

CENTRAL ELECTRONICS LIMITED
(A Public Sector Enterprise)



TENDER DOCUMENT

FOR

“IMPARTING TRAINING PROGRAM WITH A TARGET TO TRAIN SCHEDULED CASTE YOUTH BY IMPARTING VOCATIONAL SKILL DEVELOPMENT TRAINING TO PROVIDE GAINFUL EMPLOYMENT TO THE ASPIRING CANDIDATES UNDER PM-AJAY (GRANT-IN-AID) SCHEME IN THE STATE OF UTTAR PRADESH”.

Tender Notice No.: C-2(b)/RC/0500/2526/0030 dated 11.09.2025

Dy. General Manager
Materials Management Division
Central Electronics Limited,
4, Industrial Area, Saur Urja Marg, Sahibabad-201010 (UP) INDIA
Tel. No.0091-120-2895144 Fax No.0091-120-2895148
Email:mmd@celindia.co.in Website: www.celindia.co.in

Tender Notice No. C-2(b)/RC/0500/2526/0030

FORMAT NO. : CEL/FR/MMD/03(01)

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**TENDER NOTICE****Tender Notice No.: C-2(b)/RC/0500/2526/0030****dated 11.09.2025**

Central Electronics Limited invites online bids (Technical & Financial) only from the CEL empanelled bidders for **“Imparting Training Program with a target to train Scheduled caste youth by imparting Vocational Skill Development training to provide gainful employment to the aspiring candidates under PM-Ajay (grant-in-aid) scheme in the state of Uttar Pradesh”**. The bid shall remain valid for a minimum period of 30 days from the date of opening of tender.

Scope of Work	As Per Annexure-C, Special Terms and Condition.
Earnest Money Deposit	Rs. NIL As per Annexure-C,

Interested parties may view and submit the tender document containing the detailed terms & conditions, free of cost from the website www.etenders.gov.in/ or <http://www.celindia.co.in>

Please see important dates and Eligibility Criteria as per Annexure-1.

Note:

1. Any downloading from the website is at the sole risk and responsibility of the user. CEL will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason what so ever.
2. Corrigendum/ addendum to this tender if any, will be uploaded in website mentioned above. This may kindly be noted by the bidders/prospective bidders.
3. CEL reserves the right to reject any or all the tenders, in part or full without assigning any reason thereof.

For **CENTRAL ELECTRONICS LIMITED**

Sd-

Dy. General Manager**Materials Management Division**

Tender Notice No. C-2(b)/RC/0500/2526/0030

NOTE: Instructions to Tenderers for Online Bid submission is attached at last three pages of this Tender Document.

NATURE OF TENDERING

1. This is a limited tender for CEL's empaneled relevant vendors against EOIs.
2. If there be any corrigendum / addendum to the NIT/tender document the same will be posted on the website and requirement of separate communication by post to the tenderer who have already applied, will not be applicable. It will be responsibility of tenderers to check time to time for corrigendum to the tender if any and submit their offer accordingly.

IN CASE OF ANY QUERY, BIDDER(S) MAY CONTACT THE FOLLOWING PERSONS:

<u>SL no.</u>	Contact Persons for Technical Issues (Scope of the tender etc.)	<u>SL no.</u>	Contact Persons for Other Tender/Enquiry Issues
	ISD Division		MMD Division
1	Sh. Sanjay Kumar (SM-ISD) sanjayk@celindia.co.in	1	Sh. Vinit Kumar Srivastava (SM-MMD) vinit@celindia.co.in
		2	Sh. Hari Kishan Bharti (ATO-MMD) hkbharti@celindia.co.in

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TENDER DOCUMENT for Tender Notice no. C-2(b)/RC/0500/2526/0030**Important Instructions: -**

The following documents/Annexure are part of tender document:		
i.	Tender notice along with Annexures	
ii.	Important Dates	Annexure 1
iii.	BOQ format for submission of price bid ((Financial Bid))	Annexure 2
iv.	Standard terms & conditions (GCC)	Annexure B
v.	Special Terms & Conditions of (STC) Eligibility criteria,	Annexure C
vi.	No Deviation Certificate	Annexure B-1B
vii.	Format for submission of Vendor Data	Annexure D
viii.	Tender acceptance letter	Annexure E
ix.	Format for performance bank guarantee	Annexure G
x.	Instructions for Online Bid Submission	Annexure I
1.	Quotations shall be liable to be rejected if there is/are any deviation(s) from the specifications.	
2.	Escalation in price, deviation from delivery schedule, terms and conditions will not be permitted in your quotation. Statutory Taxes & Duties should be shown separately from the price.	
3.	If the bidder is a MSE, in such case bidder must have Udyam Registration certificate issued to it under the MSMED Act 2006, and the copy of the same to be submitted with techno commercial bid. If a MSME bidder does not furnish the Udyam Registration certificate with techno commercial bid documents, such MSE unit will not be eligible for availing benefits under Public Procurement Policy for MSEs order 2012.	
4.	Catalogue, literature, specification details should accompany the quotation. Incomplete quotations are liable to be rejected.	
5.	Quotation should be submitted ONLINE as per instructions given in tender.	
6.	Any deviations whether technical specifications or commercial terms and condition stated anywhere in the bid shall not be taken into account and may render the bid non-responsible and liable to be rejected.	
7.	Vendor Data should be submitted in the Format for submission of Vendor Data as per Annexure D.	
8.	Quotation should be submitted ONLINE in <u>SINGLE PACKET SYSTEM</u> .	
9.	In case of any ambiguity between any terms given in Standard Terms & Conditions (GCC) at Annexure B and Special Terms and Conditions at Annexure C, the terms given in Special Terms & Conditions at Annexure C will prevail and override those at Annexure B.	
10.	Deviations from specifications, terms and conditions are not allowed. The bid of that bidder who mentions deviations anywhere in the technical bid would not be considered for price bid opening. The bid of bidder who mentions deviation in price bid would be rejected and such bidder may be barred/blacklisted for participation in future tenders.	
11.	Tender/Quotation/Bid should be submitted in ONLINE MODE on www.etenders.gov.in. Last date of receiving of tenders/quotations is as per Document Control Sheet. The following are to be submitted in your quotation duly signed and stamped on all pages: Part A and inline to Pre-Qualification Criteria i. Filled up format for Submission of Vendor Data as per format at Annexure D . ii. Tender acceptance letter as per format at Annexure E . iii. Document Required to be submitted as per STC, Annexure C, iv. Filled up format at Annexure B-1B v. Compliance and acceptance of all the Annexures is a must along with the documentary proof and any bid without compliance will be liable to be rejected. Part B: (Financial Bid) and inline to Annexure 2 : Price Bid to be filled ONLINE in the separate BOQ file only as per Annexure 2	

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Annexure-1**Important Dates:**

Tender Reference No.	C-2(b)/RC/0500/2526/0030
Name of Organization	Central Electronics Limited
Tender Type (Open/Limited/EOI/Auction/Single)	Limited – CEL EMPANELED VENDORS.
Packet System	Single Packet System
Tender Category (Services/Goods/works)	Works/Services
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell)	Works/Services
Payment Mode (Online/Offline)	Online
Date of Issue/Publishing	11.09.2025 (16:30 Hours IST)
Document Download/Sale Start Date	11.09.2025 (16:30 Hours IST)
Document Download/Sale End Date	17.09.2025 (10:45 Hours IST)
Bid submission Start Date	11.09.2025 (16:45 Hours IST)
Last Date and Time for Submission of Bids	17.09.2025 (10:45 Hours IST)
Date and Time of Opening of Bids	17.09.2025 (11:00 Hours IST)

Note:

1 This is a limited tender only for Empanelled Vendor of CEL and in case, a new vendor wishes to participate in the similar type of tender, they can enrol themselves by submitting their technical and financial credentials through open expression of interest EOI Published CEL's web site "**celindia.co.in**"

2 No Deviation from Specification, Terms & Condition of Tender allowed. Quotations having deviation from our specification, terms & condition would be rejected.

3 If there be any corrigendum / addendum to the NIT/tender or Enquiry the same will be posted on our website and requirement of separate communication by post to the bidder who have already applied, will not be applicable. It will be responsibility of bidders to check time to time for corrigendum to the tender if any and submit their offer accordingly.

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Annexure-2**BOQ format for submission of price bid (Financial Bid)****Note: As per Annexure B-1**
[Validate](#)
[Print](#)
[Help](#)
Item Rate BoQ

Tender Inviting Authority: Dy. General Manager - MMD

Name of Work: "Imparting Imparting Training Program with a target to train Scheduled caste youth by imparting Vocational Skill Development training to provide gainful employment to the aspiring candidates under PM-Ajay (grant-in-aid) scheme in the state of uttar Pradesh".

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Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE (This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	HSN Code	Net Revenue share offered to CEL in percentage	TOTAL Net Revenue share offered to CEL in percentage	TOTAL % (INR may be read as %) In Words
1	2	4	5	6	13	53	55
1.01	Imparting Imparting Training Program with a target to train Scheduled caste youth by imparting Vocational Skill Development training to provide gainful employment to the aspiring candidates under PM-Ajay (grant-in-aid) scheme in the state of uttar Pradesh".	1.00	LOT			0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

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Annexure B**Standard terms and conditions:**

(Terms and conditions mentioned in Annexure C will supersede these Standard Terms and Conditions wherever there is any difference.

1.	Original Manufacturer	CEL will prefers to get offers directly from the original manufacturers and prefer to deal directly with manufacturer. NOT APPLICABLE
2.	Terms of Price	The terms of Price would be FOR CEL, Sahibabad unless specified otherwise in special terms & conditions of Annexure C.
3.	Deviation Clause	No Deviation from Specifications, Terms & Conditions of the tender is allowed. Quotations having deviation from our specifications, standard terms & conditions would be liable to be rejected.
4.	Export Licensing	All requirements of export licensing, Govt. permissions or any other statutory clearance from the country of export as per regulations existing in the supplier's country shall be the responsibility of supplier, if required as per the terms of the purchase order. NOT APPLICABLE
5.	Indian Agent	In a tender either the Indian agent on behalf of the foreign Principal/OEM or foreign Principal/OEM itself can bid but both cannot bid simultaneously in the same tender. If an agent submit bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender. Agent quoting on behalf of OEM /Principal shall submit valid authorization certificate along with their offer. NOT APPLICABLE
6.	Taxes and duties	The taxes and duties are to be clearly mentioned, if any, in relevant column in the BOQ/Price Bid. (As per Special terms & conditions of Annexure C,)
7.	Delivery schedule	As per Special terms & conditions of Annexure C,
8.	Payment terms	Payments would be made on quarterly basis on completion of each quarter on satisfactory services. In case payment is delayed for any administrative reason, no interest thereon will be paid. The following documents shall be submitted for payment: a) Original invoice b) Quarterly performance report duly signed by the Engineer-in-charge. As per Special terms & conditions of Annexure C,
9.	Pre-dispatch Inspection/ Inspection Clause	Inspection will be done by CEL representative. CEL shall have free access to the supplier's works during testing and final inspection. Vendor shall inform MMD not less than one week in advance. All testing arrangements shall be the responsibility of the vendor. CEL reserves the right to inspect the material (also through Third Party) during manufacturing and/or before dispatch as per specifications and test protocols. Internal inspection report and inspection certificate must accompany the supply. NOT APPLICABLE
10.	Price variation Clause	Price variation will not be permitted and quotations having Price variation clause will be rejected. (This clause will be superseded by Price Variation Clause, if any, in Annexure C).
11.	Price reduction for delayed delivery	In the event of delay in affecting the delivery within agreed period, a reduction in the price shall be levied @ 1% of the total order value per week or part thereof subject to maximum of 5% of the total order value. The date of submission & inspection call letter will be considered as delivery date for the purpose of price reduction for late delivery clause. (This clause will be superseded by Price reduction for delayed delivery, if any, in Annexure C).
12.	Validity of offer	The quotation/tender/bid submitted by the bidder/supplier shall be valid for a minimum period of 30 days from date of opening. As per Special terms & conditions of Annexure C,
13.	Determination of successful bidder	As per Special terms & conditions of Annexure C,

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14.	Splitting of tender quantity in two or more bidders	<p>CEL reserve the right to split the quantity and award on two or more vendors as per the production / project requirement. The following norms would be adopted in case of split of quantity:</p> <p>If the lowest quoting vendor is an approved vendor and the second lowest and third lowest bidders are also approved vendors to CEL 100% of tender quantity would be split amongst the approved vendors only. In case of split of quantity in two approved vendors, the same shall be applicable for lowest (L1) & second lowest (L2) in the ratio of 70:30 at the rate & terms applicable to L1 approved vendor, keeping in view the objective that the per unit landed cost to CEL in case of purchase from L1 or L2 approved vendor remains same. In case of split of quantity in three approved vendors 60% quantity would be awarded to L1 approved vendor and balance 40% quantity will be awarded to the L2 approved vendor and L3 approved vendors in the ratio of L2's quantity > L3's quantity subject to acceptance of L1 rate by L2 and L3 vendor. If the L2 vendor does not accept the L1 approved vendor's rate and terms then the quantity will be split between L1 approved vendors and L3 approved vendors.</p> <p>Micro & Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price where L1 is non MSEs (as per "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012"). If price quoted by a MSE is within L1+15% and such MSE is L4 or higher (provided L1, L2 and L3 are not the MSEs) and agrees to the rates & terms quoted/agreed by L1 bidder, then the splitting of quantities may be done as: MSE bidder: 20%, other bidders: 80% of tender quantity as given in above paragraph.</p> <p>NOT APPLICABLE</p>
15.	NEW UNAPPROVED VENDOR POLICY	<p>Bidders who are not in the approved vendor list of CEL and are unapproved in CEL would be allowed to participate in open tenders. However, the quotation of such bidders would be evaluated based on the eligibility criteria defined in the tenders. If the bidders satisfies the eligibility criteria and meets the specifications and terms and conditions given in the tender then that bidder may be awarded with purchase order/work order of maximum 10% of the tendered quantity in order to develop that bidder as a vendor to CEL for participation in future tenders subject to the following conditions:-</p> <ul style="list-style-type: none"> a) The bidder should be either the 1st lowest quoting bidder or 2nd lowest quoting or 3rd lowest quoting bidder. b) The bidder should agree to supply the tendered material at the lowest quoting bidder's rate if the bidder is unapproved and is L2 or L3 bidder. c) The bidder must fill up the vendor registration form and follows the vendor approval procedure. d) The maximum quantity to be divided between the unapproved bidders would be 10% of the total tendered quantity. e) Supply from unapproved bidders who are awarded purchase/work order would be taken only after approval of samples, wherever applicable. f) In case of Capital items/Projects/EPC/Works Contract or even regular procurement for production where splitting of tender is not possible, purchase/work order would be placed on lowest eligible & technically qualified vendor only. <p>Any new vendor who wish to do business with CEL for these items may submit their credentials separately through our vendor registration form available in vendor section of our website (www.celindia.co.in). They may also contact e-mail: vms@celindia.co.in for the same.</p> <p>NOT APPLICABLE</p>
16.	Corrections/ Alterations in bid	<p>Any corrections/alterations in the tender/quotation/bid should be duly signed by the bidder. CEL does not take any responsibility for delay in receipt or non-receipt or loss of tender(s).</p>

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17.	Earnest money deposit (EMD)	<p>Earnest money deposit (EMD): Rs. NIL to be submitted as Earnest Money Deposit through RTGS/NEFT. No interest shall be payable on the earnest money deposit. The earnest money may be deposited into CEL's account with Canara Bank. The details of account are as below:</p> <p>Beneficiary Name: Central Electronics Limited Beneficiary Account Number/IBAN: 87761250000014 Beneficiary Bank MICR Code: 113502010 Beneficiary Bank Name: Canara Bank (IFSC: CNRB0018776) Bank Address: Sahibabad Branch, CEL Complex, Plot No. 1, Site 4, Sahibabad 201010</p> <p>Exemption from submission of EMD: MSE bidders are exempted from submission of EMD. However, they have to submit Udyam Registration certificate and "Bid Security Declaration" mandatorily as per format given in Annexure F.</p> <p>The Earnest Money Deposit (after deduction of bank charges, if any) of the unsuccessful bidders will be returned within one month of finalization of tender. EMD of successful bidder will be converted in to security deposit and will be returned within one month of acceptance of material by CEL. (As per Special terms & conditions of Annexure C)</p>
18.	Security Deposit	As per Special terms & conditions of Annexure C,
19.	Submission of Tender	<p>Tender/Quotation/Bid should be submitted in ONLINE MODE on www.etenders.gov.in. Last date of receiving of tenders/quotations is as per Document Control Sheet. The following are to be submitted in your quotation duly signed and stamped on all pages:</p> <p>Part A and inline to Pre-Qualification Criteria</p> <ol style="list-style-type: none"> Filled up format for Submission of Vendor Data as per format at Annexure D. Tender acceptance letter as per format at Annexure E. Document Required to be submitted as per STC, Annexure C, Filled up format at Annexure B-1B Compliance and acceptance of all the Annexures is a must along with the documentary proof and any bid without compliance will be liable to be rejected. <p>Part B: (Financial Bid) and inline to Annexure 2 :</p> <p>Price Bid to be filled ONLINE in the separate BOQ file only as per Annexure 2</p>
20.	Opening of Tenders	<p>Opening of Tenders: Technical bid will be opened on as per document control sheet.</p> <p>The technical bids will be opened and evaluated by a duly constituted committee. After evaluation of the technical bid, Price bids of only those bidders will be opened whose technical bids are found suitable. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee.</p>
21.	Rejection of bids	CEL reserves the right to reject any or all tenders/quotations/bids received or accept any or all tenders/quotation/bids wholly or in part. Further, CEL reserves the right to order a lesser quantity without assigning any reason(s) thereof. CEL also reserves the right to cancel any order placed on basis of this tender in case of strike, accident or any other unforeseen contingencies causing stoppage of production at CEL or to modify the order without liability for any compensation and or claim of any description.
22.	Risk and Cost	In case an order placed by the CEL based on the quotation/bid/tender submitted by the bidder/supplier is not executed by the supplier/bidder, CEL may buy the ordered goods from elsewhere at the risk and cost of the supplier and recover the additional

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		<p>amount that CEL may have to spend in procuring the stores plus 10% to cover the overhead & incidental expenses.</p> <p>Also, in case of default of service, if the amount of recovery is not sufficient to recover the cost and risk from the party against the PO, the differential amount, will be recovered or to be set off from any kind of outstanding from any other contract or Purchase order awarded to the vendor.</p>
23.	Extension of Service Period	.As per Special terms & conditions of Annexure C,
24.	Replacement of Rejected Material	Any material supplied against order place on basis of this tender and found to be defective on inspection or differing from approved samples or make or specifications will be replaced by the supplier free of cost or full refund made for the amount paid by Central Electronics Limited including freight and insurance and other incidental charges at our discretion.
25.	Termination for Default	<p>CEL may terminate the contract in whole or in part for the following reasons:</p> <ol style="list-style-type: none"> 1. If the supplier/ contractor fails to deliver any or all of the goods within the period(s) specified in the contract/ purchase order, or within the extension time granted by CEL. 2. If the supplier/ contractor fails to perform any other obligation(s) under the contract/ purchase order. 3. If the supplier/ contractor has engaged in corrupt/ fraudulent practices in completing/ executing the work assigned to him. <p>CEL may, without prejudice to any other right or remedy available to it, by a three days' notice in writing, cancel the contract as a whole or in part in default of the contract. CEL shall have the right to carry out the incomplete work by any means at the risk and cost of the contractor.</p> <p>In addition to rights to forfeiture of PBG and application of LD charges, on the cancellation of the contract in full or in part, CEL shall determine what amount, if any, is recoverable from the contractor for completion of the work or part of the works or in case the works or part of works is not to be completed, the loss or damage suffered by CEL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancellation, the value of contractor's material taken over and incorporated in work assigned as per the purchase order.</p> <p>"Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution.</p> <p>"Fraudulent practices" a misinterpretation of facts in order to influence the action of a public official in the procurement process or in contract execution and includes collusive bidding among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels to hamper free and open competition.</p>
26.	Force Majeure	<p>Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations, if the non-performance results from such Force Majeure circumstances i.e. Flood, Fire, Earth Quake and other acts of God as well as War, Military Operation, blockade, Act or Actions of State Authorities that have arisen after signing of the present contract. Party invoking this clause shall serve notice of seven days along with the proof of occurrence of the force majeure event to the opposite party. At the time of cessation of such force majeure event a notice of the same shall also be served to the opposite party.</p> <p>In such circumstances, upon a written approval of CEL, the time stipulated for the performance of an obligation under the present contract will stand extended correspondingly for the period of time of action of these circumstances and their consequences. However, any such extension shall be given only if extension is granted by the ultimate buyer/ user.</p> <p>Parties at all times take reasonable steps within their respective powers ad consistent</p>

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		<p>with good operation practices (but without incurring unreasonable additional costs) to:</p> <ul style="list-style-type: none"> a. Prevent Force Majeure Events affecting the performance of the Company's obligations under this agreement; b. Mitigate the effect of any Force Majeure Event; and c. Comply with its obligations under this agreement. <p>Further if the period of Force Majeure event extends beyond three months* the parties may consider the foreclosure of the agreement.</p> <p>* Period of three months may vary at the discretion of CEL as per the validity period of the contract.</p>
27.	Performance Bank Guarantee	As per Special terms & conditions of Annexure C,
28.	Technical clarifications	<p>Bidders desiring any technical clarification may contact General Manager, MMD, Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010 Phone no. 0120-2895145 Fax: 0120-2895148 email: sanjayk@celindia.co.in, hkbharti@celindia.co.in, vinit@celindia.co.in, and ssg@celindia.co.in between 10:00 hrs to 12:00 hrs on any working day up to 16.09.2025. However, the tender submission and opening dates would remain firm as per Annexure-1.</p>
29.	Arbitration	<p>Indigenous bidders:</p> <p>All the disputes, difference controversies/ difference of opinions, breach and violation arising from or related to this agreement between the parties, then the same shall be resolved by mutual discussion /reconciliations in good faith. If disputes, difference controversies /difference of opinions , breach and violation arising from or related to this agreement cannot be resolved within 30 days of commencement of reconciliations / discussions then the matter shall be referred to the sole arbitrator, nominated by CMD CEL, for this purpose and his/her decision shall be final binding on both the parties. The cost of arbitration, if any shall be shared equally between the parties.</p> <p>The arbitration proceedings shall be conducted by the Arbitral Tribunal in accordance with the provisions of the Arbitration & Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be Delhi and language of such arbitration proceedings shall be in English.</p> <p>All disputes relating to this agreement shall be subject to jurisdiction of the courts at Delhi only.</p>
30.	Restrictions under rule 144 (xi)	As per Special terms & conditions of Annexure C,
31.	Dispute Resolution	Inter se ministries and its departments/Subordinates offices/ Attached offices and Autonomous and statutory bodies: In case the bidder is a Ministry or its departments/subordinate offices/attached offices or an autonomous or a statutory body, then any dispute arising out of this tender, between such bidder and CEL, shall be resolved as per Administrative Mechanism for Resolution of Disputes (AMRD) in accordance with OM No. 334774/DoLA/AMRD/2019 dated 30.03.2020 issued by Ministry of Law & Justice
32.	Banning of business dealings	CEL reserves the right to ban the business dealings of the supplier/ as per CEL's "Policy on banning of business dealings" available on CEL website (www.celindia.co.in).

Annexure-‘C’Special Terms and Condition:**1. Objective/Purpose:**

The purpose of this tender is to obtain bid from CEL business partner for works regarding *“Imparting Training Program with a target to train Scheduled Caste youth by imparting Vocational Skill Development Training to provide gainful employment to the aspiring candidates under PM-AJAY (Grant-in-Aid) Scheme in the state of Uttar Pradesh”*.

2. Scope of work:

The MoU signed with the customer shall be applicable without any deviation. It will be provided separately to the successful bidder. In addition, if any work is required by the customer to complete the works, successful bidder has to comply without any additional charges

The brief scope of work to be undertaken by the Successful Bidder (training providers) would be as below:

2.1. Mobilization, Pre-Counselling and Registration of eligible candidates

- a. Awareness creation in the districts of empanelment.
- b. Candidate Pre-Counselling: Counselling job seekers for their training needs, career options and career planning.
- c. Listing out the type and categories of jobs and mapping them with available modules.
- d. Counselling the candidate and his parents on the available job opportunities/ training locations and setting their expectations on jobs, relocation requirements and compensation.
- e. Eligible candidates would be those, ones who have either registered themselves on portal or registered by the training provider at its end. The portal is expected to be made available for online registration of candidates depending upon the need for the same as deemed fit by CEL/ CEL'S CLIENT. The contractor shall collect copies of the documents (along with Aadhaar Card) at the time of enrolment and match them with the originals.
- f. The CEL/District Skill Committees and the concerned Departments should necessarily be involved in the Mobilization process and selection of eligible candidates. The training providers would be required to obtain the approval and vetting of the CEL/concerned departments on the list of candidates before their enrollment for training to ensure that only eligible candidates are enrolled and trained under each scheme complying with the requisite norms and criteria.

2.2. Course and Curriculum Design: - The SERVICE PROVIDER would impart training in the QP-NOS/GIA(PMAJAY) courses and according to the curriculum developed by the respective sector skills councils and approved by the NSDC.

Signature

Signature

Signature

2.3. Training

- a. Assignment of trainers to the batches.
- b. The SERVICE PROVIDER would be required to ensure Aadhaar based biometric attendance for tracking the attendance of the trainers and the trainees. The CEL'S CLIENT through authorized service providers would provide technical support and handholding to implement the provision of Aadhaar based biometric attendance. However, the cost for the above would be borne by the training partners. Provisions under para- 6.3 under Article-3 describing Key Terms of the Agreement would apply in regard to the above.
- c. Ensuring adequate coverage of the topics specific to the requirements of the module. Assessment would be based on NOSs / Qualification Packs.
- d. Training Centers must comply with the Specifications stated in the respective RFP document. Any additions to the same shall be communicated to the Bidder before the commencement of the training.
- e. Depending on the sector, practical on-job training may be allowed. The same shall be communicated to the Bidder before the commencement of the training.
- f. The SERVICE PROVIDER shall place a banner in front of the center with the logo of the CEL/ CEL'S CLIENT prominently displayed and as per the specifications decided by the First Party and communicated to the training providers.
- g. The SERVICE PROVIDER shall put the logo of the CEL/ CEL'S CLIENT and key messages/taglines on all advertisement materials as per the specifications given by the CEL/ CEL'S CLIENT.

2.4. Placement of Candidates - "Placed" means the candidate after successful completion of training imparted by the SERVICE PROVIDER is placed in the sector of their training and his / her gross remuneration should not be below the minimum wages of the state as notified at the time of placement in which he has been placed. Further, a placement shall be considered valid if a candidate is placed within the first 3 months of getting trained / successfully clearing the third party assessment. The provisions of common norms in regard to placement shall apply. The common norms may be downloaded from the website www.msde.gov.in.

Post-placement counselling and tracking of candidates for a period of 06 months after placement would be conducted at the level. The provisions of the common norms in regard to post placement counseling and tracking shall apply. These norms are available on the website www.msde.gov.in.

3. The successful bidder shall be responsible for completing the entire Scope of works in all respects. In doing so, the bidder shall provide/supply all items, whether expressly mentioned in the Work Order (WO)/Agreement issued/Signed to/with CEL or not, but which are nevertheless required for the successful execution and delivery of the Clients training program Project. Any amendment or modification issued by the end customer to CEL shall also be applicable and binding on the successful bidder.



4. **Tender Type:** Single packet and Online mode with 5 days bid submission time.
5. **Validity of bid offer:** Validity of bidder offer shall be thirty (30) days from the date of opening of the bid.
6. **Technical Specifications and Bill of Quantities (BOQ):** The Technical Specifications and BOQ for the Client's Training Program Project shall be strictly as per the order received from client and as defined under the Agreement executed between Client and CEL and Client's EOI. The successful bidder shall be bound to adhere to the same without any deviation.
7. **Project timelines:** The tentative timelines for *Imparting Training Program* Project shall be communicated to the Service Provider separately. The selected bidder shall strictly adhere to the time line with respect to training, assessment and employment as detailed in the common norms or courses modules of particular trades developed by concern Sector Skill Council (SSC) & approved by National Skill Development Corporation (NSDC). The selected bidder shall be accountable to conduct the Training Programme as per the prescribed curriculum development and deliver the Training of Trainers (ToTs) envisaged under the project within the given time frame. Any delay attributable to the Service Provider shall be treated as a breach of contract and may invite suitable action as per the client's Agreement on back to back basis. Selected vendor has to conduct the training for minimum hours as defined by the customer (as per the MoU).
8. **Extension of Contract:** The timeline shall start from the date of issue of P.O., if customer extends CEL's contract duration, then CEL may extend the contracts duration.
9. **Project cost** – The total project cost is around 45 crores and this is calculated from present rate mentioned in Govt. Gazzet of India having no CG-DL-E-06012021-224213 dated 01-01-2025. If the rates are revised by the end customer during the period of implementation of the project the same may be applicable and project cost may revise.
10. **Tender Award Criteria:** The tender shall be awarded to the bidder offering the **highest Net Revenue Share (NRS) on maximum project value of Approx. Rs. 45.00** crores and after revision of the rates project cost will also revise but offered NRS will be intact during the period of whole project implementation.
11. **Earnest Money Deposit (EMD):** NIL.
12. **Performance Bank Guarantee (PBG):** Successful bidder shall submit the PBG of INR 1,00,000/- per janpad which consolidate to 22 Janpad x 1,00,000 = 22,00,000/- during the submission of first mile stone invoice to CEL Sahibabad valid up-to 01 Years from the date of invoice in the format attached. It may be amended based on the order value in future. If vendor will not submit the PBG as per this clause we will hold the payment of 120 % of above mentioned BG amount at the discretion of CEL Management.
13. **Number of Targeted training centers in 22 Janpad:** The number of targeted training centres to be established and operated under the client' Project shall be strictly as per the order issued by client from time to time.
14. **Taxes & Duties:** Relevant Taxes in line with GST i.e. SGST/CGST or IGST to be considered by the bidder. Taxes rate and nature will be on actual basis. GST and other applicable taxes are exclusive and GST to be shown separately and will be as per actual.
15. **Payment Milestones:**

Rep. Name

[Signature]

[Signature]

a. For Short Term Training**1.1 In case of non-residential training for the courses constituted under batch mode:-**

- Training cost payment would be made as per the following in three installments as per following norms: -

S. No.	Installments	%of Installment (of Batch)	Milestone
1	1st	50%	After batch creation.
2	2nd	30%	After Trainees having 75% attendance and passing the training assessment by the respective Sector Skill Council (SSC).
3	3rd	20%	After successful placement or 6-month project sustainment.
Total		100 %	

The above rates may undergo changes as per the decision taken by the end customer in context thereto.

Payment Terms-

- Payment terms will be as per back to back basis.
 - Payment along with applicable GST will be released after receiving the payment from end customer subject to recoveries if any, and submission of Tax Invoice, supporting documents after satisfactory completion of work in all respect.
 - The tax will be applicable as per the prevailing rate during the time of billing.
 - Other Direct Expenses will be deducted from the payment of the vendor. Direct Expenses like cost incurred by CEL towards EMD/PBG/BG/SD processing charges.
 - The payment shall be done on the basis of actual Supply/service of material as certified by the end customer.
 - No advance payment will be made during the execution of the project.
 - CEL travels expenses during project implementation period same expenses will be borne by successful bidder.
- 16. Liquidated Damage (LD):** LD as Levied by CEL's customer for the execution part would be levied on the bidder. However, CEL reserves the right to further increase the amount of LD value up to 10% of the PO value to be imposed upon vendor. In the event Service provider fails to provide the services in accordance with the Service Standard, Service provider shall be liable for penalty as per Penalty clause by the administration of client.

- 17. Damage to Properties and Penalty:** In case of any accident/damage to customer/end user properties by

25/1/2022

10/1/22

10/1/22

the successful bidder during Project execution, full responsibility will be attributed to the successful bidder. For clause on Penalty shall be referred.

18. Resolution of Disputes:

- (i) CEL and the Business partner shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- (ii) If, after thirty (30) days from the commencement of such informal negotiations, CEL and the Business partner have been unable to amicably resolve dispute, either party may require that the

dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by the Chairman and Managing Director (CMD), CEL, or in accordance with the Arbitration and Conciliation Act, 1996.

- 19. Force Majeure:** The Service Provider shall not be liable for forfeiture of security, LD, or termination if delay or failure in performance is due to Force Majeure, i.e., events beyond its control such as government acts, wars, natural calamities, epidemics, embargoes, etc. The Service Provider must promptly notify in writing and continue obligations as far as practicable. If the situation persists beyond a reasonable period, the service provider and CEL may decide on extension, amendment, or termination without liability.

20. Other Important Guidelines:

- All other terms & conditions not mentioned herein will be on back-to-back basis.
- Any terms & conditions of general terms contradictory with special terms & conditions, the general terms & conditions will be superseded by the special terms & conditions.
- If there is any due against the contractor under any other contract with CEL, CEL stands authorized to appropriate the amounts payable under this contract against the same.
- CEL reserves the right to waive minor deviations and add minor modifications if they do not materially affect the capability of the bidder to perform the contract.
- Other Direct Expenses will be deducted from the payment of the vendor. Expenses like cost incurred by CEL towards EMD/PBG/BG/SD processing and travel related towards business development or reprocessing and project execution incurred by CEL shall be recovered from bidder/vendor/SI from his payments.

Additional works may be required to carry out the complete works according to the actual site conditions. Any item/Work, which is not specifically mentioned and not paid by end customer but necessary for making the system functional/Completion of services, shall be deemed to be included in the scope of the works of the vendor and shall be supplied and installed/ Provide services without any extra cost to CEL

21. Tender document to be submitted by the Bidder along with its bid

Sr. No.	Document Required to be submitted	Submitted (Yes/No)
1.	Tender acceptance Letter: Bidder will submit unconditional acceptance of all terms & conditions of the tender document on company's letter head duly signed & stamped by the authorized signatory.	Attached format
2	No deviation certificate on company's letterhead has to be submitted by the party mentioning that "we meet all Technical & commercial Specifications of the Tender in Toto" and there shall be no deviation. Party has to submit the aforementioned certificate along with the offer.	Attached format

Polij Verna

[Signature]

[Signature]
6/19

Annexure: B-1

Financial Bid Format

SL. No.	Item Description	Quantity										
	As per tender	Complete Lot										
Tenderers/Bidders have to quote Net Revenue Share (NRS) offered to CEL in percentage (inclusive all taxes). The bidder has to indicate the percentage both in figures and in words. The Bidder should sign the following certificate:												
We offer and agree to address and execute the above work at following net revenue share CEL:												
Net Revenue Share offered to CEL (in Figure):												
Net Revenue Share offered to CEL (in Word):												
<table border="1"> <tr> <td>Signatures of the Bidder</td> <td></td> </tr> <tr> <td>Name of the Bidder</td> <td></td> </tr> <tr> <td>Designation of the Signatory</td> <td></td> </tr> <tr> <td>Stamp of the Company</td> <td></td> </tr> <tr> <td>Date of Signing the Bid</td> <td></td> </tr> </table>			Signatures of the Bidder		Name of the Bidder		Designation of the Signatory		Stamp of the Company		Date of Signing the Bid	
Signatures of the Bidder												
Name of the Bidder												
Designation of the Signatory												
Stamp of the Company												
Date of Signing the Bid												

Note:

- 1) All other terms & conditions will be on Back to Back basis i.e. as above cited tender Terms & conditions received by CEL in its PO/Work Order from the end customer except PBG, Payment and LD clause.
- 2) Currency of Purchase Order: CEL will place purchase order on bidder in INR only.
- 3) Relevant Taxes in line with GST i.e. SGST/CGST or IGST to be considered by the bidder. Taxes rate and nature will be on back to back basis. GST and other applicable taxes will be as per actual.
- 4) CEL will place PO on successful bidder only if the CEL receives its PO/work order from its Customer as mentioned in this tender.
- 5) Bidder offering the highest Net Revenue Share (NRS) shall be declared the successful bidder. Bidder offering the next lower net revenue share shall be declared successful bidder. In case of a tie the competent committee adopt draw of lots or any other suitable method to break the tie without giving any reason/ justification. This shall be done in the presence of tied bidders. The decision of competent committee of CEL shall be final in this regard and cannot be challenged in any manner and also be abide by all the bidders.
- 6) CEL shall place order on successful bidder after reducing the CEL revenue share percentage i.e..... % of the total value ordered **excluding** taxes given to CEL by the customer for delivery of project/work as per tender condition. PO/Work order will be issued to the successful bidder for the amount which will be calculated after reducing CEL Revenue share from the PO/Work order issued to CEL by the prospective buy/end user customer.
- 7) Payment Terms-
 - a. Payment terms will be as per back to back basis.
 - b. Payment along with applicable GST will be released after receiving the payment from end customer subject to recoveries if any, and submission of Tax Invoice, supporting documents after satisfactory completion of work in all respect.
 - c. The tax will be applicable as per the prevailing rate during the time of billing.
 - d. Other Direct Expenses will be deducted from the payment of the vendor. Direct Expenses like cost incurred by CEL towards EMD/PBG/BG/SD processing.
 - e. The payment shall be done on the basis of actual Supply/service of material as certified by the end customer.
 - f. No advance payment will be made during the execution of the project.
 - g. CEL travels during project implementation period same expenses will be borne by successful bidder.

Signature

12

Signature

Annexure: B-1B

NO DEVIATION CERTIFICATE

Sub: No deviation certificate

Ref.: Tender No. _____ dated _____ for _____ *(Name of work)*

We M/s. _____ *(Name of Bidder)* having office address at _____


Undertake herewith that that "We meet all requirement of the Tender in Toto" and there shall be no deviation.

Authorized Signatory

For M/s. _____

Company Seal

Dr. Hima



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Annexure D**Format for submission of Vendor Data**

1.	Name of vendor			
2.	Registered Address			
	Postal Code		Company's Year of Establishment	
	Company's nature of business		Company's Legal Status	
	Registration No.		Phone:	
	Fax No.		Website:	
	Name of Proprietor/ CEO/Chairman			
	Phone/Mobile No.			
	Email id			
3.	Factory Address			
	Phone No.			
	Fax No.			
	Email id			
4.	Delhi/NCR Address (if any)			
	Phone No.			
	Fax No.			
	Email id			
5.	Correspondence Address			
6.	Name of Contact Person for this tender			
	Designation			
	Date of Birth			
	Phone/Mobile no.			
	Fax No.			
	Email id			
7.0	GST related information			
7.1	GST No.			
8.0	Income Tax related information			
8.1	PAN No.			

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8.2	PAN reference no. (in case PAN applied for)	
8.3	PAN Status (in case PAN applied for)	
9.	Registration No. with Directorate of Industries	
10.	SSI/MSE Reg. No. (if Small Scale Industrial Unit)	(Please enclose certificate from DIC/NSIC along with Certificate from registered CA with value of plant and machinery)
10.1	*Is MSE/SSI is owned by ST/SC?	Yes / No (If Yes please enclose relevant certificate as proof)
10.2	*Is MSE/SSI is owned by woman?	Yes / No (If Yes please enclose relevant certificate as proof)
11.0	Bank related information	
11.1	Bank name	
11.2	Branch name	
11.3	Bank address	
11.4	Bank phone no.	
11.5	Bank fax no.	
11.6	Bank MICR Code	
11.7	RTGS-IFSC Code	
11.8	Account type	
11.9	Account no.	
11.10	Swift Code	

**Must be answered invariably*

Correspondence with respect to this tender may be addressed to Mr/Ms
 at email id
 and mobile
 no.....

I/We accept that CEL may send SMS and/or email regarding this tender/any other tender, award of contract, purchase order(s) and/or any other information on any/all mobile nos. mentioned in this vendor data sheet.

I/We certify that the information given herein is correct to the best of my knowledge and belief.

Signature of Proprietor/CEO/Chairman
 Seal of the company/concern

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Annexure-E

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

The Dy. General Manager
Materials Management Division
Central Electronics Limited
4, Industrial Area
SAHIBABAD – 201010 (UP) INDIA

Reference: Tender No: C-2(b)/RC/0500/2526/0030 dated 11.09.2025

Name of Tender/Work: **“Imparting Imparting Training Program with a target to train Scheduled caste youth by imparting Vocational Skill Development training to provide gainful employment to the aspiring candidates under PM-Ajay (grant-in-aid) scheme in the state of utter Pradesh”.**

Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s)
namely: “_____”
_____” as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.---- - to ---- (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the Bidder
Name of Authorized Signatory:
Designation:

Official Seal:

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Annexure-G**PERFORMANCE BANK GUARANTEE***((BG to be issued from a bank in the list of Scheduled Commercial Banks of RBI)**(Issuing Bank to send SFMS message to: ICICI Bank, Connaught Place, Phelps Building, New Delhi. IFSC: ICIC0000007)*

To ,
 Central Electronics Limited,
 A Public Sector Enterprise,
 4, Industrial Area,
 Sahibabad – 201010 (U.P.)

1. By a Purchase Order No. _____ dated _____ (the "Contract") placed by **Central Electronics Limited, 4, Industrial Area, Sahibabad-201010** (the "buyer") for _____ (as per description given in the P.O./Contract) and unreservedly accepted by M/s _____ and having its **Regd. Office at _____ and office/works at _____** (the "Contractor/Seller"), the Contractor/Seller has agreed to sell, supply and deliver the product of such specifications, qualitatively and quantitatively and for such consideration and subject to such covenants, condition and stipulation as provided in the contract/purchase order including but not limited to a stipulation that the Contractor/Seller shall furnish to the Buyer an irrevocable and unconditional Bank Guarantee for _____ percent of Purchase Order value towards Performance Security for the value of **(Currency).....(Amount)** in favour and to the satisfaction of the Buyer to ensure the due performance of all its obligations and liabilities by the Contractor/Seller under and in terms of such contract.
2. Accordingly, in consideration of the premises, and other good and valuable consideration (the "Bank") having its head office at undertakes assures and agrees with the Buyer as follows:-
 - a) The Bank, as primary obligor and not merely as surety, hereby irrevocably, unconditionally and absolutely guarantees, as a continuing guarantees, during its currency to the Buyer (its successors and assigns) full complete and prompt performance of the obligations and liabilities by the Contractor/Seller, including but not limited to the financial liabilities of the Contractor/Seller to the Buyer for any payment, repayment, refund or otherwise of any money, or any other dues claim or demand of the Buyer against the Contractor/Seller (Collectively called the "Guaranteed Obligation")
 - b) The bank hereby further irrevocably and unconditionally guarantees and undertakes to the Buyer that if the Contractor/Seller, in any manner, defaults in the performance of the product or in making any payment, repayment or refund of any Guaranteed Obligations, then the Bank shall without demur upon the first demand by the Buyer, pay to the Buyer forthwith in full the amount due to or claimed or demanded by the Buyer from the Bank without any deduction and withholding and free from any claim by the Bank or any other person. The obligations of the bank hereunder shall be absolute in all respects and the demand so made by the Buyer shall be conclusive and binding on the Bank, regardless of any dispute, difference of proceeding pending or threatened between the Buyer and Contractor/Seller or any other person in Court of Law, arbitration or otherwise.
 - c) It is a strict condition of this Guarantee that the Bank shall not be discharged or released from the Guaranteed Obligations undertaken by it, nor shall the Bank's liabilities and obligation hereunder diminish, by virtue of any new arrangements between the Buyer and the Contractor/Seller or any variations in the contract mutually made, or any indulgence or forbearance by the Buyer to the Contractor/Seller at any time as regards any of the Guaranteed Obligations with or without knowledge or

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consent of the Bank, provided that in no case the financial liabilities of the Bank shall be increased without its prior concurrence.

- d) This Guarantee shall not be released by the Contractor/Seller furnishing to the Buyer any other security under and in terms of the contract nor shall the Buyer be obliged to pursue such security as a condition precedent to exercising any of its rights hereunder.
 - e) This Guarantee shall come into force from the date of issuance i.e. __/__/ . The Guarantee shall remain valid and effective up to ---/ ---/ ---i.e. _____ months/years warranty period or until the Contractor/Seller duly and fully performs and completes all performance its financial and other obligations under and in terms of the contract, or the Guaranteed Obligations are discharged by the Bank hereunder, whichever is earlier.
 - f) This Guarantee shall not be discharged or be rendered ineffective by change in the constitution of the Bank or Buyer or the Contractor/Seller and shall nevertheless continue to be binding on its respective successor-in-interest or assigns. Nor shall this Guarantee be discharged by the Buyer recovering its dues, claims or demands partially from the Bank in respect of any of the remaining Guaranteed Obligations hereunder. This Guarantee is and shall always be deemed to be a continuing Guarantee during its currency.
 - g) This Guarantee shall be governed by and construed and interpreted in accordance with the laws and courts in **New Delhi** shall have exclusive jurisdiction in this regard.
 - h) Notwithstanding anything to the contrary we agree that decision of the Buyer as to whether the Contractor/Seller has committed a breach of any terms and conditions of the contract shall be final and binding on us and we shall not be entitled to ask Buyer to establish claim or claims under this Guarantee but shall pay the same forthwith without any objection or excuse.
 - i) The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same. The Guarantor represents and confirms that the signatory of the Guarantee has the legal capacity, power and authority under the delegations of powers and notification made under general regulation and resolutions in this regard to issue this Guarantee and that giving of this Guarantee.
3. Notwithstanding anything herein contained the maximum financial liability of the Bank shall not in any circumstances exceed Rs.

Notwithstanding anything contained herein above:

- i. Our Liability under this Guarantee shall not exceed Rs. (Rupees only).
- ii. This Bank Guarantee shall be valid up to and including --/--/--.
- iii. We shall be liable to pay any amount under this bank guarantee or part thereof only if we receive a written claim or demand under this guarantee on or before --/--/--.

Place:

Date:

Signature of the Bank with seal

Full address of Bank:

.....

Witness:

1) Name: _____ Signature _____

2) Name: _____ Signature _____

Annexure-I

(THESE ARE NIC'S INSTRUCTIONS AND NOT A PART OF THE TENDER)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid DigitalSignature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username 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 from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 DSC's 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.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender 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.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) 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 copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) 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 tender 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 the white coloured (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.

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6) 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.

7) 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. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. 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's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
