

# नेशनल ऑटोमोटिव टेस्ट ट्रैक्स NATIONAL AUTOMOTIVE TEST TRACKS

#### **Tender For**

मुख्यालय के पास कैंटीन भवन के सामने वर्षा जल निकासी पाइप लाइन बिछाने का कार्य /Execution of Storme water Drainage pipe line laying Infront of canteen building near HQ at

> NATRAX PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/PROC/C&I/23/67

National Automotive Test Tracks (NATRAX)/ नेशनल ऑटोमोटिव टेस्ट ट्रैक्स (NATRAX)
A unit of National Automotive Board (NAB)/ राष्ट्रीय मोटर वाहन बोर्ड (एनएबी) की एक इकाई
NH-52, Old Agra- Mumbai Highway/ NH-52, पुराना आगरा-मुंबई राजमार्ग,
Next to Pithampur Flyover/ पीथमपुर फ्लाईओवर के बगल में,
Post Khandwa (Near Pithampur)/ पोस्ट खंडवा (पीथमपुर के पास)
Dhar District, Madhya Pradesh-454774/ धार जिला, मध्य प्रदेश -454774
Phone: +919893892310, Fax - 07292-256101
Email: a.prabhakar@natrip.in, anuj.kumar@natrip.in



#### 1. General Instructions:

नेशनल ऑटोमोटिव टेस्ट ट्रैक्स (NATRAX) नेशनल ऑटोमोटिव बोर्ड (NAB) के तहत एक ऑटोमोटिव टेस्टिंग एंड सर्टिफिकेशन सेंटर है, जो भारी उद्योग मंत्रालय, भारत सरकार द्वारा गठित एक स्वायत निकाय है। NATRAX को लगभग 3000 एकड़ भूमि पर पीथमपुर, जिला धार, (मध्य प्रदेश, भारत) के पास, सभी प्रकार के ऑटोमोबाइल के व्यापक परीक्षण और मूल्यांकन के लिए स्थापित किया गया है।/National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under NATRiP Implementation Society (NATIS)/National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India).

नेशनल ऑटोमोटिव टेस्ट ट्रैक्स (NATRAX), ऐसे योग्य और अनुभवी बोलीदाताओं से पासवर्ड संरक्षित या सीलबंद कोटेशन / बोलियां आमंत्रित करता है, जो काम करने, निष्पादित करने और कार्यान्वित करने के लिए इस दस्तावेज़ में निर्दिष्ट पात्रता मानदंड को पूरा करते हैं।तथा निर्धारित शर्तों पर कार्य करने के इच्छुक हैं । कार्यों का संक्षिप्त विवरण और एनआईक्यू/निविदा की समय-सीमा नीचे दी गई तालिका में संक्षेप में दी गई है:/ The National Automotive Test Tracks (NATRAX), invites Password Protected OR Sealed Quotations/Bids from the qualified and experience Bidder(s) who meets the specified eligibility criteria in this document in the prescribed Proforma for performing, executing and implementing the works on the terms and conditions contained in this Bid document. Breif description of works and the timelines for NIQ/tender are summarised in the table below:

कार्य का वर्णन /Description of Work	अनुबंध की अवधि / Period of Contract	निविदा के फ्लोटिंग की शुरुआत की तिथि / Date of start of floating of tender	बोली जमा करने की अंतिम तिथि / Last date for submission of Bid	बोली खोलने की तिथि और समय / Date & Time of Bid opening
मुख्यालय के पास केंटीन भवन के सामने वर्षा जल निकासी पाइप लाइन बिछाने का कार्य /Execution of Storme water Drainage pipe line laying Infront of canteen building near HQ at	कार्यदेश दिनांक से (2) माह / Two (2) Months from the date of work order.	04 <sup>ւհ</sup> Jan 2023	12 <sup>th</sup> Jan 2023 at 1500 Hrs	12 <sup>th</sup> Jan 2023 at 1530 Hrs

NATRAX PITHAMPUR, DIST. DHAR (Madhya Pradesh)		
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बोलीदाता (आईटीबी) के निर्देशों में उल्लिखित न्यूनतम पात्रता मानदंड (एमईसी) को पूरा करने वाले बोलीदाता बोली प्रक्रिया में सफलतापूर्वक बनने के पात्र हो सकते हैं। जेवी/कंसोर्टियम के रूप में बोली लगाने वालों को अनुमति नहीं है।/ The Bidder(s) who meet the Minimum Eligiblity Criteria (MEC) as mentioned in the Instructions to Bidder (ITB) may be eligible to become successfully in the Bidding process. The bidder(s) in the form of JV/Consortium is not permitted.

- 2. कोटेशन/बोली प्रस्तुत करने का विवरण/ Quotations/Bid Submission details:
  - a. पासवर्ड से सुरक्षित बोली/कोटेशन बोलीदाता द्वारा निम्नलिखित ईमेल आईडी पर उपरोक्त समय और तारीख के बाद या पूर्व सूचना पर अगली सुविधाजनक तारीख और समय के रूप में प्रस्तुत किया जाना है।/ Password protected Bid/Quotation is to be submitted by the Bidder at the following email ID's not later than the aforesaid time & date or as next convenient date & time on pre-intimation.

mail to: a.prabhakar@natrip.in, anuj.kumar@natrip.in OR

मोहरबंद बोलियां/कोटेशन भी पूर्वोक्त तिथि और समय पर NATRAX हब कार्यालय में सीलबंद लिफाफों में हार्ड कॉपी में जमा किए जा सकते हैं। हालांकि, मौजूदा कोविड महामारी को देखते हुए बोलीदाताओं को इलेक्ट्रॉनिक मोड के माध्यम से बोली लगाने के लिए प्रोत्साहित किया जाता है/ Sealed Bids/quotations may also be submitted in the hard copy in sealed envelops at NATRAX Hub office in the aforesaid date and time. However, Bidders are encourged to Bid/quote through electronic mode considering the ongoing Covid pandemic.

b. उक्त तिथि एवं समय के बाद कोई बोली स्वीकार नहीं की जायेगी। हालाँकि, असाधारण मामलों में, NATRAX के पास बोली खोलने से पहले बोली जमा करने के समय/अंतिम तिथि को अगली सुविधाजनक तिथि/समय तक बढ़ाने का अधिकार सुरक्षित है।/ No Bids will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the Bids.

टेलीग्राफिक रूप से या ट्रांसिमशन के अन्य माध्यमों (टेलीफैक्स, आदि) के माध्यम से भेजी गई बोलियां जो पासवर्ड से सुरक्षित नहीं हैं, उन्हें दोषपूर्ण, अमान्य माना जाएगा और खारिज कर दिया जाएगा।/ Bids sent telegraphically or through other means of transmission (telefax, etc.) which are not Password Protected shall be treated as defective, invalid and shall stands rejected.



- c. NATRAX गैर-प्राप्ति/गैर-वितरण/या किसी तकनीकी त्रुटि या गलत प्राप्तकर्ता के कारण किसी भी देरी के लिए जिम्मेदार नहीं होगा। बोलीकर्ता NATRAX से अपनी बोली प्रस्तुत करने की प्राप्ति की पुष्टि कर सकते हैं /NATRAX shall not be responsible for any delays for non receipt /non delivery/or any technical errors or due to wrong addressee. Bidders may confirm the receipt of their Bids submission from NATRAX
- 3. Disclaimer/ अस्वीकरण:
- 4. NATRAX बिना कोई कारण बताए किसी या सभी प्रस्तावों को स्वीकार/अस्वीकार/संशोधित/विभाजित करने के सभी अधिकार सुरक्षित रखता है। NATRAX के किसी भी निर्णय के लिए बोलीदाताओं के पास कार्रवाई का कोई कारण या दावा नहीं होगा।/NATRAX reserves all rights to accept/reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

यह निविदा दस्तावेज/एनआईक्यू दोनों भाषाओं (अंग्रेजी और हिंदी) में उचित देखभाल के साथ तैयार किया गया है, हालांकि, किसी भी विसंगति के मामले में अंग्रेजी भाषा प्रबल होगी।/ This tender document/NIQ has been prepared in both the languages (English & Hindi) with due care, however, in case of any discrepancy the English Language will prevails.

For NATRAX

### For Head Procurement & Stores/ हेड प्रोक्योरमेंट एंड स्टोर्स के लिए

इस निविदा में आगे चार अनुबंध शामिल हैं/ This tender further contain four Annexures

- A. अनुबंध-I (ए)-बोलीदाताओं के लिए निर्देश (आईटीबी)/ Annexure-I (A)-Instructions to Bidders (ITB)
- B. अनुबंध- I (बी) अनुबंध की विशेष शर्ते।/
  Annexure-I (B)- Special conditions of contract.
- C. अनुबंध-II- अनुबंध/विनिर्देश/ड्राइंग और डिजाइन की तकनीकी शर्ते।/
  Annexure-II- Technical Conditions of contract/Specification/Drawings & Design.
- D. अनुबंध IV- प्रस्तुत करने की विधि (ऑनलाइन माध्यम से) // Annexure-IV- Method of submission (in case of Bid submission through online mode).



#### A. ANNEXURE I (A)- INSTRUCTION TO BIDDERS (ITB)

1. Bidders are required to submit their Bids in Password Protected PDF format, named as "techno-comercial Bid/Quotation for Tender No. NATRAX/PROC/C&I/23/67" on the subject of the email, containing separate Password Protected PDF document, as given below. The Password Protected Bids shall be submitted at the mentioned email ID(s) before the closure of Bid submission date/time.

OR

Sealed Bids/quotations may also be submitted in the hard copy containing Technical Bid and Financial Bids in sealed envelopes at NATRAX office in the aforesaid date and time. However, Bidders are encourged to Bid/quote through electronic mode.

- a) Incase of online Bid submission, the password of the documents shall be submitted by the Bidders at the time of the Bid opening
- b) The bidders are advised to submit the bid after duly signed submitted on each page, the bids received without sign and numbered may be rejected by NATRAX.
- 2. The Contract shall be governed by the terms and conditions specified in this tender document including amendments, work order etc.,
- 3. All Bidders are hereby explicitly informed that "CONDITIONAL OFFERS" or "OFFERS WITH DEVIATIONS" from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, technical specifications, or any other requirements as stipulated in the Tender documents are liable to be "REJECTED".
- 4. Minimum Eligibility Criteria: The bidder should fulfill either of the following two (A OR B):
  - A. The bidder should have valid registration with NATRAX under vender registration.

Or

- B. The bidder should meet the following criteria:
  - i. Legal valid entity: it shall be valid legal entity in form of Proprietor/partnership/LLP/Pvt. Ltd company/Govt. entity/Limited Company/autonomous body etc, and should have valid registration with appropriate governing authority. To supporting this, proof should have to be submitted along with quotation.
  - ii. Experience: it should have minimum 3 years' experience in similar work\*

Similar works\* - successfully completed Works pertaining to "Civil repairing /maintainence work OR civil work including plumbing works" for any Govt Dept.,/Reputed firm Private Institution/Academic Institutions, copy of valid LOA/Agreement/work order & completion certificate should be submitted with quotation. In case, work order &



completion certificate issued by other than Govt. entity, NATRAX reserve the rights to seeking the 26AS or TDS certificate for the relevant period for authenticity of said order & certificates.

- 5. **Opening & Evaluation of Quotations**: the bids shall be opened by the committee of NATRAX officials, and shall be evaluated in following mannar:
  - 5.1 If the bidder is registered vender of NATRAX the quotations shall be accepted for comparision of quoted rates. If bidder is not registered vender of NATRAX than the evaluation shall be done as per below:
    - a. First- the quotations shall be evaluated as per the MEC defined as above 4 (B). and the quotations of only Technically qualified bidders shall be considered for further comparision.

#### 6. Comparision of quoted rates

- i. For the evaluation of the Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Bid document and after detailed scrutiny of the bid.
- ii. No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- iii. If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;
- iv. If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotal/s shall prevail and the total shall be corrected; and
- v. The Bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ. In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. All the prices should be inclusive of all taxes and GST.
- vi. The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount of Bid, the bid will be rejected.
- vii. Negotiations, **if any**, will be held before the issuance of work order. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

#### 7. Tender Fee & Exemptions: -

a) This tender is free of cost.



- b) If registered under Startups and "Micro & Medium Small Enterprises" (MSME's), supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
- c) The Benefits & Exemptions for Startups the exemption from prior turnover & experience & price benefit may be given as per the guideline.
- 8. The Bidders are expected to carefully examine all the contents of the Tender documents/NIQ including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the Tender will be rejected.
- 9. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.
- 10. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX's representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
- 11. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
- 12. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
- 13. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
- 14. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of Bids.
- 15. Information relating to the examination, clarification, evaluation and comparison of

Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

16. NATRAX reserves the right to accept / reject or modify any Bids, and to annul the Tender process and reject all Bid(s)/quotation(s), at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any Bidder not following ITB stands rejected.

#### 17. Award of Work:

- a) Prior to the expiry of the period of Bid validity prescribed, NATRAX will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.
- b) NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.

#### 18. Validity of bids:

The rate quoted should be valid for a minimum period of 120 days from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

19. Prospective bidders requiring any clarification of the Tender may write to <a href="mailto:a.prabhakar@natrip.in">a.prabhakar@natrip.in</a>; <a href="mailto:anuj.kumar@natrip.in">anuj.kumar@natrip.in</a>,

The Bids / related correspondences shall be made in English language.

20. Special Terms & Conditions:

a.	Scope of work	Execution of Storme water Drainage pipe line laying Infront of canteen building near HQ at NATRAX, Pithampur, Dhar (MP)
b.	Contract Period	The contract shall be remain valid for Two (02) Months from the date of issuance of work order and rate shall be constant throughout contract period, irrespective of number of tests. NATRAX reserves right to short close the Contract during the currency of contract with a notice period of 15 days by NATRAX
c.	Engineer Incharge (EIC)	Shall be notified to successful bidder.



d.	Rate Firmness	The charges/rate quoted by supplier must be firm throughout the Contract period and no escalation of any kind is permissible.
e.	Warranty Period	Not applicable
f.	Payment, Mode and Retention	<ul> <li>i. 95% of invoice value shall be paid on the completion of respective tests, on submission of invoice along with supporting document and certified by EIC. And remaining 5% after completion of work.</li> <li>ii. Payment shall be made after statutory deduction as applicable.</li> <li>iii. The payment shall be released within 15 working days from the date of certification by EIC.</li> <li>iv. Advance payment: maximum 10% of contract value may be paid after receiving request from contractor and submission of bank guarantee of 110% of the requisite amount. An interest 10% per annum shall be charged on the outstanding advance payment. The said advance payment shall be released in minimum two instalments. Contractor has to submit a utilization certificate for the said advance payment.</li> <li>v. The GST/Taxes &amp; duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.</li> <li>All the payments shall be made through RTGS only.</li> </ul>
g.	Liquidated Damages	In case of any delay in execution of work attributable to contractor as per contract conditions, NATRAX reserve the right to impose LD @ 0.1% per days up to maximum 10% of contract value of each test.
h.	Project Facility / Place of Installation/del ivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774
i.	Other Terms and conditions	<ul> <li>i. The work under this Contract shall be done only by the contractor's authorised, qualified and competent service personnel.</li> <li>ii. No extra charge is payable for to and fro, boarding and lodging for the service personnel coming to NATRAX.</li> </ul>
j.	granist acid	If the work/service is found to be not satisfactory or not

			found as per the specification indicated in this document,		
		Termination of	the Service Contract will be terminated with short notice.		
		Contract	Downtime penalty will be considered as one of the factors		
			for gauging service efficiency.		
	k.	Integrity Pact	Bidder should singed and submit the integrity pact agreement		
K.			along with technical bid.		

21. The bidder should give the following, duly signed and sealed, failing to which the bids will be summarily rejected:

#### 22. DECLARATION:

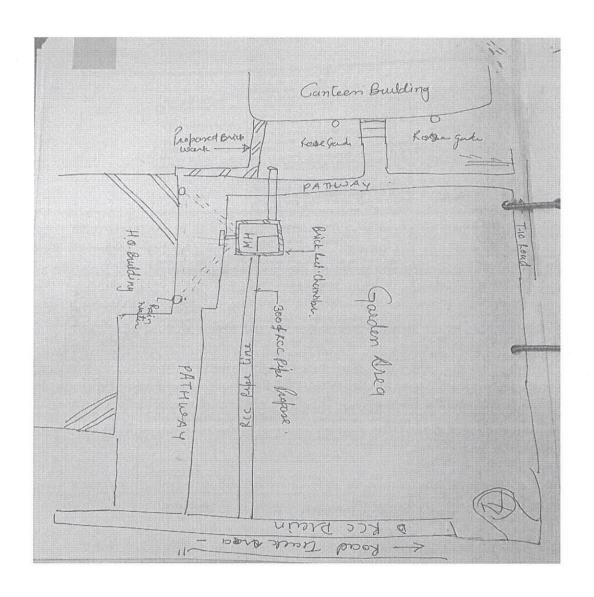
#### (To be executed on Bidder's letter head)

(
I/We having aquainted with the content & requirement of this Tender No. NATRAX/, dated and do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.
I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.
In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed), Retention, Bid Security (EMD), Performance Security, etc., shall be forfeited.
Signature of the Bidder:
Name and Designation:
Address:
Contact details:
Place: Date:

Seal of the Bidder's Firm



## Annexure-II, Design of proposed work





#### Form for the submission of Financial Bid

# **Financial Proposal Submission Form** (To be Executed on Letterhead of the Bidder)

[Location, Date]
To: The Head Procurement
NH-52, Old Agra- Mumbai Highway,
Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774
Dear Sir,
We, the undersigned, offer to provide the equipment & services in accordance with your Tender No, dated and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as
part of tender documents. The total price of our offer is
(in figures and words) and includes all the deliverables under this tender as per our Technical Bid.
We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.
Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.
We understand NATRAX has right to accept or reject our Bid as per its discretion.
Yours sincerely,
Authorized Signature [In full]:
Authorized Signature [In initials]:
Name and Title of Signatory:
Name of Firm:
Address:

Tender No. NATRAX/PROC/C&I/23/67

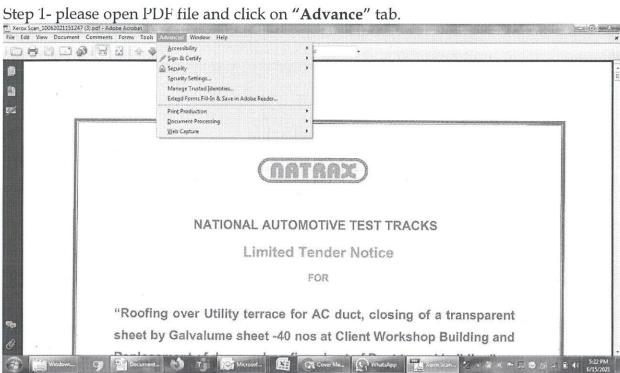
# Bill of Quantities (BOQ)

Item No	Item Description	Unit	Quantity	Rates in Rs	Amount in Rs
1	Excavating trenches of required width for pipes, cables, etc. including excavation for sockets, and dressing of sides, ramming of bottoms, depth up to 1.5 m including getting out theexcavated soil, and then returning the soil as required, in layers not exceeding 20 cm in depth including consolidating each deposited layer by ramming, watering, etc. and disposing of surplus excavated soil as directed, within a lead of 50 m: (No extra lift is payable if work is done by mechanical means) in all kinds of soil, Pipes, cables etc. exceeding 80 mm dia.but not exceeding 300 mm dia.	RM	100.00		
2	Providing and laying non- pressure NP2 class (light duty) R.C.C. pipes with collars jointed with stiff mixture of cement mortar in the proportion of 1:2 (1 cement: 2 sand) including testing of joints etc. complete: 300 mm dia. R.C.C. pipe	RM	70.00		10
3	Constructing brick masonry manhole in cement mortar 1:4 (1 cement : 4 sand ) R.C.C. top slab with Cement Concrete 1:2:4 mix (1 cement : 2 sand :4 graded stone aggregate 20 mm nominal size), foundation concrete 1:2:4 mix (1 cement :2 sand : 4 graded stoneaggregate 20mm nominal size) inside plastering 12mm thick with cement mortar 1:3 (1 cement : 3 sand) finished with floating coat of neat cement and making channels in cement concrete 1:2:4 (1 cement : 2 sand : 4 graded stone aggregate 20mm nominal size) finished with a floating coat of neat cement complete as per standard design				
8	Inside size 90x80 cm and 45 cm deep including C.I/MS grill cover with frame (light duty) 455x610 mm internal dimensions total weight of cover and frame to be notless than 38 kg (weight of cover23 kg and weight of frame 15 kg): With well burnt bricks size-90X80 cm	Each	1.00		,

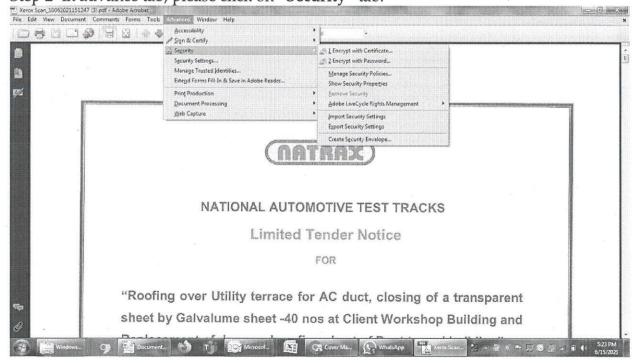
4	Brick work with well burnt chimney bricks in bulls pattern trench kiln manufactured by ghol process, crushing strength not less than 40kg /cm2 and water absorption not more than 15% in foundation and plinth i/c curing etc. complete. Cement mortar 1:4 (1 cement: 4 sand)	Cum	3.45	
5	15 mm cement plaster on the rough side of single or half brick wall of mix 1:4 (1 cement: 4 sand)	Sqm	30.00	ē.
	Total Amount			
	GST			
	Total Amount			

Signature of bidder

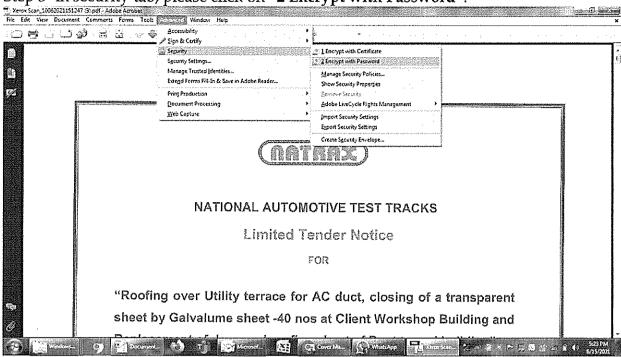
#### Steps for loading passwords in PDF Files-Method I



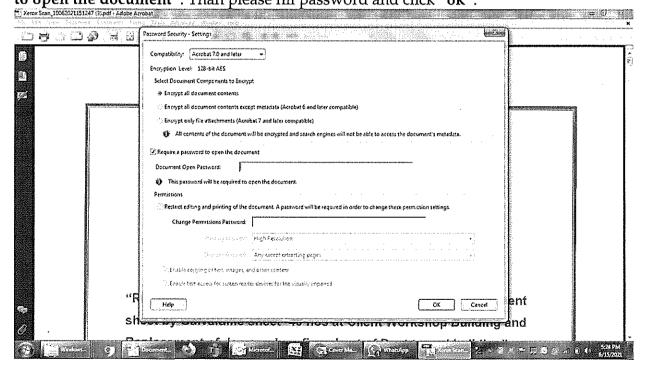
Step 2- in advance tab, please click on "Security" tab.



Step 3- in security tab, please click on "2 Encrypt with Password".



Step 4- after that below window will open, please check in option "Required a password to open the document". Than please fill password and click "ok".



Step 5- after that below window will be open, please fill same password again, and click "ok".

