailed to [ets\\_support@tcil-india.com](mailto:ets_support@tcil-india.com)

### 5. On-Line Submission

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of Acceptance/Rejection of General Terms & Conditions
- iii) Submission of Acceptance/Rejection of Special Terms & Conditions
- iv) Submission of particulars of EMD

v) Submission of **Technical Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Duly filled in Bid Submission Form as per Section – 9
- b) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- c) Scanned copy of Documentary Evidence of Eligibility Criteria
- d) Technical Offer specifying Make & Model of the Offered Product
- e) Product Data Sheet/ Product Brochure
- f) Un-priced Bid Schedule as per Section-5
- g) Any other supporting documents the bidder wishes to submit as a part of Technical Offer

vi) Submission of **Financial Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Financial Part must contain the Price Bid Schedule as per Section-5.

The entire bid-submission as above would be online on ETS.

### 6. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) to Director, NERIWALM, Dolabari, P.O. Kaliabhomora, Tezpur - 784027 before the due date & time of submission in a Sealed Envelope, the envelope shall bear, the Tender No. & Description and the words 'DO NOT OPEN BEFORE' (due date & time):



- EMD/Bid Security (Original) for 2% of the estimated amount by Demand Draft in favour of "Director, NERIWALM, Dolabari, Tezpur – 784027" in the prescribed format from a scheduled bank.
- Pass Phrase for Technical and Financial Bid

### **7. Special Note on Security of Bids**

Security related functionality has been rigorously implemented in ETS in a multi-dimensional

manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid

Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder

himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult

to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Online Public Tender

Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. A bid cannot be opened without a correct Pass-Phrase.

**It may also be noted that if a bidder fails to furnish the correct Pass-Phrase during the**

**TOE of Technical Part, the bid shall be rejected. If the bidder fails to furnish the correct**

**Pass-Phrase during the TOE of Financial Part, not only shall the bid be rejected but also**

**the EMD shall be forfeited.**

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### **8. Online Public Tender Opening Event (TOE)**

ETS offers a unique facility for 'Online Public Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Online Public

Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a

Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Online Public Tender Opening Event

(TOE)' has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the

bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during

a



manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Online Public Tender Opening Event (TOE)'. ETS 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 TCIL for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens. ETS 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'.

### 9. Other Instructions

For further instructions, the Bidder should visit the home-page of the portal (<https://www.tcilindia-electronictender.com>), and go to the **User-Guidance Center**. The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on ETS
- ii) Register your organization on ETS well in advance of tender submission deadline on ETS
- iii) Get your organization's concerned executives trained on ETS well in advance of tender submission deadline on ETS
- iv) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

### 10. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7)
- Broadband Internet Connectivity.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)



## 11. Bidders Training Program

One day training (10:00 hrs. to 17:00 hrs.) is arranged on payment basis which is scheduled as indicated in Section – 1 of this tender at TCIL Bhawan, Greater Kailash-I, New Delhi 110048. Training is optional. Bidders opting for Training shall have to pay Rs. 2,500 + Service Tax @14% by Demand Draft in favour of “Telecommunications Consultants India Limited” payable at New Delhi and are required to carry a Laptop with device for Wireless Connectivity to Internet as TCIL will not provide Internet connectivity to the trainees. Bidders are required to inform number of participants from their organization latest 2 working days prior to training schedule

