



नेशनल ऑटोमोटिव टेस्ट ट्रैक्स

NATIONAL AUTOMOTIVE TEST TRACKS

Limited Tender Document

For

NATRAX में एयर कंडीशनरों की मरम्मत का कार्य/ Repairing of Air Conditioners

(Phase -II) at

NATRAX

PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/PROC/C&I/24/70

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

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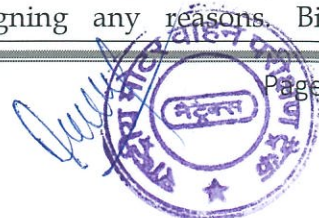
### 1. General Instructions:

<p>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 स्वायत्त 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।</p>		<p><b>National Automotive Test Tracks (NATRAX)</b> is an Automotive Testing &amp; Certification Centre under 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).</p>			
<p>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:</p>		<p>The National Automotive Test Tracks (NATRAX), invites <b>Password Protected OR Sealed Quotations/Bids</b> 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. Brief description of works and the timelines for NIQ/tender are summarised in the table below:</p>			
<p>कार्य का वर्णन /Description of Work</p>	<p>अनुबंध की अवधि / Period of Contract</p>	<p>निविदा के फ्लोटिंग की शुरुआत की तिथि / Date of start of floating of tender</p>	<p>बोली जमा करने की अंतिम तिथि / Last date for submission of Bid</p>	<p>बोली खोलने की तिथि और समय / Date &amp; Time of Bid opening</p>	<p>अनुमानित लागत / Estimated Cost</p>
<p>NATRAX में एयर कंडीशनरों की मरम्मत का कार्य / Repairing of Air Conditioners (Phase -II) at NATRAX PITHAMPUR, DIST. DHAR</p>	<p>30 Days from the date of Issue of Work Order.</p>	<p>21<sup>st</sup> March 2024</p>	<p>02<sup>nd</sup> April 2024 at 1500 Hrs</p>	<p>02<sup>nd</sup> April 2024 at 1530 Hrs</p>	<p>Rs. 1.55 Lakh</p>



## 2. कोटेशन/बोली प्रस्तुत करने का विवरण/ Quotations/Bid Submission details:

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 href="mailto:a.prabhakar@natrip.in">a.prabhakar@natrip.in</a> , <a href="mailto:anuj.kumar@natrip.in">anuj.kumar@natrip.in</a> ,	
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 <b>sealed envelopes at NATRAX Hub office</b> in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode considering the ongoing Covid pandemic
उक्त तिथि एवं समय के बाद कोई बोली स्वीकार नहीं की जायेगी। हालांकि, 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 ट्रांसमिशन 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.
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
<b>Disclaimer/ अस्वीकरण:</b>	
NATRAX बिना कोई कारण बताए किसी या सभी प्रस्तावों को स्वीकार/अस्वीकार/संशोधित/विभाजित	NATRAX reserves all rights to accept/reject/modify/split any or all proposals without assigning any reasons. Bidders



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।	shall not have any cause of action or claim against NATRAX for any of its decisions.
<b>For NATRAX</b>	
<b>Head Procurement &amp; Stores</b>	
<p>इस निविदा में आगे चार अनुबंध शामिल हैं/</p> <ul style="list-style-type: none"> <li>• अनुबंध-I (ए)-बोलीदाताओं के लिए निर्देश (आईटीबी)/</li> <li>• अनुबंध- I (बी) - अनुबंध की विशेष शर्तें/</li> <li>• अनुबंध-II- अनुबंध/विनिर्देश/ड्राइंग और डिजाइन की तकनीकी शर्तें/</li> <li>• अनुबंध-III- वित्तीय प्रस्ताव/</li> <li>• अनुबंध - IV- प्रस्तुत करने की विधि (ऑनलाइन माध्यम से)/</li> </ul>	<p>This tender further contain four Annexures:</p> <ul style="list-style-type: none"> <li>• Annexure-I (A)-Instructions to Bidders (ITB).</li> <li>• Annexure-I (B)- Special conditions of contract.</li> <li>• Annexure-II- Technical Conditions of contract/Specification/Drawings &amp; Design.</li> <li>• Annexure-III- Financial Proposal.</li> <li>• Annexure-IV- Method of submission (in case of Bid submission through online mode).</li> </ul>

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

1. Bidders are required to submit their Bids in a **Password Protected PDF format**, named as **"Quotation/Bid for Tender No. NATRAX/PROC/C&I/24/70"** on the subject of the email, containing two 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 in sealed envelopes at NATRAX office in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode.

- In case of online Bid submission, the password of the documents shall be submitted by the Bidders at the time of the Quotation/Bid opening.
- 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.





*All bidders may visit NATRAX office based on the given date and time for Bid opening.*

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

## 11. BID OPENING & EVALUATION

- a) The bids shall be opened by committee at NATRAX. Bidder or Bidder Authorized Representative are advised to attend the bid opening on the given date and time.
- b) The L-1 bidder in the quoted rates shall be deemed as successful Bidder) to determine the successful Bidder.
- c) 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 quotations/bids.
- a) No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- b) 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;
- c) 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
- d) The Bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial Bid). 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.**
- e) 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.
- f) Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

## 12. 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.

**13. Validity of bids:**

The rate quoted should be valid for a **minimum period of 90 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

14. Prospective bidders requiring any clarification of the Tender may write to [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in); [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in),

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

**Annexure-I (B)**

**16. Special Conditions of contract:**

a.	Scope of work	NATRAX में एयर कंडीशनरों की मरम्मत का कार्य/ Repairing of Air Conditioners (Phase -II) at NATRAX PITHAMPUR, DIST. DHAR (Madhya Pradesh)
b.	Contract Period	30 Days from the date of Issue of Work Order.
c.	Engineer In-charge (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. The "final contract value" shall be derived on the completion of work at actual.
e.	Defect Liability Period	Not applicable
	Payment, Mode and Retention	<p>i. 95% Payment shall be made on the submission of final bill along with supporting document and certified by EIC.</p> <p>ii. 5% retention shall be deducted and shall be paid after successful completion of work.</p> <p>iii. Payment shall be made after statutory deduction as applicable.</p> <p>iv. <b>Advance payment:</b> maximum 10% of contract value may be paid after receiving request from contractor and</p>

		<p>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.</p> <p>v. <b>The GST/Taxes &amp; duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.</b></p> <p><b>All the payments shall be made through RTGS only.</b></p>
	Quantity Variations / Revision Rates	<p>NATRAX shall, having regard to the Scope of Works and the approved Contract Price, shall have power to order variations within the Scope of the Works as considers necessary or avoidable during the progress of the Works. Such variations shall form part of the Contract and the Contractor shall carry them out and include them in updated Programmes produced by the Contractor. Oral orders for Variations, unless followed by written confirmation, shall not be taken into account. There will not be any revision in rates for all the items provided in BOQ for any extent of variations, during the entire currency of the contract.</p> <p>New rate or price shall be derived from market rate. or New rate or price shall be derived from any relevant rate or price in the contract BOQ. or New Rate or Price for NON BOQ items shall be finalized by the NATRAX representative based latest Applicable DSR or MPSoR.</p> <p><b>During repairing, if anything other than the BOQ Items is found to be change, that's payment, will be made at the market rates on actual basis, as per the quantity required.</b></p>
h.	Liquidated Damages	Not Applicable
i.	Project Facility / Place of Installation/delivery	<p>NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774</p>
j.	Returning of Retention Money	The retention money shall be released after 30 days of completion of work, OR may be released on submission of PBG of same value.
k.		<p>i. The bidder should submit list of the equipment &amp; machines with them. In case</p>



	Other Terms and conditions	machines/equipment's are planned to hire from others the rent agreement for hiring the same should be submitted. ii. No extra charge is payable for to and fro, boarding and lodging for the service personnel coming to NATRAX.
l.	Water supply & Electricity Charges	i. <b>Electricity:</b> Free of Cost ii. <b>Water supply:</b> Free of Cost
m.	Termination of Contract	If the work/service is found to be not satisfactory or not found as per the specification indicated in this document, the Contract will be terminated with short notice of 14 days in writing. In case of termination the balance work shall be completed by NATRAX through any other party on the risk & cost of contractor.
n.	Integrity pact	The successful bidder needs to execute an integrity pact (as per <b>Appendix-A</b> ).

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

**18. DECLARATION:****(To be executed on Bidder's letter head)**

I/We having acquainted 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

TECHNICAL CONDITIONS OF CONTRACT/ SCOPE OF WORK

S.n.	Details of Particulars
1	The details of the Air Conditioners with specifications shall be as per BOQ



Form for the submission of Financial Bid**Financial Proposal Submission Form**  
(To be Executed on Letterhead of the Bidder)**FINANCIAL PROPOSAL SUBMISSION FORM**

[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: \_\_\_\_\_

[Note : To be signed in blue ink]





## ANNEXURE-III

## Bill of Quantities (BOQ)/Financial Bid

## BOQ for Repairing of Air Conditioners at NATRAX Pithampur Distt. Dhar (M.P.)-Phase-II

S. No.	Item Description	Unit	Quantity	Rate (in Rs.)	Amount (in Rs.)
1	FAN MOTOR WITH BLOWER REPLACEMENT GYM ROOM HQ BUILDING CAPACITY 8.5 TR, DUCTABLE AC.	Each	1		
2	SUPPLY AND CONNECT DUCTABLE AC REMOTE. CAPACITY 11 TR AT HQ BUILDING GF OLD LIBRARY ROOM	Each	1		
3	SUPPLY AND CONNECT DUCTABLE AC REMOTE AND CONTROLLER FOR 11 TR CAPACITY DUCTABLE AC OF TRCK ACCESS CONTROL BUILDING	Each	1		
4	PCB AND COMPRESSOR REPLACEMENT OF 3 TR CAPACITY TOWER AC OF K & C LAB IN VDY LAB BUILDING	Each	1		
5	PROVIDING AND FIXING OF 10 MTR. LONG CUPPER PIPE FOR 8.5 TR CAPACITY DUCTABLE AC OF GENERAL STORAGE BUILDING-I INCLUDING ITS INSULATION AND GAS CHARGING OF DUCTABLE AC	Each	1		
6	PROVIDING AND FIXING OF 10 MTR. LONG CUPPER PIPE FOR 8.5 TR CAPACITY DUCTABLE AC OF GENERAL STORAGE BUILDING-II INCLUDING ITS INSULATION AND GAS CHARGING OF DUCTABLE AC	Each	1		
7	REPLACEMENT OF COMPRESSOR CONDENSOR, CONTACTOR AND CAPACITOR OF 2 TR SPLIT AC-01 OF CLIENT WORKSHOP NO-05 OFFICE AREA	Each	1		
8	REPLACEMENT OF COMPRESSOR CONDENSOR, CONTACTOR AND CAPACITOR OF 2 TR SPLIT AC -02 OF CLIENT WORKSHOP NO-05 OFFICE AREA	Each	1		
9	REPLACEMENT OF COMPRESSOR CONDENSOR, CONTACTOR AND CAPACITOR OF 2.2 TR CASSATE AC OF CLEINT WORKSHOP NO. 5	Each	1		
	Amount in Rs.				

Note: the quoted rates should be inclusive of GST, Transportation, Labour charges etc all.

## ANNEXURE -IV

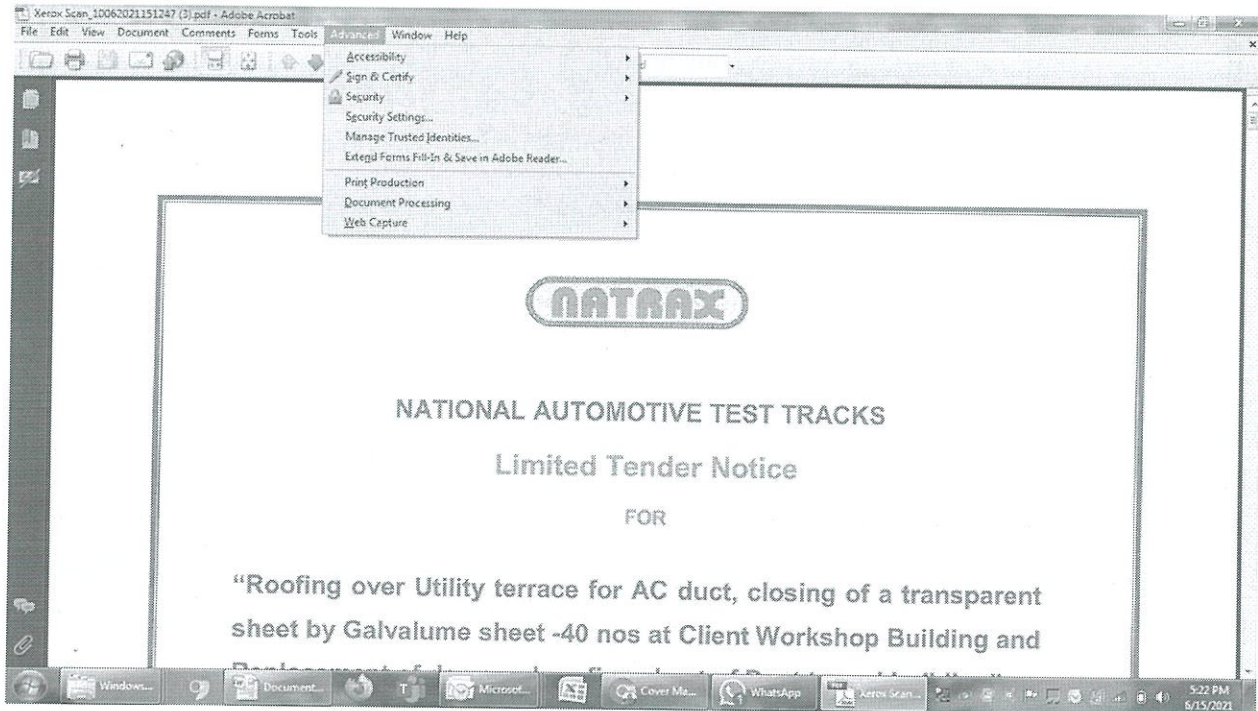
**NATRAX Bank details to be used for submission of EMD/Tender Fee (if any) & procedure for passwords protection**

5773	13	2300	Bank of Baroda Bैंक ऑफ बड़ौदा	Paidpur Char - 449904 PITHAMPUR, CHAR - 484775 RTGS / NEFT FSC CODE : BARBP0THAM	जारी की गई तारीख से तीन माह के लिए वैध / VALID FOR THREE MONTHS FROM THE DATE OF ISSUE							
				CBS सेविंग्स खाता SAVINGS ACCOUNT	D	O	M	Y	Y	Y	Y	
Pay								or Bearer				
Rupees रुपये								या धारक को				
अदा करें ₹												
चौ. सं. A/c No.				57730100011758				FOR NATIONAL AUTOMOTIVE TEST TRACKS NATRAX DIVISION				
SB/2012/JF				भारत की सभी शाखाओं पर समानुव्यक्त देय Payable at par at all branches in India PIT				AUTHORISED SIGNATORY <hr/> Please sign above				
⑈00000⑈ 452012026⑈ 011758⑈ 3⑈												

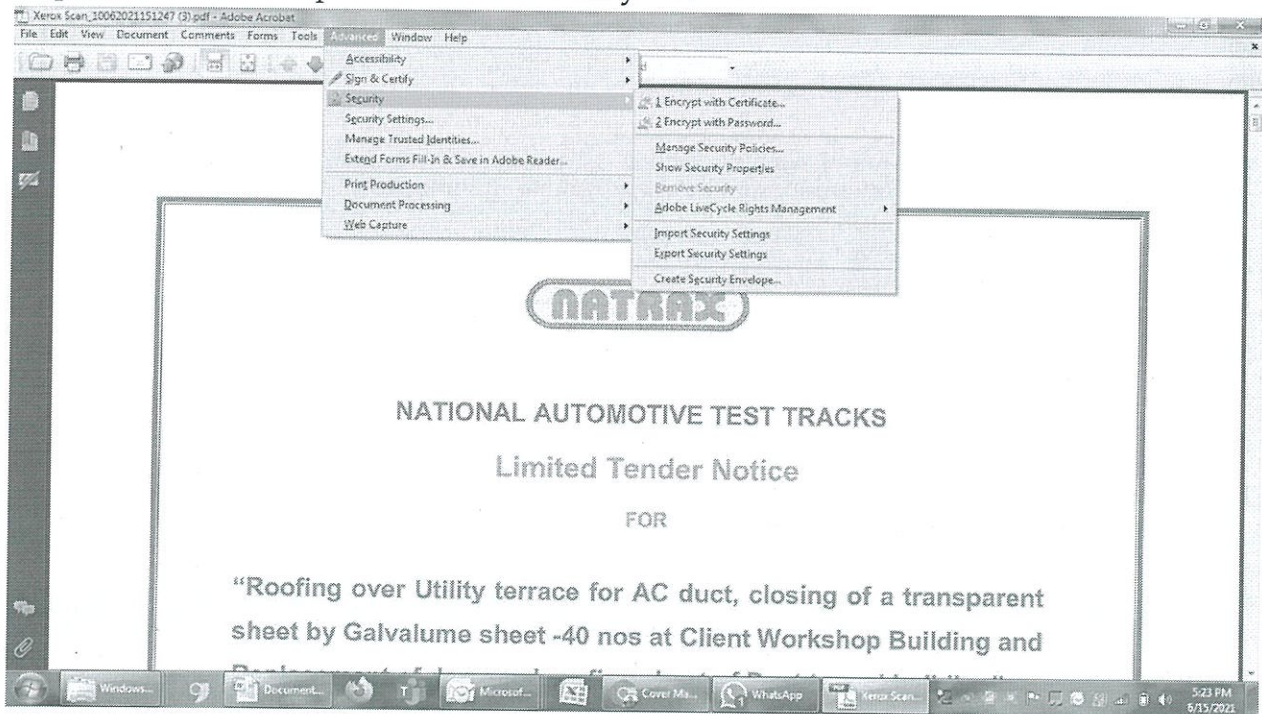


## Steps for loading passwords in PDF Files-Method I

Step 1- please open PDF file and click on "Advance" tab.

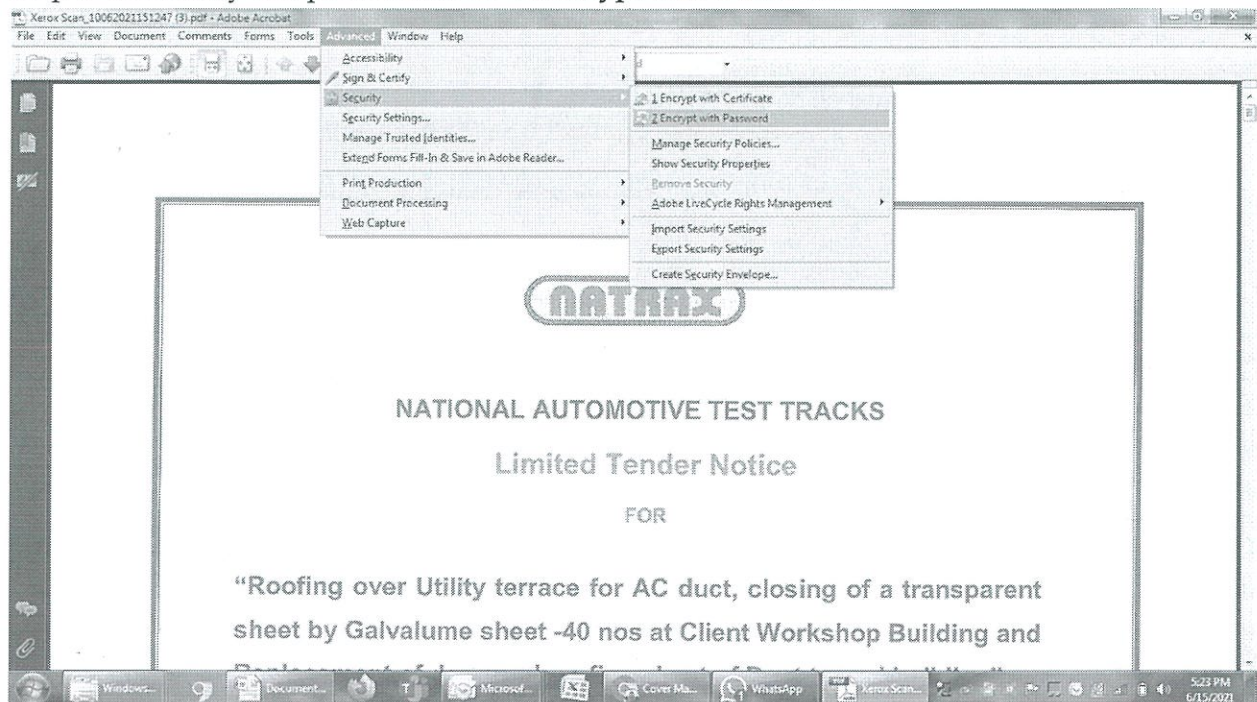


Step 2- in advance tab, please click on "Security" tab.

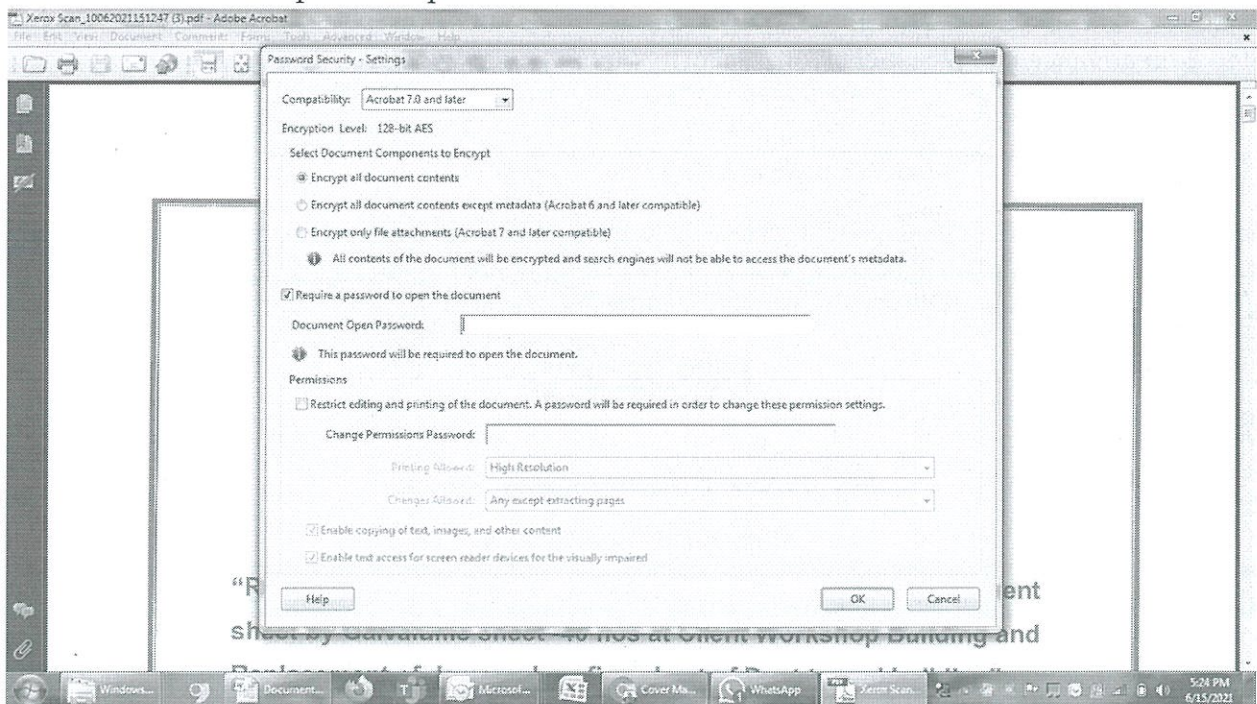




Step 3- in security tab, please click on "2 Encrypt with Password".



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





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

