

No. J-15019/1/2017-General.I
Government of India
Ministry of Electronics & Information Technology
6, CGO Complex, Lodhi Road,

New Delhi: 110003

Date: 21.06.2017

E-TENDER DOCUMENT

CRITICAL DATE SHEET

Category	CRITICAL DATES
Uploading on CPP Portal and Department's web-site	21.06.2017 at 04.00 PM
Bid Submission Start Date	21.06.2017 at 05.00 PM
Bid Submission End Date	11.07.2017 at 05.00 PM
Bid Opening Date	12.07.2017 at 04.00 PM

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No. J-15019/1/2017-General.I
Government of India
Ministry of Electronics & Information Technology
6, CGO Complex, Lodhi Road,

New Delhi: 110003
Date: 21.06.2017

Subject: Arranging and supply of Pre-inking Stamps, Nameplates, Brass Seals etc. to the officers of MeitY- E-Tender reg.

1. E-Tender Notice

On behalf of the President of India, e-tenders are invited from the reputed and well experienced firms located in Delhi/NCR region for empanelment for **arranging/supplying Pre-inking stamps, Nameplates and Brass Seals etc.** in the Ministry on Rate Contract Basis, initially for a period of one year. The contract can be extended for further two years on the basis of mutual consent/agreement of both the parties (Ministry and Firm) and based on satisfactory performance during the period on the same terms and conditions.

2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 21.06.2017 at 04.00 PM to 11.07.2017 at 05.00 PM.

3. The interested service providers may submit the tenders online at "<http://eprocure.gov.in/eprocure/app>" in two bid system (i.e. Part I : Technical Bid and Part II : Financial Bid) in the prescribed performa. Tenders are to be submitted only online through e-procurement portal i.e. "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender Documents.

4. Tenders sent by any other mode will not be accepted.

Joint Director
T.No. 24301240

NB: The terms and conditions of the bid are enclosed which should be carefully noted and complied with. Specification and description of work is given in BoQ which must be used for quoting rates.

2. Scope of work and General Instructions for Tenderers

Scope of Work: Arranging and supply of Pre-inking Stamps, Nameplates, Brass Seals, Banners, Flex etc. in MeitY, Electronics Niketan, New Delhi.

General Instructions:

- (i) The interested service providers have to submit the tender through e-procurement portal as per required packet/cover contents.
- (ii) The rate contract shall be initially for a period of one year from the date of awarding the rate contract. However, the rate contract may be extended subsequently, on mutual consent, for a further period of two years as may be decided by the competent authority, after review of performance.
- (iii) The bidder must be reputed and experienced having proper infrastructure in Pre-inking stamps, Nameplates and Brass Seals etc. and located in Delhi/NCR region. Must have all in-housed infrastructures and competent to fulfil the urgent requirement on priority basis. In order to ensure the availability of the required infrastructure, Ministry may inspect the infrastructure of the bidders before awarding the contract.
- (iv) The quality of Pre-inking stamps, Nameplates and Brass Seals etc. should be of good standard and as per requirement. In case it is found that the services are not upto the mark and ordered specification, it would be open to the Ministry to terminate the Agreement and forfeit the Performance Security and black list the firm.
- (v) The Bidder shall be located in National Capital Region of Delhi.
- (vi) The Earnest Money Deposit (Annexure-II) should be submitted to the Section Officer, General-I Section, Ministry of Electronics & Information Technology, 6, CGO Complex, New Delhi on or before last date of bid submission up to 5.00 PM. Without which the quotations will not be considered. Late receipt of Earnest Money viz. after closure of online bidding time, or non-receipt of Earnest Money will make the bidder disqualify and that bid will not be considered.

- (vii) The successful bidder will have to deposit Performance Security (Annexure-II) to the Section Officer, General-I Section, Ministry of Electronics & Information Technology, 6, CGO Complex, New Delhi for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deduction any penalty/any liability of any kind imposed by (MoE&IT) on account of unsatisfactory services.
- (viii) The bid must be valid for a minimum period of ninety days from the due date.
- (ix) No bidding firm will be allowed to withdraw their bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
- (x) The Technical Bid Shall be opened online on the Scheduled date and time i.e. 12.07.2017 at 04:00 PM.
- (xi) If after awarding of the contract, the successful bidder (L-I) fails to provided required service the rate contract is liable to be cancelled along with forfeiture of Performance Security Deposit and other consequential actions such as Blacklisting of the firm etc.
- (xii) All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.
- (xiii) The bidders should have at least one dedicated landline telephone connection and one mobile for contact. The details of the same may be furnished in the bid (Annexure-I).

- (xiv) It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation if any must be spelt out specifically in Technical Bid. In the absence of this, the quotation may be rejected.
- (xv) Duly constituted committee shall first open and evaluate Technical Bids. Price Bids of only those bidders shall be opened whose technical bids are found to be in order as per terms and conditions of tender. Intimation to this effect shall be separately sent to the bidders whose bids are found technically acceptable. The lowest quoted bidder(s) shall be chosen on the basis of total lowest bid price received.
- (xvi) The Ministry reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.

3. Eligibility Criteria for quality the technical bid

- (i) The firm should have sufficient experience for similar type of works in this field (documentary proof to be uploaded).
- (ii) The bidder is required to submit copies of work orders (Appx. Value 2 lakhs and above) from at least three Departments, Ministries and PSUs in the last 2 years. Contact of dealing person (Name & Designation) with complete official address and Telephone/Mobile number should also be provided.
- (iii) Bidders are required to upload PAN No. TIN or Service Tax, ISO certificate in r/o firm, allotted by concerned authorities.
- (iv) Bidders should be registered with ESI & EPFO and required to upload certificate allotted by concerned authority.
- (v) The annual turnover of the firm should be more than 2 lakhs and above. Bidder is required to upload Balance Sheet along with Profit and Loss statement of the last 2 financial years, duly certified by Chartered Accountant.

- (vi) Bidders are required to upload a Declaration on letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization.
- (vii) Bidders are required to upload the scanned copy of the EMD of Rs. 10,000/- (Rs. Ten Thousand Only) should be in the form of Pay Order/ Demand Draft issued by any commercial bank in favour of Pay & Accounts Officer, MoE&IT, payable at New Delhi.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit or the Performance Security Deposit, as the case may be, will be forfeited and no excuse whatsoever will be entertained thereafter.

4. Terms and conditions

- (i) The rates should be quoted in Indian Rupees for delivery at the premises of the Ministry and shall remain fixed for at least one year from the date of empanelment of contractor and should not be subject to escalation of any description. **The rates must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT and Service tax, if any, which shall be paid by the Ministry as applicable.** The rates must be quoted as per the Price Schedule Performa (Annexure-II). Bidders have to quote for all the items for qualifying eligibility criteria. **Incomplete bids are liable to be rejected.**
- (ii) Selected lowest Bidder shall be empanelled for arranging/supplying pre-inking stamps, Nameplates and Brass seals etc. in MeitY on Rate Contract Basis on the fixed rate for one year from the date of signing of Agreement. The Ministry does not take any responsibility or guarantee of the quantum of work/job. The Agreement may be extended for next two years (yearly basis) on the same rates, terms & conditions, if mutually agreed by both the parties. In case, the empanelled contractor is found in breach of any condition(s) of tender/ Agreement at any stage or services of supplier are found not to the satisfaction to the Ministry, the Agreement may be terminated. The decision of the Ministry shall be final in this regard.
- (iii) It may specifically be mentioned whether quotation is strictly as per tender specification/conditions, if not deviation must be spelt out specifically in Technical Bid and the reasons thereof.

- (iv) Payment shall be made to the firm only on receipt and satisfactory acceptance of the work as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.
- (v) The Ministry reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.
- (vi) The empanelled firm has to provide dedicated landline number and one mobile number in order to place the request/order. The details of the same may be furnished in the bid. (Annexure I).
- (vii) Selected lowest Bidder(s) shall be empanelled as Service Providers on the fixed rate for one year from the date of signing of Agreement. The contract may be extended for next two years if mutually agreed to by both the parties on year to year basis. In case, the empanelled service provider is found in breach of any condition(s) of tender/agreement at any stage or services of service providers are found not to the satisfaction to the Ministry, the agreement/contract may be terminated leading to forfeiture of performance security. The decision of the Ministry shall be final in this regard.
- (viii) The Ministry reserves the right to modify and amend any of the above stipulated condition/criterion depending upon requirement/priorities vis-a-vis urgent commitments.

5. Opening of Bids:-

- (i) **Technical Bid:-** The Technical bid will be evaluated within 3 weeks from the date of publishing of tender, by the duly constituted tender evaluating committee.
- (ii) **Financial Bid:-** The Financial bid will be opened accordingly within one week from the date of completion of evaluation of Technical Bid by the committee.

6. Promotion of Micro and Small Entrepreneurs of SC/ST categories:-

The Micro and Small Enterprises owned by Scheduled Castes or Schedule Tribes will be given weightage in accordance with Notification Order S. O. 581 (E) dated 23.03.2012 issued by Micro and Small Enterprises. The details may be noted from the website “<http://msme.gov.in/>” (Procurement Policy MSME 2012).

In case the contract is awarded to Medium Entrepreneurs on the basis of lowest quotation, the Ministry/Department may allow the contract to be shared in the ratio of 80:20 on the lowest rates between Medium Entrepreneur and Micro or Small Entrepreneurs, respectively, competing the bidding process subject to fulfilment of tender conditions.

7. **Receipt of Tax Liability:** The contract awarding firm for executing the translation work of the MeitY will be given applicable tax on the bills raised in the first quarter. The firm will ensure that the tax receipts are deposited to the Ministry, while raising bill for the second and subsequent quarters. In case the receipt(s) is /are not submitted by the firm, the tax would not be paid to the firm and the already paid tax would be recovered from the bill so raised.

8. **Payment:** Payment shall be made to the firm only on receipt and satisfactory acceptance of the work as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.

9. **Earnest Money Deposit (EMD):** Each quotation must be accompanied by Earnest Money Deposit as per Annexure-I, which shall be in the form of Demand Draft/Pay Order in the name of “Pay & Account Officer, Ministry of Electronics and Information Technology” payable at New Delhi. Quotations received without Earnest Money deposit are liable to be rejected.

- a. The earnest money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws amends, impairs or derogates from the tender in any respect within the period of validity of the tender.

- b. The earnest money of all the unsuccessful tenderer will be returned as early as possible after award of contract letter. No interest will be payable by the Ministry on the Earnest Money Deposit.
- c. Earnest Money of successful bidder shall be returned after furnishing of performance Security.

10. Performance Security:- The successful bidder shall submit a Performance Security of Rs. 35,000/- as indicated within 10 days of Acceptance of Bid letter by the Ministry, which should be valid for a minimum period of 14 months from the dated of award of Contract. The performance security will be in the form of Bank Guarantee/Demand Draft/Pay order or Fixed Deposits Receipts (FDR) of any commercial bank. In case the contractor fails to provide satisfactory services during the contract period, the performance security submitted by the firm will be forfeited without prejudice to other remedies. Performance Security shall be released immediately after the expiry of contract period. No interest will be payable on the performance Security.

11. Penalty and Termination of Contract:

11.1 The selected service provider shall be responsible for the timely delivery of the items (as per request). The job carried out shall be to the satisfaction of the ministry failing which deductions up to 10% of the total bill are deducted, depending upon the severity of negligence.

11.2 The Ministry at any time can terminate the contract without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the Ministry will be final and binding on the firm.

11.3 The Ministry may also resort to blacklist the service provider for a suitable period of time on the lapse on its part. The decision of the competent authority shall be final and binding on the firm/agency.

11.4 The contract may be terminated by giving one month's notice by any party. The Ministry may terminate the contract any time if the services of service provider are found not to be satisfactory or any other reason.

12. Agreement Deed: The successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- non-judicial stamp paper within 15 days from the date of award of the contract. Agreement/Contract will be signed after the submission of the performance security at the following terms.

- a) The period of contract for compilation of job shall be 90 days from the date of award of contract/ submission of the performance security/Agreement Deed whichever is later but not more than seven days. The contractor has to submit all the formalities within 15 days, failing which the schedule of time will be counted from the date of award of contract.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

13. Arbitration:- In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment there of including the rules framed there under.

14. Force Majeure:- Notwithstanding the provision of the **clause 10**, the firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for breach, if and to the extent that, it's delay min performance or other failure to perform its obligation under the agreement is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of the 'Ministry' either in its sovereign or contractual capacity, wars or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes. The Force Majeure situation arises, the firm shall promptly notify the 'Ministry'

in writing of such condition and the cause thereof. Unless otherwise directed by the 'Ministry' in writing , the firm shall continue to perform its obligation under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15. All disputes are subject to the jurisdiction of Courts in the National Capital Territory of Delhi.

(B.D Sharma)

Joint Director

BID FORM

1. Tender No. **J-15019/1/2017-General.I** : Due Date: 11.07.2017 at 5.00 PM
2. Name and Address of Bidding Firm : _____

3. Name and Designation of the person
Signing the bid : _____
4. Mobile/Land line Telephone No. : _____
5. PAN, TIN, Service Tax Number, ISO Reg. No.
VAT No. ESI & EPF No. (Copy Enclosed) : _____
6. Whether bidder is a Micro/Small
Entrepreneur, please specify. : _____
7. Capacity in which bid is signed by the
Bidder (Proprietor/Partner/Director) : _____
8. Details of Earnest Money Deposit : _____

09. Copy of letter head stating that the bidder has
Not been Black-listed by any Ministry/ Department/
Organization. : _____
10. Copies of contract (at least 3) in last 7 years
with Govt.Ministries/Semi Government : _____
Deptt. With satisfactory report should be enclosed.
11. Copies of Balance Sheet including P&L
A/c for the financial Year (2015-16) showing : _____
Turnover at least Rs. 2.00 Lacs and above.

Signature of Bidder _____
Name in Block Letter: _____

Place _____

Date _____

Price Schedule

S.No.	Line Items No.	Particulars	Size	Rate per Unit in Rs.
I	II	III	IV	V
1		Pre-inking stamps		
	(i)	48mm x 9mm (20 letter per line) upto 2 Lines		
	(ii)	65mm x 25mm (27 letter per line) upto 7 Lines		
	(iii)	53mm x 53mm (22 letter per line) upto 15 lines		
	(iv)	75mm x 43mm (31 letter per line) upto 12 lines		
	(v)	1"dia Round (23 letters)		
	(vi)	1.25"dia Round (28 letters)		
2		Self inking Dater Stamps		
	(i)	1 + 1 Line Self inking Dater Stamp		
	(ii)	2 + 2 Line Self inking Dater Stamp		
3		Number Stamps		
	(i)	6 Digit Self inking Number stamp (3mm)		
4	(i)	Brass Seal in Rs.1/- size		
5	(i)	Steel Plate itching with White Polish in 20 Gaze		
6	(i)	Acrylic Plastic Sheet 5mm per inches		
7		BRASS LETTER Nameplate in ENGLISH including fitting/riveting charges on Acrylic Plastic Imported Sheet (5mm thickness) having the font sizes:		
7.1		Size 1"		
7.2		Size 1.5"		

7.3		Size 2"		
7.4		Size 2.5"		
7.5		Size 3"		
7.6		Size 3.5"		
7.7		Size 4"		
8		BRASS LETTER Nameplate in HINDI including fitting/riveting charges on Acrylic Plastic Imported Sheet (5mm thickness) having the font sizes:		
8.1		Size 1"		
8.2		Size 1.5"		
8.3		Size 2"		
8.4		Size 2.5"		
8.5		Size 3"		
8.6		Size 3.5"		
8.7		Size 4"		

9		STEEL LETTER Nameplate in ENGLISH including fitting/riveting charges on Acrylic Plastic Imported Sheet (5mm thickness) having the font sizes:		
9.1		Size 1"		
9.2		Size 1.5"		
9.3		Size 2"		
9.4		Size 2.5"		
9.5		Size 3"		
9.6		Size 3.5"		
9.7		Size 4"		
10		STEEL LETTER Nameplate in HINDI including fitting/riveting charges on Acrylic Plastic Imported Sheet (5mm thickness) having the font sizes:		
10.1		Size 1"		

10.2		Size 1.5"		
10.3		Size 2"		
10.4		Size 2.5"		
10.5		Size 3"		
10.6		Size 3.5"		
10.7		Size 4"		
11		Framing charges in Fancy wooden around on Acrylic Plastic Sheet per square inches		
11.1		Size 0.5"		
11.2		Size 1"		

CHECK LIST

Bidders must check whether documents have been enclosed in the cover and bid fulfil the following:

Technical Bid Cover :

1.	Documentary evidence indicating that the firm is located in National Capital Region of Delhi.	Yes/ No	
2.	Bid Form (as per annexure-I)	Yes/ No	
3.	Price Schedule as per Annexure-II indicating Yes/No against each item. (Prices must not be indicated in this cover).	Yes/ No	
4.	Copies of Purchase orders of similar items amounting to at least Rs.2.00 lakhs and above from at least 3 Departments, Ministries and PSUs in the last 2 years.	Yes/ No	
5.	Copies of Balance Sheet alongwith Profit & Loss A/c for the last two Financial year (2014-15 and 2015-16) duly certified by Chartered Accountant indicating the turnover of at least Rs.2 lakhs per annum.	Yes/ No	
6.	Copy of VAT registration Certificate, Service Tax Registration Certificate and PAN card allotted by the concerned authorities.	Yes/ No	
7	Bid Security (EMD)of Rs. 10,000/- in the form of Pay Order/ Bank Draft issued by any Commercial Bank in favour of 'Pay & Accounts Officer, MeitY' payable at New Delhi.	Yes/ No	
8.	Documentary evidence about legal entity of the bidder	Yes/ No	
9.	Whether the quotation is strictly as per tendered specification/ conditions?	Yes/ No.	
11.	Have you signed all the pages of quotations, documents, specification, etc. forwarded with the quotation?	Yes/ No.	

Price Bid Cover

1.	Price Schedule as per Annexure-II indicating the list of items, unit price of each item, amount and total amount.	Yes/ No	
2.	Have you quoted for all items of the tender?	Yes/ No	

Signature and seal of the Bidder

TENDER ACCEPTACE LETTER
(To be given on Company letter Head)

Dated:

To

Joint Director (GA)
Ministry of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex
New Delhi-110003

Subject:- Acceptance of Terms & Conditions of Tender.

Tender Reference No. J-15019/1/2016-Genl.I

Name of Tender/Work: _

Arranging and supply of Pre-inking Stamps, Nameplates, Brass Seals
etc. to the officers of MeitY- E-Tender reg.

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned 'Tender/Work' from the web site(s) namely:-

[www.eprocure.gov. in](http://www.eprocure.gov.in)
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 1 to 20 (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/organisation 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/organisation 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, with Official Seal)

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature 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 submit their bids online on the CPP Portal.

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

REGISTRATION

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" 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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their 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 to the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

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 documents 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" are 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.

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 on 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 documents. The original should be posted/couriered/give 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 date 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.
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 person 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 openers public key. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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9. 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.

10. 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 meeting.

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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +917878007973.