

Gram: Agricomplex
Medziphema



ICAR RESEARCH COMPLEX FOR NEH REGION

(Indian Council of Agricultural Research)

NAGALAND CENTER,
MEDZIPHEMA, NAGALAND-797106

Phone : 247241/24725
Fax : 03862-24724



RCN/Tender/649/2018/Vol-V/05.

Dated Jharnapani the 21st January 2019.

NOTICE INVITING E- TENDERING

ICAR Nagaland Centre, Medziphema invites e-tendering from the reputed firms/ Security agencies having experience for more than three years and above for providing Round the clock security service (without arms) at ICAR Research Complex for NEH Region, Nagaland Centre under Rate Contract for a period of 1(one) year from the date of agreement.

Tender NO	RCN/Tender/649/2018/Vol-V/05
Tender Fee	Rs.1000.00
Earnest Money Deposit (EMD)	Rs.30,000.00
Bid Submission Start Date/ time	
	21.01.2019 / 3:00 pm
Bid Submission last Date / time	
	11.02.2019 / 3:00 pm
Bid opening (Technical Bid) / Time / venue	
	12.02.2019 / 3:00 pm / Conference Hall
<i>Tender Documents can be downloaded from <u>Central public procurement portal (CPPP)</u> or at www.icarnagaland.nic.in</i>	
Address for communication	ICAR Research Complex For NEH Region Nagaland Centre, Medziphema - 797106

Sd/-
Assistant Administrative Officer.

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Dated Jharnapani the 21st January 2019.

**Before quoting for the tender, it is requested to kindly go through the tender document thoroughly and abide by all the Terms and conditions given below. Non-compliances of any of the T & C shall lead to no –consideration of the Bid and no request whatever so shall not be considered under any circumstances.*

- Details of Tender form/bidding documents may be downloaded from the institute website: www.icarnagaland.nic.in and <http://eprocure.gov.in>. /Central Portal Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this Website & Newspaper (NE Telegraph & Nagaland Post).
- **Online submission of Bids through Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) is mandatory. Offline bids shall not be accepted under any circumstances.**
- **Hard copy of tender documents, Tender Fee, EMD /Performance Guarantee etc, is to be submitted addressing to “Joint Director ICAR Nagaland Centre, Medziphema-797106.**

Terms and Conditions:

1. ICAR Research Complex, Nagaland Centre, Medziphema invites E-Tendering from the reputed firms/agencies having experiences for more than three years and above for providing Round the clock security service (without arms) at ICAR Research Complex for NEH Region, Nagaland Centre under Rate Contract for a period of 1(one) year. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of the contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tender forms and its schedules. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Cost of Tender fee is Rs. 1000/- (Rupees One thousand) only **Non- refundable** to be deposited in favour of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema by means of Demand Draft. payable at S.B.I, Medziphema. **Non submission of the cost of Tender paper shall lead to non – consideration of the Tender**, The Tender should consist of two Bids ó The techno commercial bid (Bid -I) and the financial bid (Bid -II). Both must be submitted in two separate envelopes to be sealed and put in a single main cover. The outer main cover should be super scribed “TENDER NOTICE RCN/Tender/649/2018/Vol-V/05. Dated :21st January 2019. for, “PROVIDING SECURITY SERVICES AT ICAR NAGALAND CENTRE (ROUNG THE

CLOCK)” and address with a forwarding letter quoting reference to this office Tender No. and date to “The Joint Director, ICAR Research Complex For NEH Region, Medziphema- 797106” mention complete address on the bottom left corner of the main cover : All pages of the tender documents for both Technical & Financial Bid must be duly Signed by the tenderer with seal. The cost of the Tender as well as the Earnest Money Deposit along with all technical details should be mandatorily kept in the Technical Bid only. The Financial Bid should only consist of the rates and their detailed break-up etc. Non-compliance of this shall lead to non-consideration of the Bid.

3. An earnest money of Rs.30,000.00 (Thirty thousand)only (Refundable) must be deposited in the form of demand draft in favour of the Joint Director, ICAR-RC-NEH Region, Nagaland Centre, Medziphema-797106, Nagaland, payable at S.B.I, Medziphema. The particulars of the earnest money deposited must also be superscripted on top of the envelope by indicating the draft number and date, failing which the tender will not be opened. The tender will not be considered if earnest money is not deposited with the tenders. (EMD exemption is allowed, but the firm has to attached exemption certificate)
4. EMD deposit of the unsuccessful bidder will be refunded back within three months from the date of finalization of the tender.
5. The Tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer on modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the Tenderer are not accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner presented by the Institute.
6. The schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender. Overwriting/ erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenderer shall be rejected.
7. The Tenderers are liable to be ignored if complete information, as required, is not given therein or if the particulars asked for in the schedules of the Tenders is not fully filled in. Individually signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm if it be partnership in which case he must have the authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
8. In case of partnership Firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tender and the schedules to the Tender and annexure, if any should be signed by the Tenderer.
9. The rates quoted by each firm for job/ service contract in Tender are to be given both in words and figures, failing which the same is liable to be rejected, and the rate quoted must have valid for one year .
- 10. Last date and time of receipt of all the tender is up to 3.00 PM of 11.02.2019.**

11. Tenders shall be opened on 12.02.2019 at 3.00 PM in the Conference hall of the, ICAR Nagaland Centre, Medziphema.
12. The supply should be F.O.R. destination ICAR, Jharnapani to the respective Division/Stores.
13. The Institute/ Centre does not pledge itself to accept the lowest or any other Tender and also reserve to itself the right of accepting the Tender in whole or in part of the tender. You are however, at liberty to Tender for the whole or any portion of it or to state in the Tender that the rates quoted shall apply only if the Tender is considered full. Other conditional Tender shall not be accepted.
14. **The Bidders should mandatorily sign on every page of the Tender Document which would show their un-conditional acceptance of all the terms and conditions of the Tender Document.**
15. If the Tenderer does not accept the offer within 10 (ten) days of the issue of the letter of award by the Institute, the offer made shall be withdrawn & the earnest money shall be forfeited and hence no request will be entertain by any means.
16. Performance/Security guarantee 5% of the contract value required for one year shall have to be deposited by the successful contractor immediately on the receipt of the work order, in the form of Demand Draft valid for 1(one) year. payable at S.B.I., Medziphema. in favour of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema. EMD will be refunded after receiving the Performance guarantee
(for release of EMD, application for release has to be submitted as for official record)
17. Interest on Earnest Money Deposit/Security Deposit shall not be paid by the Institute/ Centre to the Tenderer.
18. The services tax or any other tax which is as per the rule of Govt. of India or State Govt. shall be the liability of the agency to deposit in concerned department as per the rule.
19. The Joint Director, ICAR Research Complex, Nagaland Centre, Jharnapani reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute/ Centre, for any justifiable reason, not mandatory to be communicated to the Tenderer.
20. In case of any dispute, the Joint Director, ICAR Research Complex, Nagaland Centre shall act as the arbitrator and his decision shall be final and binding on the Contractor.
21. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
22. If the above mentioned closing /opening day of the tender happened to be non - working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2nd (second) Saturday.
23. **The successful Agency/Firms/Contractor/Party's shall have to enter in to an agreement on non-judicial stamp paper of Rs.100, before the start of the work allotted to him.**
24. **Bidders have to submit hard copy of the tender documents duly signed on each page both Technical & Financial Bid,**
25. The bidder is advised to download the BOQ format and offer/quote their rate in the permitted column and upload the same in the Financial Bid. The bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, then the tender will be completely rejected and the EMD would be forfeited and the tenderer will be banned for doing business with ICAR Nagaland Centre.
26. Online submission of Bids through **Central Public Procurement Portal (CPPP)** <https://eprocure.gov.in/eprocure/app> is mandatory. Offline bids shall not be accepted under any circumstances.
27. The tender inviting authority will not be held responsible for any sort of delay or difficulties faced during the submission of online bid by the bidder.
28. The following documents/ vouchers are required to be enclosed with the tender form, which are the terms and condition of the Tender document:-
 - a. The Security Agency/ Firm must have the proper up to date Registration License and verifications thereof. Duly issued by the concerned Labour/ State Department for engagement of Security Personnel

and must have an independent EPF A/C no. issued by the regional P.F. Commissioner, and a duly attested copy for both must be invariably provided along with the Tender. Employees ESI registration certificate issued by the local Govt., if any, may also be submitted.

- b. The turnover of the firm during the last two financial years.
- c. Last two years continuous experience (preferable) of the firm in the field of providing such services in Central/ State Govt. or Autonomous bodies/ corporations of Govt. of India reputed public or private organization, provide the details in enclosed tabular form.
- d. Certified copies of services where the Tenderer is providing the services for the last two years
- e. No. of Guards/ Supervisors registered under ESI & EPF separately. Minimum 20 nos. of (Security Guards/ Supervisors) required their ESI & EPF contributions. Document proof of vouchers to be required and may be attached.
- f. The certificate of Service Tax, Sales Tax etc issued by the Govt. etc.
- g. GST registration
- h. Other credential if any.

29. Other terms and conditions:

1. The Agency/ Firm shall have to pay the minimum wages to the contractual personnel as per the provisions of the Minimum Wages Act and Amendments thereof.
2. The rates quoted by the agency/ Firm should be valid for a minimum period of one year from the date of award of the contract.
3. The Security Agency/ Firm will bare all the dues related to EPF, ESI, etc. wherever applicable and should ensure all the dues are paid within the prescribed time limit. Any penalty/ Damages/ Interest charges, etc levied by any statutory authority with regard to the above shall be fully borne by the Security Agency/ Firm itself and the office shall in no way be responsible for such payments/charges.
4. The Payment would be made to the Agency/Firm concerned on monthly basis on receipt of bill and the payment of the outsourced security personnel should be cleared within the first week of every month by the concern agency even if there is delay in clearing the outsourced bill by the institute.
5. The agency shall be wholly responsible for making payment of monthly wages and other admissible allowance to the personnel. Minimum wages & VDA, EPF, ESIC as prescribed by the Government of India Ministry of Labour & Employment for time to time shall be payable to the personnel on service contract to his institute by the selected agency.
6. The Security Agency/ Firm shall compensate in full the loss sustained by the Institute/ Centre on account of any theft, burglary and any other kind of intrusion in Building/ Areas given for security. The amount of loss to be compensated by the Agency shall be determined by the Institute/ Centre.
7. If the work of any of the security personnel deployed is found to be unsatisfactory, Security Agency/ Firm shall have to withdraw such personnel within 24 hours from the Institute/ Centre after receiving the written notice from the Institute/ Centre duly signed by the Joint Director.
8. The Security personnel deployed in the services of the Institute/ Centre shall not be deemed to be employees of the Institute/ Centre in any manner.
9. The Security Agency/ Firm shall have to maintain the attendance Register, Wages Register etc, which shall be produced to the concerned authority as and called for.

10. The Institute / Centre will not take any responsibility for providing any facility to the security personnel employed by the Contractor.
11. All the Security Personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. **The Agency shall, at its own cost provide suitable uniforms to the Personnel, with identity cards & name plates.**
12. The Security Agency/ Firm shall be required to ensure prescribed hours of service to be provided/ rendered in respect of each manpower/ category of job contract as fixed by the Institute/ Centre from time to time.
13. The Security personnel deployed must be of good moral character with good health and must not have any criminal charges against him, the age group of the security personnel should be between 21 to 45 yrs,
14. If the security personnel deployed is not found suitable by the institute/Office. The office shall have the right to ask for his replacement without giving any reason thereof and the agency shall, on receipt of a written communication will have to replace such person immediately.
15. The Security Personnel should follow strict attendance and alternative arrangements are to be made by the Agency whenever any Security Supervisor/ Security Guard go on leave, under intimation to the Institute/ Centre.
16. Changing of Security Personnel should be intimated to the security In-charge of the Institute.
17. The security personnel deployed should observe movement of all the staffs, Labours, Visitors etc. and register it, and ensure that no unauthorized person/vehicle enter the guarded premise in irregular manner.
18. They should check and keep the record of all outgoing materials passing through the gate.
19. Security guard should not leave their guarded points unless and until the relievers come for shift duties.
20. The security deployed should ensure that no stray cattles/dogs get access the guarded area, it is the duty of the security guard to keep them away from the premises, if fail to do so then penalty clause may be imposed.
21. The staff provided should be capable of writing English/Hindi with a minimum qualification of Middle standard,
22. If any of the security guard is found missing from the allotted point for more than one hour, then an amount equivalent to double the daily wage of the concerned guard shall be deducted from the bill of the Agency/Firm.
23. The Personnel engaged by the Agency will not be the employee of the Institute/ Centre and there will be no employee to employee relationship between the Institute and the Personnel so engaged by the Agency.
24. The Security Agency/ Firm shall bear all the expenses incurred on the following:
 - I. Providing of Torch and cells to the Security Personnel on night patrol.
 - II. Provision of Lathi/ Baton and other implements to the Security Personnel.
 - III. Stationery for writing duty charts & registers.
25. The Security Agency/ Firm shall ensure the deposit EPF, ESI etc, of their employees in time. While submitting the bills to the office for a particular month the Security Agency / Firm shall ensure to submit the following documents also:-
 - I. A copy of the Attendance Register showing the attendance of all the contractual workers for the month for which the bill is being claimed along with a copy of the Wages/ Payment Register showing the payment made to all the Security personnel in the preceding month.
 - II. A copy of the Challan of the dues paid to the EPF office, ESIC and other authorities as applicable in the preceding month.

III. Other documents as and when asked for the Authorities.

26. Only those firms will be considered for financial bid who will qualify in the technical bid.
27. If the Tenderer awarded the contract does not accept the offer within 10 (ten) days of the issue of the letter of award by the Institute, the offer made shall be withdrawn & the earnest money shall be forfeited and hence no request will be entertain by any means.
28. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non judicial stamp paper of Rs 100/- for each work.
29. The rate contract will be for one year, it may be extended or withdraw in part or in full without assigning any reason thereof.
30. Other terms and conditions as laid down by the Competent Authority as and when applicable, depending upon the circumstances/ changes in the policies.
31. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 /
E-mail: icarnagaland@gmail.com

Sd/-
Assistant Administrative Officer.

Check Points to be deployed

Sl.no	Place of Duties to perform	Requirement	Shift	Timing
1	Main Office	1 no	1 shift	10:00 Pm ó 06:00 am
2	Main Gate	3 no	3 shift	06:00 am ó 02:00 Pm 02:00 pm ó 10:00 Pm 10:00 Pm ó 06:00 am
3	Farm Gate	2 no	2 shift	02:00 pm ó 10:00 Pm 10:00 Pm ó 06:00 am
4	Scientist Home	1 no	1 shift	10:00 Pm ó 06:00 am
	Total	7 no	7 shift	8 hour / shift

Annexure-I

TECHNICAL BID PREPARATION

***Soft copy to be uploaded and hard copy to be submitted.**

Check list of Bid Documents

Sl.no	Type of Bid	List of Documents To be Attached
A.	Technical Bid (All documents in a single envelope, Sealed & Superscribed as "Technical Bid")	1. Cover letter on official letter head duly signed by the tenderer along with seal.
		2. Contact No. / e-mail ID
		3. Agency/Firms valid License issued as per the the Private Security Agencies (Regulation) Act, 2005
		4. Service Tax Registration no
		5. Tender Fee details
		6. Earnest Money or Exemption Certificate
		7. Open tender notice (duly signed on each page by the tenderer)
		8. Profile and Track record of the Agency/Firms
		9. Income tax clearance up to date (if any)
		10. Valid registration/incorporation certificate of the firm issued by the Appropriate Authority under the Companies Act.1956/2013 or any other act.
		11. Valid GST registration certificate
		12. Photo copy of pan card
		13. Last 2-5 yrs experience
		14. Bank A/c detail (Name, Account No, Bank Branch, IFSC code and MICR code etc.)
		15. Details of EMD
		16. EMD amount, DD No. & Date
		17. Issuing Bank
		18. Undertaking and declaration (Format given in annexure III) on official letter head duly signed by the tenderer along with seal. And the Format in Schedule-I
		19. Other credentials (if any)

N.B : place two envelope (Technical Bid & Financial Bid) in a single main cover and to be super scribed as "TENDER NOTICE No. RCN/Tender/649/2018/Vol-V/05 Dated 21st January 2019 for, "Security Service (Round the Clock)" and address with a forwarding letter quoting reference to this office Tender No. and date to "The Joint Director, ICAR Research Complex For NEH Region, Medziphema- 797106" mentioned complete address on the bottom left corner of the main cover : All pages of the tender documents for both Technical & Financial Bid must be duly Signed by the tenderer with seal.

Annexure-II

PRICE BID

Financial Bid to be quoted separately in the excel sheet provided as BOQ (Bid of Quantity) and upload in the CPP Portal

PREPERATION OF FINANCIAL BIDS

SL. No.	Item Description	Quantity	Minimum wages including VDA per day for per unit	Wages per month/unit including EPF,ESI and others statutory liabilities (as applicable)	Agency service Charge/ commission (% as well as amount)	Any other charges (% as well as amount)	Total Per month/unit including all charges
1	Security Guard (without arms)	7 nos	00.00	00.00	00.00	00.00	00.00
			Rate should be inclusive of all taxes. ` 00.00				

Annexure-III

UNDERTAKING

(To be submitted in Agency/firm's letter pad)

To,

The Joint Director
ICAR Research Complex for NEH Region,
Nagaland Centre, Jharnapani- 797106

Sir,

I/We have read and understood the ICAR Nagaland Centre, General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR Nagaland Centre..

I/We do hereby also accept ICAR Nagaland Centre have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR Nagaland Centre for any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR Nagaland Centre to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/ We agree to hold this offer opened till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract.

I/ We shall be bound by a communication acceptance dispatched within the prescribed time.

I/ We have understood these terms and conditions for the Contract and shall provide the best services strictly in accordance with these requirements.

Name of the Contractor:

Signature with Contractor seal _____

Address :

Registration No :

Contact No :

Place: í í í í í í í í

Date: í í í í í í í í .

SCHEDULE- I

SCHEDULE TO TENDERS

1. Name of the Firm/ Agency: í

Part - I

2. Full address with Post Box No. and Telephone No. If any :

í .
í .
í .

3. Constitution of the Firm/ Agency (Attached Copy) :

í í

a) Indian Companies Act 1956:

í .

b) Indian Partnership Act 1932 (Please give names of partners):

í ..

c) Any other Act if not the owners:

í ..

4. Name and Full Address of Your Bank/s :

í .
í .

5. Your Permanent Income Tax No. / Circle/ Ward:

í .

6. Any other relevant information:

í .

Part - II

7. Earnest Money Deposited: Yes/ No

Dated:
Place:

AUTHORISED SIGNATORY

(Please add supplementary pages to be numbered wherever needed by the Tenderer)

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 submitting their bids online on the CPP Portal.

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

REGISTRATION

- Bidders are required to enroll 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 Enrollment**' on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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/nCode/eMudhra etc.) with their profile.
- 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 DSCs to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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/email in case there is any corrigendum issued to the tender document.
- 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.

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- 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.
- 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) cell 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.
- 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.

- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- 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.
- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **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 Nos. 0120-4200462/0120-4001002.**