

CANTONMENT BOARD ROORKEE

BACKGROUND IN BRIEF: The Cantonment Board, Roorkee invites bids in prescribed E-Tender form through portal at <https://defproc.gov.in/> under TWO BID SYSTEM from experienced and reputed organizations registered with Animal Welfare Board of India for carrying out the sterilization operation of wandering stray dogs to stop their birth and control the dog population and also to give them anti rabies vaccine.

PART I – GENERAL INFORMATION

1. **SCHEDULE OF DATES FOR E-TENDERING**

Sr. No.	Activity	Date & Time
1.	Publishing date and time	12/01/2024 At 10:00 HRS
2	Document Download start date and time	12/01/2024 At 10:00 HRS
3.	Registration Start date and time	12/01/2024 At 10:00 HRS
4.	Registration End date and time	20/01/2024 At 10:00 HRS
5.	Bid submission start date and time	12/01/2024 At 10:00 HRS
6.	Bid submission end date and time	01/02/2024 At 17:00 HRS
7.	Technical bid opening date	03/02/2024 At 10:00 HRS

2. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:- The actions will be in physical and online form as described below:

- (a) **Documents Required in Physical Form** - The original of following tender supporting documents shall be submitted physically by hand under the covering letter addressed to the Chief Executive Officer, Cantonment Board Roorkee or by post / courier in the envelop and write the name of the contract (STERILIZATION AND VACCINATION OF STRAY DOGS – 2024-25) in capital letter on envelop and seal the envelop and same should reach this office on or before bid submission end date and time. The Cantonment Board Roorkee will not be responsible for any postal/courier delay, and if the documents are not submitted to this office by aforesaid means on or before the bid submission end date and time, the Technical Bid of those tenderer will be opened, but will be rejected.
- (i) Earnest Money Deposit (EMD) of Rs. 20,000 (Rs. Ten thousand only) shall be paid through online on E-Chhawani portal.
- (ii) Non refundable Registration Fee of Rs. 1000/- (Rs. One thousand only) shall be paid through online on E-Chhawani portal.
- (iii) Non refundable Tender Fee of Rs 2000/- (Rs. Two thousand only) shall be paid through online on E-Chhawani portal.
- (iii) Tender Conditions Acceptance Certificate - (Format as per Appendix A).
- (iv) Undertaking: Original copy of a notarized undertaking on Non- Judicial Govt. Stamp Paper of Rs. 100/- stating that the firm is not in the past 5 years blacklisted by any Govt./Semi Govt Department or any public sector undertaking for executing any work for which the firm is registered and that the applicant has not been convicted by any competent court of law in or outside India and no trial for any criminal case is pending against him before any competent court of law.

(b) Cover I (ONLINE)- The scanned copies of documents required for qualifying bids will be uploaded in pdf format online in Cover I prior to bid submission end date and time, these will include:

- (i) Scanned copy of Receipt of payment of EMD, Registration Fee and Tender Fee be scanned and uploaded in PDF format.
- (ii) Scanned copy of GST Certificate for the year 2023-2024 duly self attested.
- (iii) Scanned copy of PAN card of the firm/company OR of individual in case of proprietary firm/Company duly self attested.
- (iv) Scanned copy of license / registration with Animal welfare Board of India.
- (v) Scanned copy of experience certificate / supply orders of last 2 years showing that the firm has minimum two years of successful experience in similar nature of work to any state/central government, Local Bodies, Municipal Corporation, Nagarpalika, Zilla Parishad etc.
- (vi) Address Proof – Electricity bill / Telephone bill etc.
- (vii) Scanned copy of a notarized undertaking on Non- Judicial Govt. Stamp Paper of Rs. 100/- stating that the firm is not in the past 5 years blacklisted by any Govt./Semi Govt Department or any public sector undertaking for executing any work for which the firm is registered and that the applicant has not been convicted by any competent court of law in or outside India and no trial for any criminal case is pending against him before any competent court of law.

(c) Cover II (ONLINE)-

- (i) Financial Bids – Financial Bid in the form of BOQ in xls format which will be submitted online on <https://defproc.gov.in/>.

3. Time and Date for Opening of Bid- Refer Part I para I (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the CEO, Roorkee).

4. Rejection of Bid - Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional tenders will be rejected.

5. Validity of Bids - The Bids should remain valid for the period of 120 days from the last date of submission of the Bids.

6. Manner of Obtaining Tender Documents - The tender forms can be downloaded from <https://defproc.gov.in/>.

SD/xxx
Chief Executive Officer
Cantonment Board Roorkee