

(केन्द्रीय विश्वविद्यालय)  
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174

(A Central University)  
Srinagar Garhwal (Uttarakhand) - 246174

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GST CONCESSION	TU/V/RG-CDE(219)/2019 Dated 16.05.2019 valid up to 23.08.2023 (Ministry of Science & Technology, Department of Scientific & Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi)	

NIT NO. : HNBGU/ET/2022/28A

Dated: 10.12.2022

## E-TENDER DOCUMENT FOR

**“Maintenance of Gardening, Horticulture and Landscaping features in Chauras / Srinagar Campus of HNBGU for the period of 03 months (1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023).**

Last Date & Time of Submission of Bid	Up to 14:00 Hrs on 30.12.2022	
Date & Time of Online Opening of Bids	Technical Bid	Price Bid
	14:30 Hrs on 30.12.2022	16:00 Hrs on 30.12.2022

(<https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in))

Total No. of Pages -31

**Dr.(Ajay Kumar Khanduri)**  
**(REGISTRAR)**

**Er. (V.N.Bahuguna)**  
**(EXECUTIVE ENGINEER)**

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**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY**  
**SRINAGAR GARHWAL, UTTARAKHAND**  
**E- Tender Enquiry (ETE)**

**NIT NO. : HNBGU/ET/2022/28A**

**Dated: 10/12/2022**

Name of Work:- **Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023).**

Online Percentage Rate Bids/ Tenders in Two Bid system (1.Technical 2. Financial) are invited from reputed contractors of appropriate class & category registered with CPWD, State PWD, MES, Railway, Const. and Maintenance Department of HNBGU working contractors having experience of working in Central/ State Government, Public Sector undertaking/ Autonomous Organization of the Central/ State Government for **"Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (1<sup>st</sup> January 2023 to March 2023)"**. Kindly submit your bid / tender giving lowest Percentage Rate along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before 30/12/2022. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com> or

NAME OF WORK	“Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (January 2023 to March 2023)”	
TENTATIVE ESTIMATED COST	Rs. 300000.00 per month or Rs. 900000.00 for three months	
EARNEST MONEY DEPOSIT (EMD)	Rs. 18000.00	
Pre Bid Meeting Date	Not Required	
Tender Type (Open/ Limited/EOI/Auction/Single)	Open online	
Tender Category (Services/Goods/Works)	Maintenance of horticulture operations and Garden features	
Product Category: (Civil Works/Electrical Works/ Horticulture)	Horticulture work	
TENDER PROCESSING FEES	As per e-Procurement portal <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> directions(Non refundable)	
COMPLETION PERIOD	90 days from the date of issue of work order	
Last date & time of online submission of bid, online EMD and other documents as specified in the bid document	Up to 14:00 Hrs on 30.12.2022	
Date & Time of Online Opening of Bids	Technical Bid	Financial Bid
	14:30 Hrs on 30.12.2022	16:00 Hrs on 30.12.2022
Validity of tender	90 days from the date of opening of financial bids	
Performance Guarantee	5% of tender cost	
Security deposit	2.5% will be recovered from the bills up to maintenance/ defect liability period. Security can be deposited in the form of TDR pledged in fever of Finance Officer, HNBGU.	
Defect Liability Period/ maintenance period	01 month after completion of work	
The tender forms and other details can be downloaded from the websites <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> or <a href="http://www.hnbg.ac.in">www.hnbg.ac.in</a>		

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**(REGISTRAR)**

**Er. (V.N.Bahuguna)**  
**(EXECUTIVE ENGINEER)**

### Eligibility Criteria for Technical bid

Only those bidders, who are Registered Sole Proprietor /Partnership firm/Contractor or Company and meet the following conditions, can participate in the tender.

Following Certificates must be scanned and uploaded:

1. Self attested Documentary proof of registration of Sole Proprietorship /Partnership firm /Contractor.
2. Registration certificate with CPWD, State PWD, MES, Railway, Construction and Maintenance Department of HNBGU as the case may be (Registration certificate should be valid on the day of opening of tender).
3. Registration certificate with Employees Provident Fund Organization (EPFO).
4. Self attested Documentary proof of **GST** Certificate.  
(The bidders must have a valid GST No. to participate in the tender)
5. Self attested Documentary proof of **PAN Card**.
6. Online EMD of Rs. **18000.00** must be deposited by the Bidder.
7. Experience of having successfully completed similar work individually costing not less than as stated below during the last 5 years ending previous day of last date of submission of bids.

- i. Three similar works, each of value not less than 40% (**Rs.360000.00**) of the estimated cost,  
(or Rs. 1,20,000.00 per month)

OR

- ii. Two similar works, each of value not less than 60% (**Rs.540000.00**) of the estimated cost,  
(or Rs. 1,80,000.00 per month)

OR

- iii. One similar works of value not less than 80% (**Rs.720000.00**) of the estimated cost.  
(Rs. 2,40,000.00 per month)

Completion certificate issued by Competent Authority of said client department will only be considered. Competent Authority means officer of not below the Rank of Executive Engineer/ Equivalent would be acceptable.

**Similar works mean: - Maintenance of Gardening, Horticulture and Landscaping features.**

8. An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department". (as per enclosed format)
9. An undertaking by the bidder that his/her any near relative **is/are not** employed in **Construction and Maintenance department/Land Development Wing of HNBGU** or **not employed as "A" class officer of H.N.B. Garhwal University**. A copy of declaration by the tenderer/ Bidders/contractor regarding acceptance to Terms & Condition of the Tender. (as per enclosed format)

All above documents/ details are mandatory without which tender will not be considered.

**DECLARATION REGARDING BLACKLISTING/ DEBARING**

I/ We Director(s)/Authorized Signatory of of M/S ..... hereby declare that the firm/bidder has not been blacklisted or debarred in the past by H.N.B.Garhwal University Srinagar Garhwal or any other Government Department/Organization.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by H.N.B.Garhwal University, and EMD shall be forfeited. In addition to the above, H.N.B.Garhwal University, will not be responsible to pay the bills for any completed/ partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE BIDDER/ CONTRACTOR WORKING IN  
HEMVATI NANDANBAHUGUNA GARHWAL UNIVERSITY SRINAGARA ARHWAL**

I/We, HNBGU / Director/Authorized Signatory of the company M/s .....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in Construction and Maintenance department of HNBGU or employed as “A” class officer of H.N.B. Garhwal University.

In case at any stage, it is found that the information given by me is false/incorrect, H.N.B.Garhwal University, Srinagar Garhwal shall have the absolute right to cancelled the Tender agreement and forfeit the earnest money/security deposit. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband(brother-in-law)

SIGNATURE OF THE BIDDER WITH SEAL

## Work Experience

**Working experience of similar nature of works with Govt. Offices/ Semi-Govt./ State Govt./ IITs/ PSUs / Autonomous Organization of the Central/State Government / PSUs. (Proof of satisfactory work executed to be enclosed)**

S.No.	Description of work	Date of Start	Date of Completion	Address/ Location/Name of the Client	Value of work satisfactory completed done

Please enclose the certificate(s) issued by the competent authority of client department(s) not below the rank of Executive Engineer/Equivalent.

## Bidders/ Contractors Profile Form

Sl. No	Item	Detail		
01	Contractors Name			
02	Place of Registration and Registration No –  (Registered with CPWD, State PWD, MES, Railway, Const. & Maint. Deptt. of HNBGU) (Enclose self attested copy)			
03	Year for Establishment of Firm			
04	Full Postal Address			
05	E-mail address		Website address	
06	Contact Person's Name		Contact No	
07	GST No  (Enclose self attested copy)		PAN  (Enclose self attested copy)	
08	Constitution of legal status of Bidder (In case of firm) (Attach self attested copy)			
09	Registration as contractor in Govt. organization (Enclose self attested copy)			
10	Registration certificate with EPFO(Enclose self attested copy)			
<p><b>Note:</b> Bidder must print GST No., Pan No. and Current Bank Account No with IFSC code etc. on their Letter Head / Bill / Quotations.</p>				



## Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments

### Details of Account Holder:

1.	Bidder-Firm/Contractor	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Mobile Number	
5.	E-mail	

### Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

**Note: All the information mentioned above is to be filled in online only**

## General Rules & Directions for Bidders

1. Tender application/ document can be seen and downloaded from University **website:** [www.hnbggu.ac.in](http://www.hnbggu.ac.in)
2. The interested bidder must read all terms and conditions of HNBGU carefully. He/ She should only submit the bid if he/she considers himself/ herself eligible and is in possession of all the documents required.
3. Information and Instructions for bidders shall form a part of bid documents. Information and Instructions can be seen and downloaded from website <https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)
4. Tender should be submitted through online mode only at e-Procurement portal <https://mhrd.euniwizarde.com> along with all the supporting documents. For details of online submission process refer to bidder manuals on e-Procurement portal. Bidders are advised to go through Instructions to bidder for e-tendering before submitting tender online. Manual submission of tender is not permitted and bids submitted manually will be rejected.
5. The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission at their own. For more details visit <http://mhrd.euniwizarde.com>
6. Bidders are advised to inspect and examine the site and satisfy themselves before submitting their tender as to the nature of the site, the means of access to the site, the accommodation they may require and about the desired requirement of work. Also, obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.  
A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding otherwise shall be allowed.  
The Bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, machines, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.  
Submission of a tender by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done.
7. The bid can be submitted only after submission of Processing fee and **EMD of Rs. 18000.00** through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.
8. Firms, which are not registered on the website <https://mhrd.euniwizarde.com>, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
9. The intending bidder must have valid **class-III digital signature** to submit the bid.
10. On opening date, the bidder can login and see the bid opening process. After opening of bids, he/she will receive the competitor bid sheets.

11. Copy of documents of eligibility as specified in the bid document in the form of JPG format and PDF format shall be scanned and uploaded to the e-tendering website within the period of bid submission.
12. Online Financial bid documents submitted by intending bidders shall be opened only for those bidders, whose EMD is deposited and other documents are scanned and uploaded and found in order.
13. The bidders should quote **their lowest rates** based upon the Terms and Conditions forming part of their tender document. The quoted rates as per **Financial Bid** shall include **all taxes** i.e. GST and Labour cess etc. Work Order will be placed to the successful bidder (quoting lowest rates) out of the eligible bidders.
14. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within **30 days** after finalization of the tenders.
15. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
16. The contractor whose tender is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the tendered amount within the period 07 days from the date of issue of letter from HNBGU. This guarantee shall be in the form of Deposit at call receipt of any scheduled Bank/Banker’s cheque of any scheduled Bank/Demand Draft of any scheduled bank/pay order of any scheduled Bank on prescribed format by University. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus minimum 60 days beyond that. On the application by contractor, PG will be released within **30 days** after completion of work.
17. The Earnest Money Deposit (EMD) of bidders, whose rates are approved, will be returned within **30 days** after deposition of Performance Guarantee.
18. Opening of Financial Bids: The University authority will make a decision on those bids qualified after the Technical evaluation.
19. **Criteria for Bid Evaluation:** The contract will be awarded to the bidder who will have the lowest rates subject to the fulfilling the eligibility.
20. Acceptance/Non-acceptance of bids: The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
21. The University Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
22. Tenders shall be kept valid for at least a period of **90 (Ninety)** days from the date of opening.
23. Successful Bidder will have to sign the contract **within 7 (seven) working** days from the date of issue of work order by HNBGU.
24. **An amount equal to 2.5 % shall be deducted as security money from the bills of the contractor and shall be retained up to defect liability period/ maintenance period and that may be release after completion of successful defect liability period, which is 01 month in this case. No interest will be paid on the amount of the security deposit deducted from the bills. Security can be deposited in the form of TDR pledged in favor of Finance Officer, HNBGU.**
25. The quoted rate should be valid till end of agreement period / Financial Year.
26. In case, the Bidder/ firm fail to comply the terms & conditions, the University may terminate the contract without assigning any reason.

27. All suits shall be in the courts of **Pauri Jurisdiction** only.
28. The successful bidder will be liable to complete the work **“Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (January 2023 to March 2023)” on regular basis** within a period of 90 days of getting the order or till March 31,2023. If the successful bidder does not start the work in time or stops the **work** midway or leaves the work altogether, his/her EMD/PG will be forfeited and the University shall have the right to cancel the order.
29. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites, <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in).
30. The rates of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.
31. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.

## GENERAL CONDITION OF CONTRACT (GCC)

### 1. TENDER RATES:-

The rates offered by Tenderer must include the cost of transportation of material to the site, all taxes such as GST and Octroi etc. complete **in all respect** for which the items of work is intended to be operated. No extra payment shall be made except specified in the item.

### 2. SPECIFICATION OF WORK:

All the items shall be executed **as per** CPWD specification. Sub-standard work and material in any case shall not be accepted and all the necessary removal/redone shall be done by the contractor at his own.

**CPWD specification, rules and conditions issued from time to time for such nature of work will be followed.**

### 3. COMMENCEMENT OF WORK:

The Contractor shall commence the work on site from 01.01.2023 and shall continued the regular maintenance of Gardening, Horticulture and landscaping features till 31.03.2023 on receipt of work order/ Letter of Intent.

#### COMPLY OF LABOUR ACT & SAFETY CODE

The contractor shall fully responsible to comply with the directions as per labour act.

The contractor shall observe all statutory safety and legal requirements regulations issued by Central and State Governments applicable to the work as well as any local regulations applicable to the site issued by the HNBGU or any other authority.

### 4. INCOME TAX AND OTHER TAXES:

Statutory deductions for Income tax, GST, labour cess and any other tax as per the applicability shall be made from the payment as per prevalent rate and rules in this regards.

### 5. DEFECTS LIABILITY PERIOD/ MAINTENANCE PERIOD:

Defect liability period shall be **01 month** after virtual completion of the task. The date of **satisfactory completion certificate**, issued by the In-charge of **work/user** shall be the VIRTUAL COMPLETION. Any defects developed within 'Defect Liability period' of **01 month** will have to be rectified by the contractor by his/her own expenditure. The rectification of such defects shall be taken immediately on receipt of written notice from the Owner/Nodal Officer Land Development and such defects may extend 'liability period. In case of failure to do so the owner shall get the rectification work done by any other agency at the risk and cost of the contractor. **Security Amount will be refunded after successfully completion of maintenance period.**

### 6. SECURITY MONEY: An amount equal to 2.5% shall be deducted as security money and shall be retained up to **01 month** against defect liability/ maintenance period that may be release after completion of successful defect liability period without any interest. Security can be deposited in the form of TDR.

7. **SUPPLY OF MATERIALS TOOLS AND PLANT:** The contractor shall arrange all the material/T&P/Machines etc. required for the work. Any damages caused during transit shall be borne by the contractor and nothing shall be paid on this account by the University.
8. **PAYMENT:** The payment shall be made against the bill submitted by the contractor and verified by the In-charge/Nodal Officer Land Development, based upon the joint measurement by the Contractor. Contractor shall submit 03 copies of the printed bill and 02 copies of the measurement sheets. Payment may be released within 15 days after submitting the printed bill to competent authority of Hemvati Nandan Bahuguna Garhwal University. **The payment shall be made on monthly basis to the contractor.** March Being the last month of Financial year 2022-23, the entire task shall have to be completed upto March 25<sup>th</sup>, 2023 and bill should be submitted till 26<sup>th</sup> so that the final payment may be made within the FY-2022-23.
9. **PENALTY AGAINST DELAY:**  
Entire work will be completed and handed over within stipulated period as mentioned in work order/ letter of intent. The University shall levy liquidated damages against the contractor at the rate of 1% of the total contract value per day week of delay, up to a maximum of 10 % of the total value of the work as penalty against delay.
10. **EXTRA ITEMS:**  
The rates of extra item as decided by the competent authority of Hemvati Nandan Bahuguna Garhwal University as per the manner as above shall be binding to both the parties and shall not be subject to Arbitration. In the case of Extra Item(s) being the schedule items (Delhi Schedule of Rates items), these shall be paid as per the schedule rate plus cost index of tendered work, plus/minus percentage above/ below quoted by the contractor for said work. Extra items in case of non-schedule items (Non-DSR items) shall be made as per the prevailing market rate to be determined by a committee under Construction and Maintenance/Land Development wing with the representation of users and contractor.
11. **WATER AND ELECTRICITY:**  
It is the responsibility of the contractor to arrange Water and Electricity for the work in his own cost. However if provided by the Hemvati Nandan Bahuguna Garhwal University, the actual uses charges of water and electricity shall be borne by the contractor. Water charges @ 1% of gross value of work done shall be deducted from the bill of contractor if provided by the university.
12. **SAFE STORAGE OR MATERIALS:**  
The contractor shall be responsible for the safe storage of material use in the work. Hemvati Nandan Bahuguna Garhwal University is not responsible for any damage or loss of the contractor's material bring for the work by him.
13. **SITE TO BE KEPT CLEAR:**  
The debris shall be removed professionally and stacked, leveled and dressed in environmental friendly manner to a place as directed by the In-charge of work HNBGU.
14. **QUALITY OF MATERIALS, WORKMANSHIP AND TESTS:**  
The Contractor shall provide such assistance instruments, machines, labour and materials, as are normally required for examining, measuring, and testing any work .

The decision of competent authority of HNB Garhwal University regarding the quality of the material and workmanship will be final and binding.

**15. Force Majeure Shall mean and be limited to the following:**

Fire, explosion, cyclone, earthquake, flood, tempest, lightening or other natural physical disaster; War / hostilities, revolution, acts of public enemies, blockage or embargo;

- a. Any law, order, Riot or Civil commotion, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;
- b. Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or;
- c. Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order;

Any other circumstances beyond the control of the party affected;

The contractor shall intimate Executive Engineer/Nodal Officer Land Development, HNBSGU by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, HNBSGU reserves the right to cancel the order.

Completion period may be extended due to circumstances relating to Force Majeure by the In-Charge of the work. Contractor shall not claim any further extension for completion of work. HNBSGU shall not be liable to pay extra costs under any circumstances.

The contractor shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their Tender and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the contractor shall not be liable for delays in performing their obligations under this order and the work dates can be extended to the contractor without being subject to price reduction for delayed deliverables, as stated elsewhere.

It will be prerogative of **H.N.B.Garhwal University Srinagar Garhwal Uttarakhand** to take the decision on force major conditions and HNBSGU decision will be binding to the Bidder.

**16. Bill:**

No advance payment will be made for starting of the works. Payment will be released on monthly basis after completion of the work, for each month.

**Other important conditions:-**

1. HNBSGU may appoint/depute/assign a Project Management consultant (PMC)/ A Committee for supervision of execution of the work. The PMC Project in-charge/Convener of the committee shall be the In charge and the contractor shall take necessary instructions from him.
2. The Contractor shall carry out survey of the work area, at his own cost, setting out the layout and fixing of alignment of the layout as per architectural drawings in consultation with the Engineer-in-Charge and proceed further.

3. The Contractor shall, if required by him, before submission of the tender, inspect the working area in the Office of the Executive Engineer/ Nodal Officer Land Development, HN BGU, IInd Floor, Student Facility Centre Srinagar. The HN BGU shall not bear any responsibility for the lack of knowledge and also the consequences, thereof to the Contractor. It is presumed/understood that the Contractor shall satisfy himself for all possible contingencies, incidental charges, wastages, bottlenecks etc. likely during execution of work and acts of coordination, which may be required between different agencies. Nothing extra shall be payable on this account.
4. The nomenclature of the item given in the schedule of quantities gives in general the work content but is not exhaustive i.e. does not mention all the incidental works required to be carried out for complete execution of the item of work. The work shall be carried out, all in accordance with true intent and meaning of the specifications and the drawings taken together, regardless of whether the same may or may not be particularly shown on the drawings and/or described in the specifications, provided that the same can be reasonably inferred there from may be several incidental works, which are not mentioned in the nomenclature of each item but will be necessary to complete the item in all respects.
5. The contractor(s) shall give to the local body, police and other authorities all necessary notices etc. that may be required by law and obtain all requisite licenses for temporary obstructions, enclosures etc. and pay all fee, taxes and charges which may be leviable on account of these operations in executing the contract.
6. The Contractor(s) shall take all precautions to avoid accidents by exhibiting necessary caution boards day and night. In case of any accident of labours/ contractual staffs, the entire responsibility will rest on the part of the contractor and any compensation under such circumstances, if becomes payable, shall be entirely borne by the contractor.
7. The work shall be carried out in accordance with the assigned horticulture, landscaping plan and other drawings to be issued from time to time by the HN BGU. Before commencement of any item of work the contractor shall correlate all the relevant Landscape and service drawings, nomenclature of items and specifications etc. issued for the work and satisfy himself that the information available from there is complete and unambiguous. The discrepancy, if any, shall be brought to the notice of the HN BGU before execution of the work. The contractor shall be responsible for any loss or damage occurring by the commencement of work on the basis of any erroneous and or incomplete information and no claim whatsoever shall be entertained by the HN BGU on this account.
8. Unless otherwise provided in the Schedule of quantities, the rates tendered by the contractor shall be all inclusive and shall apply to and nothing extra shall be payable to him on this account.
9. The Contractor(s) shall take instructions from the in-Charge/Nodal Officer Land Development regarding collection and stacking of materials at any place. The stacking shall take place as per **stacking plan** however, if any change is required, the same shall be done with the approval of Engineer-in-Charge. The Contractor shall bear all incidental charges for cartage, storage and safe custody of materials, if any as to those materials also arranged by the contractor.
10. Site register & material at site Registers to be maintained by contractor: All site registers and material at site registers issued by the PMC/ HN BGU shall be maintained by the contractor which will be reviewed by the officers of in-charge (PMC)/Convener of Committee, or a



person authorized by HNBGU at regular intervals. Frequency of tests will be governed by the CPWD specifications or manufacturer specifications or as directed by Engineer In charge.

11. For maintenance work, **the attendance register shall be maintained by the contractor.** HNBGU can verify this register at any time. This will be submitted with each RA bill along with particulars as mentioned above.
12. **Prevention of Nuisance And Pollution Control:-** The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners from pollutants like smoke, dust, noise. The contractor shall follow the guidelines of concerned government departments and local/statutory bodies regarding the above work.
13. No payment shall be made for any damage caused by rain, snowfall, flood or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the property and the work for which payment has been advanced to him under the contract and he shall make good the same at his risk and cost . The contractor shall be fully responsible for safety and security of his material, T&P/ Machinery brought to the site by him.
14. The contractor shall be responsible for the watch and ward/guard of the safety of all equipment, services provided by him against pilferage and breakage during the period of installations and thereafter till the work is physically handed over to HNBGU.
15. The contractor shall ensure strict compliance of Govt. orders/SOP/guidelines etc. regarding precautions/steps to be taken for COVID-19 or similar pandemics/disasters at his own cost and nothing extra on this account shall be payable by HNBGU.
16. The Contractor shall make all necessary arrangements for protecting the work etc. from rains, fog or likewise extreme weather conditions, the work already executed and for carrying out further work, during monsoon including providing and fixing temporary shelters, protections etc. Nothing extra shall be payable on this account and also no claims for hindrance shall be entertained on this account.
17. **Tools and Plants** The bidder should own equipment required for the proper and timely execution of the work. Nothing extra shall be paid on this account. No tools and plants including any special T&P etc. shall be supplied by the HNBGU and the Contractor shall have to make his own arrangements at his own cost. No claim shall be entertained on this account.
18. **Royalty** Royalty at the prevalent rates shall have to be paid by the contractor on all the boulders, earth, metals, shingle sand and bajri etc. brought by him for the execution of the work, direct to the Revenue authority or authorized agent of the State Government concerned or Central Government and shall be responsible for any violation or default on this account. Further, contractor may be asked to submit proof of submission of full royalty to the state government or local authority. Nothing extra shall be payable on this account.
19. **Supervision of Work :** Ancillary and incidental facilities required for execution of work like labour camp, stores, nursery, offices for Contractor, watch and ward, water storage tanks,

installation, electricity, water, sewerage etc. required for execution of the work, liaison and pursuing for obtaining various No Objection Certificates, completion certificates from local bodies etc., protection works, testing facilities / laboratory at site of work, facilities for all field tests and for taking samples etc. during execution or any other activity which is necessary (for execution of work and as directed by Engineer-in-Charge), shall be deemed to be included in rates quoted by the Contractor, for various items in the schedule of quantities. Nothing extra shall be payable on these accounts. Before start of the work, the Contractor shall submit to the Engineer-in-Charge for approval, a site / Horticulture and landscaping work yard layout in the area earmarked by HNBGU, specifying areas for Horticulture and landscaping work, site office, positioning of machinery, material yard, manure, plant and other storage, nursery, site laboratory, water tank, etc.

20. **Safety Practices : Warning/ Caution Boards:** All temporary warning / caution boards / glow signage display such as "Horticulture and landscaping work in Progress", "Keep Away", "No Parking", Diversions & protective Barricades etc. shall be provided and displayed during day time by the Contractor, wherever required and as directed by the Engineer-in-Charge and nothing extra shall be payable on this account.

#### **PERTICULAR SPECIFICATIONS AND TERM & CONDITIONS –REGULAR MAINTENANCE OF HORTICULTURE, LANDSCAPE**

##### **I. Scope:**

**The specifications and terms & conditions under this segment shall have the override effect in this particular matter.**

1. The contractor shall provide all horticultural operations and services specified in the drawing, schedule of quantities as specified herein or both, including all material, Labour, Equipment, Machines, Services and Transport for all plant material, Plants, preparation of final planting locations, planting, Intercultural operations, spraying before planting, pest control of plants etc.
2. Supply and planting of healthy specified Trees, Palms and Cycads, Shrubs, Climbers, Hedges, Ground Covers etc as specified in BOQ, supply of River Sand, Compost Manure. Spreading the media, mixing in the desired proportion, surface preparation etc complete.
3. Maintenance for the period of 03 months from 01.01.2023 to 31.03.2023 including supply of all manure, fertilizers, insecticides, fungicides and plants and other horticulture items required during this period, as per the BOQ.
4. Specifically, the scope includes supplying suitable quantity of manure and sand, mixing of media for filling, compacting etc., to achieve slopes / gradient towards road edge, drain etc.

##### **II. Conditions**

The contractor shall be responsible to keep all materials including tree guards, plants, manure etc. in his safe custody and in the event of their breakage, damage, misplacement of pilferage/ theft; he shall be responsible to make good without any extra cost. **The Existing University labour camps at which the labourer are camping may be used by the contractor for such purpose only and same has to be vacated on the expiry of the contract work.**

**Further, all the T&P and Fuels , consumables shall be arranged by Contractor however, the existing machines such as brush cutters etc may be used on payment basis @Rs 1000/Per Machines per month subject to the condition that on expiry of contract, the machines have to be made available on ready condition failing of which , a suitable deduction shall be made by the In-charge from the payment of Contractor.**

2. All incidental items not shown or specified but reasonably employed or found necessary for successful completion of the work shall be provided by the agency at his own cost.
3. The plants supplied by the contractor should be of prescribed height & specification and of assorted variety as given in the SOQ and shall be vigorous, healthy, free from diseases, pest and properly packed with proper flagging and should be from reputed nursery duly approved by PMC/HNBGU.
4. The samples of the Tree Sapling, Shrubs, Climbers, Hedges, Ground Covers etc and other material i.e sand, manure shall be got approved from the Consultant/ Engineer -in-Charge before procurement and execution of the work.
5. All **Malis and labours** should have necessary tools with them for the proper discharge of their duties.
6. In Case of mortality of trees, plant, shrubs, climbers, ground covers etc, the plants of same species, height quality shall be replaced by the contractor at his own cost; additional 10% plants shall be kept of same height at site nursery seed bed for replacement.
7. On roadside plantation berms should be neatly dressed and free from garden waste/ rubbish and self-grown weeds.
8. The contractor shall, without any additional charge to the work renew any dead or defective plant/ material during the entire duration of contract during defect liability period of 01 month from the date of completion, failing which appropriate recovery shall be made from the bills of Contractor.
9. On completion of the Horticulture and Landscaping work, if there is any short fall in the number of plants, either the contractor will make it good or suitable deduction shall be made from the contractor's bill.
10. The contractor shall prepare the final working drawings based on the actual site conditions and the conceptual schematic drawings provided by HNBGU as part of the tender. The contractor shall make the detailed plantation plan with necessary modifications, in consultation with the HNBGU, with respect to the detailed site survey and also prepare the coordinated services drawing showing both plantation and irrigation system and get it approved by the PA, before commencing the work.
11. The contractor shall be wholly responsible for setting out the works and for the correctness of the positions, levels, dimensions, alignment while all the ground preparation works. According to the approved plan/ drawing including the arrangement of all necessary instruments, pegs, poles, pillars material required for the purpose of the satisfaction of Engineer in Charge.
12. Tree shall be straight height/length as specified in the schedule of items and symmetrical with a crown and having a persistent main stem. The size of the crown shall be in proportion to the height of trees.
13. Small Trees and Shrubs are formed with a crown typical of the species and variety.
14. All the numbers of plant material may vary according to site condition and final number of plant material executed only, will be taken into account for billing & payment.
15. The contractor will have to keep plantation area absolutely clean by sweeping and lifting away garbage on regular basis. The contractor will have to segregate the garbage into

decomposable & non decomposable on site. The collected garbage, dry leaves, twigs etc. should be chopped & converted into manure in compost bins in a scientific manner, i.e. by adding bacterial culture or appropriate chemicals to the same however, nothing extra will be payable on this account.

16. The contractor has to get satisfactory report from SAU/PMC with respect to quality and quantity of soil, manure, fertilizers, pesticides etc. prior to application on site, if desired by HNBGU.

17. Contractor will be responsible for application of rodenticides & insecticides (systemic insecticide, Micro nutrient spray, fungicide, phorate / thimate, termicide) both on monthly intervals during work period and maintenance period. Regular works like trimming, pruning, chopping of branches should be carried out as and when required. Plants, if found either wilted or in a deceased condition shall be replaced with a new saplings of respective variety during the period of contract including maintenance period, without any additional payment

18. All the required machinery/equipments/ water lorry for maintenance of Landscape feature of Garden area should be procured/hired by the Bidder for execution of the work at his own and no additional shall be paid on the account.

19. Contractor shall use recycled or the treated sewage water available to the possible extent by using their own water lorry/pipeline. The contractor will be responsible for all kind of damage or theft of property/damages through animal"s or trespassers and will be bound to restore the same within a period of week.

20. The samples of the Plant/Grass/Materials shall be got approved from the Consultant/ in-Charge HNBGU before procurement and execution of the work.

21. The Schedule of Quantities (SOQ) indicates the specification of plant that will be used for the project. All landscape work is to be scheduled so that there is healthy growth of plant material and sufficient grass coverage.

22. The manpower deployed in University Campus for said task should not be shifted to any other organization in any case. The maintenance task of Gardening and Landscaping feature is a routine task and should be undertaken on regular basis. The calculation of month is averaged for 30 days for every month irrespective of any months being of 28 days or 31 days.

The entire campus at Chauras and Srinagar which includes the forest site being developed under CHITRA should be kept neat/clean and developed round the month. All the work shall be done under the supervision of Nodal Officer Land development and Green Plan Committee of the university.

### III. General Requirement of trees/ Plants /Shrubs etc

1. All Plants shall be typical of their species and variety, well-developed branches, and well foliated with fibrous root system.
2. The trees/ Plants/shrubs etc. should be free from all pest, defects, injuries, damages and diseases and be very healthy and vigorous growth as specified in the Schedule of Quantity. The main stem or trunk should be strong up to the required height. The Plants should be true to the variety and should be tagged.
3. All Trees, soon after planting, shall be properly supported with stakes made of Casuarina or Bamboo sticks to ensure their safety against wind or any other factor, which may affect it adversely. Protection for plants, trees, shrubs, grass wherever required in form of temporary barricading, bamboo hedge etc. shall be provided by the contractor
4. **Root System:** The root system of all plant used shall be conducive to successful transplantation at site. Where necessary the root-ball shall be preserved by support with hessian or any other suitable materials.
5. Torn or lacerated roots shall be pruned before dispatch. No roots shall be subjected to adverse conditions such as prolonged exposure to heat or drying winds, or water logging-between uprooting and replanting.
6. **Supply and substitution:** Upon submission of evidence that certain materials including plant materials are not available at the time of execution of the contract, the contractor shall be permitted to substitute other materials and plants with a proportional reworking of price. All substitutions shall be of the nearest equivalent species and variety to the original specified and shall be subject to approval by the Landscape Consultant & Engineer-in-Charge.
7. In case of plants supplied with moss stick. it should be made of plastic pipe and covered with plant..

### DECLARATION

I have read all the terms and conditions of tender document as above and I shall abide with these terms & conditions of the tender.

Signature of authorized person of tenderer/agency (.....)

Name of tenderer/agency.....

Stamp

Date:

## BILL OF QUANTITIES/ SUMMARY OF COST/ SCOP OF WORK

**Name of Work : Maintenance of Gardening, Horticulture and Landscaping features in Chauras Campus of HNBGU for the period of 03 month (01<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023).**

S.No.	Sub Heads and Items of work	Quantity	Rate	Unit	Amount
1	Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliages, creepers etc. including hoeing, weeding , pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of maintenance of other garden related works as directed by office-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel and other T & P material/articles shall be provided by the contractor.) and as per direction of officer in charge.				
1.1	Permanent office accommodation.(1Mali for 1.25Acre)	7300.00	3.85	Sqm/ Month	28105.00
1.2	Flats Area (girls hostel)	6400.00	3.35	Sqm/ Month	21440.00
1.3	Open spaces(1Mali for 3.00Acre).	50000.00	1.60	Sqm/ Month	80000.00
1.4	Play grounds / Public parks (1Mali for 2.00Acre).	10400.00	2.40	Sqm/ Month	24960.00
2	Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc, (excluding the cost of material which shall be supplied by the department and other T & P material/articles shall be provided by the contractor) and as per direction of officer in-charge.				
2.1	Trees (upto 4 & upto 3 year slow & fast growing group)	460	76.00	Per Tree Per Month	34960.00
2.2	Trees (4-8 & 5-6 year slow & fast growing group)	600	63.35	Per Tree Per Month	38010.00

3	Complete maintenance of shrubs (Outside garden features), jobs like making of basin at regular interval i/c watering weeding, pruning and application of fertilizer etc. (excluding the cost of material which shall be supplied by the department and as per direction of officer in-charge)	300	38.00	Per Shrub Per Month	11400.00
4	Cutting of Hedge/Edge including removing of cut material, cleaning, holing of hedge/edge bed watering, manureing and applying insecticides and fungicides etc. (excluding the cost of material which shall be supplied by the department) and as per direction of officer in-charge	1600.00	22.60	Per Sqm Per Month	36160.00
5	Maintenance of potted plant Earthen pot in displayed at ground floor only in bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and change of location of pots and replacing with fresh plants as and when required (Materials shall be provided by the department) as per direction of officer in-charge potted plants	230	25.35	Per Pot Per Month	5830.50
6	Maintenance of potted plants Cement pots at ground floor in flats and ground floor bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh plants as and when required (Materials provided by the departmentally) as per direction of officer in-charge (Potted Plants	60	63.30	Per Pot Per Month	3798.00
7	Pruning, trimming, shaping of trees /shrubs (ht 15 feet and above) i/c removal of cut materials upto 50mt. Lead, as per direction of officer in charge. T&P shall be arranged by the contractor.	125	91.45	Per tree	11431.25
8	Supplying & stacking of DAP (N18%:P2O5) of approved brand in 50 Kg. bags at site I/c carriage with all lead and lifts and as per sample approved by officer in-charge.	1.60	2400.00	Qtl.	3840.00
				<b>Total Rs.</b>	<b>271829.750</b>
	Add cost index @ <b>10.48%</b>				28487.76
	<b>total</b>				<b>300317.51</b>

SAY Rs 3,00,000.00 lacs

## Financial Bid

**Name of work:- “Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (January 2023 to March 2023)”.**

**Name of the Contractor:**

*I hereby tender for the execution for “Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (1st January 2023 to 31<sup>st</sup> March 2023)” for the work specified in the under written memorandum within the time specified in such memorandum at the rate specified in the tender document and in accordance in all respect with the specification, designs drawings and instructions in written referred in rules.*

01	General Descriptions of Work and Bill of quantity	As per Section “X”		
02	Estimated Cost of Work on DSR 2021 including applicable cost index for three month	(Rs. 3,00,000.00 per month or Rs. 9.00 lacs for 3 months)		
03	We hereby agree to execute the work at	..... % Below to estimated cost.	..... % Above to estimated cost.	..... % At par (0%) as per estimated cost.
04	Nett offered Rates-	Rs. (Rs. )		
05	I/We hereby further agreed to execute any variation and extra item (which is included in DSR-2021) and new items which are required to complete the work shall be done on the same percentage rates as quoted above. The extra items which are not included in DSR-2021 (specified as Non-schedule item) shall be paid as per the approval of Competent Authority.  If this tender is accepted, I hereby agree to abide by and fulfilled all the terms and conditions and provisions of the contract annexed herewith and duly signed by me. In case of any default, Earnest Money submitted by me along with tender documents, the tender be forfeited and same may be paid to the account of Finance Officer, HNBGU Srinagar Garhwal Uttrakhand .			

**Note: The price of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached/ uploaded along with other enclosures.**



## "FORMAT FOR AGREEMENT

(On Judicial stamp paper of Rs. 100/-)

This agreement is entered between Registrar, Hemvati Nandan Bahuguna Garhwal University, Srinagar, Garhwal (HNBGU) and ..... (Contractor) on dated .....-2022 as below.

- 1- Agreement No.:- .....
- 2- Name of Work :-“ **Maintenance of Gardening, Horticulture and Landscaping features in Chauras/Srinagar Campus of HNBGU for the period of 03 months (January 2023 to March 2023)**”.
- 3- Name of contractor:- .....
- 4- Estimated cost:- **Rs.** .....
- 5- Tender amount:- **Rs.** .....
- 6- Accepted tender cost: - **Rs.** .....
- 7- Performance guarantee:- **Rs.** ..... (Deposited ..... amount- **Rs.** .....)
- 8- Time allowed:- **90 days (Ninty)**
- 9- Date of start:- .....
- 10- Date of finish:- .....
- 11- General condition of contract:- **As enclosed in tender document.**
- 12- Specification and other condition of contract:- **As per list of Tender document and CPWD specification and work manual.**

I/We have read and examined the Tender documents for the work. I/We hereby submit bid for the execution of the work specified for the HNBGU within the time specified in NIT of quantities and in accordance with the specifications, designs, drawing and instructions in writing referred to the conditions of contract and with such materials as are provided for, by, and in respect of accordance with such conditions so far as applicable.

**Registrar,  
HNBGU**

**Contractor**

**Witness:-**

**Witness:-**

**1- Executive Engineer, HNBGU**

**1- ..... (if any)**

**Section XIII**

**FORM OF PERFORMANCE SECURITY (GUARANTEE)**

(BANK GUARANTEE BOND)

In consideration of the President of India (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between..... and ..... (hereinafter called “the said contractor(s)”) for the work ..... (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. .... (Rupees ..... only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement,

1. We, .....(hereinafter referred to as “the Bank”) hereby undertake to pay to the Government an amount not exceeding Rs. .... (Rupees ..... only) on demand by the Government.
2. We, ..... (indicate the name of the bank) .....do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....(Rupees ..... only).
3. We, the said bank further undertake to pay to the government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We, ..... (indicate the name of the bank) .....further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We, ..... (indicate the name of the bank) .....further agree with the Government that the Government shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We, ..... (indicate the name of the bank) .....lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This guarantee shall be valid up to ....., unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees ..... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated: the..... day of .....

Seal & Signature with Name & Address

For ...(indicate the name of the bank)

**Section XIV**

**Instructions for Online Bid Submission through MHRD e-Bidding Portal**

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://mhrd.euniwizarde.com>

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the prescribed Registration fee.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our **helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, Mr. Akshay –09355030623.**

## SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Title, Date, etc.
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by available mode of payment and participate in tendering. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

## PREPARATION OF BIDS

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g.

PAN card, GST certificates and etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.

15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. The original Bank Guarantee shall be submitted to office of the concerned official of Hemvati Nandan Bahuguna Garhwal University as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.
20. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click “Complete“ (i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

## **ASSISTANCE TO BIDDERS**

1. For any Query contact to our helpdesk Number 011-49606060, , , Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)
2. Helpdesk Number University: Executive Engineer HNBGU - 9411109898

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement to 'General Instructions to Bidders' (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, H.N.B.Garhwal University Srinagar Garhwal has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

### **Instructions:**

- a. **Tender Bidding Methodology:**  
Through electronic tendering.
- b. **Broad outline of activities from Bidders prospective:**
  - i) Procure a Digital Signing Certificate (DSC)
  - ii) Register on <https://mhrd.euniwizarde.com>
  - iii) Create Users and assign roles on <https://mhrd.euniwizarde.com>
  - iv) View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)
  - v) Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)
  - vi) Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
  - vii) Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>.
  - viii) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
  - ix) BOQ Section-VII (Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

- c. **Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be 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 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>).

**Note:** Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

**Number 011-49606060, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com),**

**Bid related Information for this Tender**

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

- i) Submission of Earnest Money Deposit (EMD)

**Note: 1.** The Bidder has to upload the Scanned/ self attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2. Special Note on Security of Bids:** The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

**e. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)).

**The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –**

- a. Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission.
- b. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- c. Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.

- d. Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

**f. PRICE SCHEDULE:**

HNBGU/ET/2022/28

1. PRICE fills online only.
2. **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**