



भारत सरकार, रक्षा मंत्रालय / Govt. of India, Ministry of Defence
कार्यालय छावनी परिषद् जतोग / Office of the Cantonment Board Jutogh
तहसील एवं जिला शिमला; हि०प्र०-171008 / Tehsil and District Shimla (H.P.) -171008
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पत्रांक/ No. CBJ/110/2023-24/Misc/400

दिनांक/ Dated: 12th April ,2023.

COMPLETE E-TENDER DOCUMENT

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E-TENDER NOTICE 2023-24

E - Tenders are invited through electronic tendering system under two-bid system <http://defproc.gov.in> from registered contractors who are technically and financially capable up to prescribed date according to terms and conditions given in tender form for the OPEN TENDER for the financial year 2023-24 of below mentioned works. Contractor of H.P.P.W.D., C.P.W.D., M.E.S, IPH, Railway etc. have to register their firms in Cantonment Board, Jutogh before applying for E-tender.

Sr. No.	Name of work	Estimated cost	Earnest Money	Security	Tender Form Fee
1.	Term Contract for Miscellaneous Public Improvement Works in Jutogh Cantt.	Rs. 20,00,000/-	Rs. 40,000/-	@10% of the rates quoted by the lowest contractor and approved by the Board	Rs. 1000/-

(The amount may increase or decrease subject to the sanction of the budget estimates (Revised) and availability of funds.)*

Critical Dates:

1.	Publishing Date and time of tender documents through E-procurement http://defproc.gov.in .	13/04/2023 1700 Hrs
2.	Start Date and Time for downloading of tender documents	13/04/2023 1700 Hrs
3.	Last Date and Time for downloading of tender documents	04/05/2023 1700 Hrs
4.	Start date and time of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	14/04/2023 1000 Hrs
5.	Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	04/05/2023 1700 Hrs
6.	Last date and time for registration of firm with Cantt. Board Jutogh	04/05/2023 1600 Hrs
7.	Last date and time for submission of original Technical Bid Documents (Cover 1) as per checklist at page No.13-14. Copy shall be uploaded online and original to be submitted offline as per due dates.	06/05/2023 1100 Hrs
8.	Date and time for opening of Technical bids (Cover 1)	After 06/05/2023
9.	Date and time for opening of Financial bids (Cover 2)	Will be intimated after technical evaluation

- Only the contractors registered with the Cantonment Board Jutogh Cantt. shall participate in the tender.
- The contractors who have already registered in Cantt. Board Office are required to renew their registration for financial year 2023-24.
- Cost of tender fee as per mentioned above shall be non-refundable.

4. Please note that cover No. 2 (Financial bid/tender) will be opened only in respect of qualified and eligible contractors who fulfill the eligibility/criteria according to their submitted (Application) in Cover No. 1 (Technical Bid).
5. Uploading of bid/tender does not constitute any guarantee for opening of financial bid of tenderers. Opening of Financial bid (Cover No. 2) of tender will be decided by the Accepting Officer based on inter-alia, past tract record, financial position & experience by the applicant/contractor. The Accepting Officer shall receive application (Cover No.1, Technical Bid)&financial bid/tender (Cover No. 2) upto the last date and time of bid/tender submission/extended date of bid/tender submission as applicable and as mentioned.
6. No Conditional tenders will be accepted.
7. **Manual Bids will not be accepted.**
8. The Bidder/contractor is bound by all rules and regulations, terms, and conditions fixed by the Cantonment Board and any violation may invite forfeiture of his earnest money.
9. The bidder may download the “Tender Document” and other terms and conditions as available on the web site of <http://defproc.gov.in>.
10. The interested tenderers shall register with the e-tendering portal of Government and submit their bids on line after logging in to their accounts at themselves registered with website <http://defproc.gov.in> (organization Dir. Gen. Defence Estate, HQ.)
11. The interested bidders may also visit the website of Cantonment Board Jutogh (<https://jutogh.cantt.gov.in>) for further details.
12. Prospective bidders are requested to browse through these two web sites regularly as any further amendments will be published in these websites only.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Contractor of H.P.P.W.D., C.P.W.D., M.E.S, IPH, Railway etc. have to register their firms in Cantonment Board, Jutogh before applying for E-tender.
2. Only the contractors registered with the Cantonment Board Jutogh Cantt shall participate in the tender.
3. Cost of tender is Rs. 1000/- (Rupees One Thousand Only) which is to be deposited at the office of Cantonment Board Jutogh, in the form of M Collect Receipt before submitting Online Bids. Copy shall be uploaded online and original to be submitted offline as per due dates.
4. Cost of Tender Fee shall be non-refundable.
5. Please note that Cover No. 2 (Financial bid/tender) will be opened only in respect of qualified and eligible contractors who fulfill the eligibility/criteria according to their submitted (Application) in Cover No. 1 (Technical Bid).
6. **The tenderers may note that for each of the work they will have to submit separate e-tender**
7. M Collect Receipt OR Demand Draft from any scheduled/ Nationalized Bank of **Rs. 40,000/-**(Rupees Forty Thousand Only) drawn in favor of the Chief Executive Officer, Cantonment Board, Jutogh must be sent with tender as earnest money without which the tender will not be considered. Copy shall be uploaded online and original to be submitted offline as per due dates.
8. Contractor should quote rates in percentage, contractor should quote his %age rate above/below MES SSR 2020.
9. The tenders are subject to the approval of the Cantonment Board, Jutogh who does not bind themselves to accept the lowest tender or to give reasons for rejecting any tender.
10. The successful contractor will have to deposit a security @10% of the rates quoted by the lowest contractor and approved by the Board in shape of FDR (Fixed Deposit) pledged in favor of the Chief Executive Officer, Jutogh within 7 days of the date of acceptance which will be refunded after 2 year of the completion of the work, if not, earnest money will be forfeited and his tender will be cancelled and allotted to 2nd lowest with the approval of the Board.
11. If the Term contract amount exceeds beyond 10 Lakhs, the security money @10% of the exceeded amount have to be deposited in the office in shape of FDR (Fixed Deposit) pledged in favor of the Chief Executive Officer, Jutogh which will be refunded after 2 year of the completion of the work.
12. The successful contractor will have to execute an Agreement on Non-Judicial stamp paper of the appropriate value along with security amount within 7 days of acceptance of tender.
13. The contractor will have to pay the royalty of stones quarried from Cantonment area permitted by the Chief Executive Officer. The Cantonment Board will fix the royalty payable.
14. The Cantonment Board, Jutogh, shall supply no material of any description viz. cement, steel, etc.

15. The contractor will have to execute the work within the time specified in work order. If the work is not completed within the time specified in work order, the contractor should apply for extension of time to complete the work before the expiry of prescribed date to the Chief Executive Officer, Jutogh . If the Chief Executive Officer, satisfied with the reason specified by the contractor for extension, the extension of time may be given to complete the work, Failing which, the contractor will have to pay penalty of **Rs. 500/-**per day till the work is not completed. The penalty will be recovered either from bills of the contractor or from the security deposit.
16. Apart from point no. 15, The Chief Executive Officer will be at liberty to get the work executed through any other Agency at risk and cost of the contractor and recover the excess expenditure from security of the contractor and if the security falls short the contractor will pay the difference in cash. if the contractor fails to execute any work entrusted to him within prescribed time.
17. Conditional tender will not be accepted.
18. The contractor will have to pay for the water charges @ **Rs. 10/-**per thousand rupees of work executed irrespective of the fact whether water used on a particular work or not.
19. Income tax, Sale tax and other taxes will be deducted from the bill of the contractor as per Govt. Rules.
20. Contractors should execute the work as per full specification in the MES SSR, 2020 and as per full satisfaction of Engineer-in-charge/CEO.
21. The Cantonment Board/CEO reserve all the rights to accept or reject any or all tenders without assigning any reason.
22. A tenderer shall be deemed to have full knowledge of all relevant documents, working condition and such other conditions, which effect entire work. The Cantonment Board do not bind themselves to accept the lowest tender or to give any explanation for not accepting the lowest tender.
23. Any original application/technical bid (Cover 1) received without any of the enclosures mentioned in checklist and after the due date and time will liable to be rejected.
24. The CEO/Cantt. Board reserve the right to accept or reject any application if found to be lacking in any of the above requirements.
25. **NO MANUAL BID WILL BE ACCEPTED.**
26. The contractor shall be required to undertake the work immediately as soon as the work order is placed to the firm and the date of commencement of the work should be informed to the Cantt. Board accordingly.
27. The contractor will not claim, if there is any increase/decrease of the estimated cost.
28. The contractor should execute the work as per specifications mentioned in MES, SSR schedule part I & II and will got the material approved by the Chief Executive Officer, Jutogh before using the same. The Chief Executive Officer, Jutogh and Engineer Incharge will have right to get the sample approved from any govt. approved laboratory at the risk and cost of the contractor.

29. The contractor will be responsible for all the payments pertaining to the Labour and it is responsibility of contractor to adhere to provision of all Labour Laws and Minimum Wages Act while executing the work.

30. This Tender Notice will be the part of the Contract Agreement.

31. **MODE OF SUBMISSION OF TENDER**

The tenderers has to submit online bids viz. Technical bid (Cover 1) and financial bid (Cover 2).The technical bid (Cover 1) must be accompanied with the following documents:-

I. Technical bid, upload the following documents in the technical bid (Cover1):-

- a. Scanned copy of the application.
- b. Scanned copy of Permanent Account Number (PAN) Card.
- c. Scanned copy of Registration Certificate from MES/CPWD/PWD/IPH and Railway etc. of the appropriate class / Category along with latest renewal certificate.
- d. Scanned copy of Certificate of Registration from sale tax department for VAT/GST.
- e. Scanned copy of the M collect receipt/FDR/ Demand Draft for Earnest Money Deposit (EMD).
- f. Scanned copy of M collect receipt against payment of tender form fee. (Not refundable)
- g. Scanned copy of M collect receipt against payment of registration fee for registration of the firm with Cantonment Board Jutogh (Not refundable).
- h. Scanned copy of Address Proof of Bidder.
- i. Scanned copy of Work done certificate of last 3 years.
- j. Scanned copy of registration with EPF, ESI and labour department.
- k. Scanned copy of Experience certificate and satisfaction certificate issued by the competent authority.
- m. Scanned copy of the details of skilled and unskilled labour available with the contractor.
- n. Scanned copy of the details of machinery and equipments along with other infrastructure available with the contractor/firm.
- o. Scanned copy of the balance sheet for last 03 years.
- p. Scanned copy of the Character certificate issued by the Distt. Administrative authorities.
- q. Scanned copy of the undertaking from the competent authority, that the contractor/firm has neither been banned nor any contract has been terminated in last 05 years by any Govt. Deptt.
- r. Scanned copy of Tender Document from Page No. 04 -11 duly signed by the contractor.

- s. Scanned copy of checklist at page No. 12-13 of tender document.

All photocopies should be self-attested

II. Financial / Price bid (Cover 2)

- a. Schedule of Financial/Prince bid in the form of BOQ _ XXXX.xls/ BOQ..XXX.pdf PDF Form. Do not tamper / change the BOQ sheet otherwise bid will be rejected. Only mention the Name of the firm and percentage of rates in the columns.
32. Date and time for submission of original application including all the related documents in original as mentioned in Checklist/Technical Bid(Cover 1) is 06.05.2023 1100 Hrs. The cover 1 must be sealed and addressed to the Chief Executive Officer, Jutogh Cantt. Tenderer is required to mark the name of the work he is applying for, on the Envelop.

33. OPENING OF TENDER

I. Technical bid (Cover 1): Technical bid will be opened in the Office of the Cantonment Board, Jutogh in the presence of Chief Executive Officer/tender committee(Bid openers).Any or all present participants or their agent may be present at the time of opening of tender; even if any participant or their agent is absent, the bid will be opened in stipulated time. Technical bid will be opened online first to verify its contents as per requirement. If the various documents contained do not meet the requirements of the Cantonment Board Jutogh Cantt, the contractor's financial bid will not be considered for further action.

II. Financial bid(Cover 2):This shall be opened after only if contents of Technical bid (Cover 1) uploaded online as per checklist are found acceptable to the Cantonment Board, Jutogh and original are submitted offline in the office of Cantonment Board Jutogh as per due dates. Financial bid of only those tenderers who qualified in the technical bid (Cover 1) and original documents submitted in the office, will be opened on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "Document Decryption Failed" reason and if minimum three financial bids i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered to be rejected.

Cantonment Board, Jutogh is not responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/ e-bid shall be submitted in time.

33. Technical bid and financial/price bid will be submitted concurrently, duly digitally signed in the website portal <http://defproc.gov.in/cppp/>. The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.

34. Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender inviting Authority form an integral part of contract Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice

35. The tenderer shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the

designated location of Technical Bid. He needs to fill up the rates, downloaded for the work in the designated cell and upload the same in designated location of financial bid.

36. The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.

37. For submission of e-tender, bidders are requested to get themselves registered with <http://defproc.gov.in> website along with class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003. For complete details, refer website <http://defproc.gov.in> at CPP portal.

38. The department may issue amendment / errata to the tender documents before due date of submission of tender. The tenderers are required to read the tender documents in conjunction with amendments, if any, issued by the department. The tenderer is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the tenderer on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the department shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site of <http://defproc.gov.in> and will also be uploaded on Cantonment Board web site <https://jutogh.cantt.gov.in>. The contractors shall visit these sites from time to time to see these amendments/erratas.

39. The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.

40. Cantonment Board Jutogh / CEO reserves the right to postpone and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from the Cantonment Board.

SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS EPROCUREMENT PORTAL

1. Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline /SafeScrip/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.

7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <http://defproc.gov.in> or <https://jutogh.cantt.gov.in>
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
10. Bidder should arrange for the EMD and tender fee as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids, Which are not Frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. The Contract provides for Offline payments, the details of the Earnest Money Deposit(EMD)in the form of Demand Draft from the Scheduled bank drawn in favor of Chief Executive Officer, Jutogh Cantonment Board, tender fee in the form of Cash Deposit Receipt Cantt 46-S) and Registration fee of firm with Cantt. Board in the form of Cash Deposit Receipt (Cantt 46-S) be submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

Aforementioned conditions are acceptable to me.

Signature of Contractor.

CHECKLIST OF DOCUMENTS OF TECHNICAL BID/PREQUALIFICATION (Cover 1)

Sr. No.	Item/Document	Description	Uploaded (Yes/No)
1.	Scanned copy of the application		
2.	Scanned copy of Permanent Account Number (PAN) Card		
3.	Scanned copy of Registration Certificate from MES/CPWD/PWD/IPH and Railway etc. of the appropriate class / Category along with latest renewal certificate.		
4.	Scanned copy of Certificate of Registration from sale tax department for VAT/GST.		
5.	Scanned copy of the M Collect receipt /FDR/ Demand Draft for Earnest Money Deposit (EMD).		
6.	Scanned copy of M Collect receipt against payment of tender fee (Not refundable)		
7.	Scanned copy of M Collect receipt against payment of registration fee for registration of the firm with Cantonment Board Jutogh (Not Refundable).		
8.	Scanned copy of Address Proof of Bidder/Contractor		
9.	Scanned copy of Work done certificate of last 3 years.		
10.	Scanned copy of registration with EPF, ESI and labour department.		
11.	Scanned copy of Experience certificate and satisfaction certificate issued by the competent authority		
12.	Scanned copy of the details of skilled and unskilled labour available with the contractor.		
13.	Scanned copy of the details of machinery and equipments along with other infrastructure available with the contractor/firm		
14.	Scanned copy of the balance sheet for last 03 years.		
15.	Scanned copy of the Character certificate issued by the Distt. Administrative authorities must be accompanied with the application.		
16.	Scanned copy of the undertaking from the competent authority, that the contractor/firm has neither been banned nor any contract has been terminated in last 03 years by any Govt. Deptt.		
17.	Scanned copy of Tender Document from Page No. 04 -11 duly signed by the contractor		
18.	Scanned copy of checklist at page No. 12-13 of tender document.		

Note: All documents should be self-attested.

Date:

Signature of Tenderer

TERMS & CONDITIONS FOR CONTRACTOR REGISTRATION

Contractor should bring following documents for registration renewal of registration of firm with Cantt. Board Jutogh

- 1) The contractor/firm should be registered for similar works in the departments like CPWD, PWD, IPH, MES, and Railway etc. The certified copy of the same must be attached along with the application.
- 2) The contractor/firm should have registration from ST, IT etc. The certified copy of the same and PAN card must be attached along with the application.
- 3) The contractor/firm should be registered with EPF, ESI and labour department. The certified copy of the same must be attached along with the application.
- 4) Experience certificate and satisfaction certificate issued by the competent authority must be attached along with the application.
- 5) The contractor/firm should submit the work done certificate for the last 03 years.
- 6) The details of skilled and unskilled labour available with the contractor must be attached along with the application.
- 7) The details of machinery and equipments along with other infrastructure available with the contractor/firm should be submitted.
- 8) The contractor/firm should submit the balance sheet for last 03 years.
- 9) The Character certificate issued by the Distt. Administrative authorities must be accompanied with the application.
- 10) The undertaking from the competent authority must be accompanied with the application, that the contractor/firm has neither been banned nor any contract has been terminated in last 03 years by any Govt. Dept.

(Note: Bring photocopy and original copy of above-mentioned documents for registration.)

Registration fee is as under:-

Works Amount	Registration Fee
Registration for works upto 5 lacs	1000/-
Registration for works upto 5 to 10 lacs	2000/-
Registration for works upto 10 to 15 lacs	3000/-
Registration for works upto 15 lacs and above	5000/-

Renewal fee @25% of the above charges.

Sd/xxx
CHIEF EXECUTIVE OFFICER, JUTOGH
(R.P. SINGH)