



ICAR RESEARCH COMPLEX FOR NEH REGION

(Indian Council of Agricultural Research)

Nagaland Centre, Medziphema

Nagaland- 797106



F.No.RCN/Tender/Feed/18.

Dated Jharnapani the 15th January 2022.

NOTICE INVITING E- TENDERING

ICAR Nagaland Centre, Medziphema invites e-tendering (two bid system) for **Supply of Animal/Poultry Feed** on Annual Rate Contract, for the period of one year. from the reputed Firms/ Suppliers/ Manufacturers/ Producers/ Authorized Dealers etc.

Tender NO	F.No.RCN/Tender/Feed/18
Bid Submission Start Date/ time	15th/01/2022 3:00 pm
Bid Submission last Date / time	4th/02/2022 3:00 pm
Bid opening (Technical Bid) / Time / venue	5th/02/2022 3:00 pm
<i>Tender Documents can be downloaded from <u>Central public procurement portal (CPPP)</u> or http://www.icarnagaland.nic.in/ e-mail at icarnagaland@gmail.com</i>	
Address for communication	ICAR Research Complex For NEH Region Nagaland Centre, Medziphema - 797106

Sd/-

Assistant Administrative Officer.



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***Before quoting for the tender, Bidders are 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](http://eprocure.gov.in/CentralPortalProcurementPortal) (<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.**

Terms and Conditions:

1. In the first page of the technical document, the firms have to attach with an application in the firms official letter pad addressing to “HEAD OF REGIONAL CENTRE” citing their participation in the tender and mention details list of documents submitted/attached by the tenderer. (refer annexure V)
2. The Tender should consist of two Bids – The techno commercial bid (Bid ‘I’) and the financial bid (Bid ‘II’).
3. ***Financial bid have to be quoted only in B.O Q excel provided format, and no need to submit the hard copy of financial bid**
4. On the date of opening, only Part-I (Technical Bid) will be opened. Part-II (Financial Bid) shall be opened subsequently only of those tender, whose Technical Bid qualifies as per the laid norms of this tender.
5. All Bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms & conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. **Non submission of the undertaking may lead to rejection/ non consideration of the tender.(for undertaking refer Annexure- III)**
6. On the date of opening, only Part-I (Technical Bid) will be opened. Part-II (Financial Bid) shall be opened subsequently only of those tender, whose Technical Bid qualifies as per the laid norms of this tender.
7. The Tenderer must compulsory have a GST Registration.
8. Price quoted must be given per quintal and must be all inclusive, including packing, forwarding, Delivery charges, Taxes, VAT, GST etc., as may be applicable. No rates/charges etc. over and above the quoted rates shall be considered under any circumstances.

9. All Bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non consideration of the tender.(for undertaking refer **Annexure-III**)
10. The Buyer shall not be responsible for payment of transit insurance charge.
11. *Last date and time for receipt of all the tender is up to 3.00 PM of 4th February 2022.
12. Tenders will be opened on 5th February 2022 , at 3.00 PM.
13. **The Bidders should mandatory provide their full Bank Details, PAN Card No. , IFS code No., and TDS so as to ensure e-payment to them directly on satisfactory completion of the Supply/ installation with cum demonstration certificate should be submitted through the concern scientist/ In-charge and Joint Director to whom the supply is made (which should be free of cost and must be completed before payment).**
14. Performance guarantee **Rs.50,000 (Fifty Thousand) (Refundable on expiring of Contract)** only 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/Bank Guarantee/Banker Cheques valid for One Year. Payable at S.B.I., Medziphema. in favor of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema.
15. No interest on security deposit and earnest money deposit shall be paid by the office to the tenderer.
16. *Performance guarantee/Security Deposit of will be retained by the office for six months / till the coverage of warranty/ guarantee period or till the contract period.*
17. 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.
18. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
19. **The successful Firms/Contractor/Party's shall have to enter in to an agreement with the institute before the work start.**
20. The Joint Director reserves the right to accept or reject any quotation/ tender, in part or in full without assigning any reason thereof.
21. It is not mandatory to accept the lowest rate of the tenders. The decision of the competent Authority shall be the final to select the firms/contractors.
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. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 / **E-mail: icarnagaland@gmail.com rcn.storesection@gmail.com**

Sd/-
Asstt. Administrative Officer .



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Others Terms & Conditions

1. While submitting, Each tender should be accomplished with the all the supportive documents, The Bidder shall have to mandatorily give the detail break-up of the composition of the feeds to be supplied, mentioning therein all the relevant details, which shall be maintained in all the supplies and there should not be any deviation from the quoted composition. A sample of each item quoted should also be produced while submitting the quotation.
2. **Tenders shall be accompanied with sample of items for which samples have been desired. The samples should be submitted in transparent plastic container bearing complete address of the tenderer and description of the articles etc. Samples will be supplied free of charges and will remain in deposit till the duration of the contract with undersigned.**
3. **The Bidder has to note that, the product/feed ingredients have to be of branded high/good super quality.**
4. The rates quoted should be up to ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema for the mentioned items. **The rates must be valid for at least 1 (one) year from date of quotation/ award of the supply.** It is pertinent to mention here that bidder, if successful, shall be bound to make the supply of the Feeds for a period of 1 (one) year, as above.
5. ***If during the period of (one) year, the Bidder requests for enhancement of rates or expresses his/her inability to supply the Feeds or does not make the supply in time, without any rational justification, in the aforesaid cases, the entire amount of Security Deposit shall be forfeited and no request in this regard shall be entertained under any circumstances. And hence no request/acceptance will be entertained by any means.**
6. **If the Successful bidder face difficulties to supply the items or wants to withdraw the contract in the half way, then the firms have to specify proper genuine reason to the competent authority.**
7. **The Successful firms have to supply the feeds of high quality only and if the firm supply the low quality feed then it has to be replaced immediately by the supplier upon receiving complain from the feed receiver.**
8. Illegible and Over writing, cutting etc. in the rates will make the tender liable for rejection.
9. Furnishing of related documents like earlier supplied, experience, test qualifications, enrollment with any State Govt., Agency etc.
10. ***Income tax clearance (up to date), last 2-3 years financial standing/balance sheet, annual turnover etc. should be enclosed (if any).***
11. The supply should be F.O.R. destination ICAR, Jharnapani to the respective Division/Stores.
12. If the selected tenderer does not accept the offer after issue of Letter award by the institute within 10(Ten) days. The offer made shall be deemed to be withdrawn without any notice and earnest money will be forfeited.

13. **The supply of feed ingredients will be required on monthly basis, so supply order will be placed as per the requirement of the feed ingredients in advance, and the supply has to be made within five (10) days from the issue of supply order.**
14. *Delay in supply within the prescribed time limit as per the supply order shall attract 2% penalty of the bill value per week and part thereof.*
15. **After successfully Supply of feed ingredient. The supplier has to submit the bill in triplicate in the name of The Head of Regional Centre, ICAR Nagaland Centre along with the receipted challan dully signed by the institute receiver according to the supply order for necessary arrangement of payment.**
16. **The Supply of Feed ingredients/goods has to be made only during office hours, and unloading has to be made in presence of the concern officer.**
17. **The supplier has to provide labour for unloading of materials supplied.**
18. No advance payment will be entertained by any means.
19. **The Rate contract/Contract will be for a period of 1(one) year, which may be extended by the competent authority of the institute based on the performance of the firm.**
20. ***the competent authority reserve the right of accepting the tender in whole or a part of the supply can be distributed between more than one tenderer.**
21. The Joint Director reserves the right to accept or reject any quotation, in part or in full without assigning any reason thereof.
22. **Other terms & conditions may be decided by the Competent Authority during entering the Contract Agreement.*
23. The submission of tender by the tenderer implies that he has read or notice the forms and Term & conditions as laid down on the documents
24. ***Financial Bid to be quoted separately in the excel sheet provided as BOQ (Bid of Quantity) and upload in the CPP Portal.**
25. 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.

Sd/-
Asstt. Administrative Officer .

SAMPLING PROCEDURE OF MATERIALS

In storing and holding of samples, care should be taken that the properties of the materials are not affected. The following precautions & directions shall be observed.

1. Samples shall be taken in a protected place not exposed to damp air, dust etc.
2. The sampling instrument shall be clean and dry when used.
3. Precautions shall be taken to protect the samples, the materials being supplied through the sampling instrument and the containers from adventitious contamination.
4. The samples shall be placed in clean and dry glass containers polythene bags. The sample containers shall be such size that they are almost completely filled by the sample.
5. The Each container shall be sealed air tight with a stopper or a suitable closure after filling in such a way that it is not possible to open & reseal it without detection & market with full details sampling date of sampling.
6. Samples shall be stored in such a manner that there is no deterioration of the material.
7. Sample shall be tested for each lot for ascertaining conformity of the material to the requirement of this standard

At the time of supply of ingredients for each batch, the firm should provide details proximate composition (Moisture, Crude protein, Acid insoluble ash, Ether extract, crude fiber, Ash) of feed ingredients/compound feeds, which will be tested in the Institute, if the parameters are not found within the quoted/required level, the items will be rejected and the rate contract is liable to be cancelled and the cost/damage occurs due to inferior quality of materials the firm will liable to bear the said cost.

SPECIFICATION FOR FEED INGREDIENTS, MINERALS & MIXTURES

A. Maize crush:

Requirements

1. The maize should be preferably of yellow in colour and of good quality free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain.
2. The maize should be full in size, free from weevils, broken and damaged kernels.
3. The maize should also be free from fungus, storage pest infestation, aflatoxin and any other mycotoxins.
4. The material should be packed in clean and sound jute bags. The mouth of each gunny bag shall be either machine stitched or rolled over or hand stitched with strong jute twine.

Specification

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	12.00 (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	8.5 (min)
3	Acid insoluble ash, per cent by weight, Max.	8.5 (min)

B. Soybean meal

It (preferably yellow variety) must be prepared from seed coat removed soybeans by solvent extraction and heat treatment. The meal should be in flakes form. The meal should meet the following requirement and Specifications.

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain.
2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.
3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.
4. The meal should be packed in clean, sound jute bags without holes and mouth of each bag should be either machine stitched or rolled over or hand stitched with strong jute

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	13.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	44.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

C. Wheat bran

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain.
2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.
3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	14.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	12.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

D. Rice bran

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain.

2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.

3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	14.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	8.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

E. Mustard oil cake

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain.

2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.

3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	11.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	<30.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

F. Ground nut cake:

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain

2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.

3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.

4. The meal should be packed in clean, sound jute bags without holes and mouth of each bag should be either machine stitched or rolled over or hand stitched with strong jute.

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	11.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	40.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

G. Fish meal:

Requirements

1. It should be free from dust, stone, lumps of earth clay, mud, chaff straw weed seed, and any other non-food grain
2. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.
3. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces. The meal should be packed in clean, sound jute bags without holes and mouth of each bag should be either machine stitched or rolled over or hand stitched with strong jute.

SI No.	Characterstics	Required level
1	Moisture, percent by weight, Max	11.00, (Max)
2	Crude protein (N x 6.25), percent by weight, Min.	50.00 (Min)
3	Acid insoluble ash, per cent by weight, Max.	4.00 (Max)

H. Pelleted feed for Pig

Requirements

1. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.
2. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.
3. The meal should be packed in clean, sound jute bags without holes and mouth of each bag should be either machine stitched or rolled over or hand stitched with strong jute.
4. Pellete Size should be 2-3 cm in size and ingredients should be processed either through a hammer mill or a roller mill equipped with an ¼ inch (approx.700-800 µm) screen.

Required Specification:

Items	Moisture, % Max	CP, % Min	EE, % Min	Crude Fiber, % Max	Acid insoluble ash, % Max	Energy, Kcal/kg
Starter	11.0	20	2	5	4.0	3360
Grower	11.0	18	2	6	4.0	3170
Finisher	11.0	16	2	8	4.0	3170

I. Salt: Salt should be free flow, free from any adulterant, free of lumps.

J. Pelleted feed for Poultry

Requirements

1. The meal should be free from rancidity, adulterants, insect or fungus infestation and from fermented musty or other objectionable odours.
2. The meal should be free from extraneous matter such as dirt, iron and other metallic pieces.
3. The meal should be packed in clean, sound jute bags without holes and mouth of each bag should be either machine stitched or rolled over or hand stitched with strong jute.
4. Pellete Size should be 2-3 cm in size and ingredients should be processed either through a hammer mill or a roller mill equipped with an ¼ inch (approx.700-800 µm) screen.

Required Specification:

Items	CP, % Min	Calcium percent by mass	Available phosphorus by mass	Energy, Kcal/kg
Starter	21	1	0.5	2900
Grower	19	1	0.5	2800
Layer	16	3	0.5	2600

K. Paddy Husk/Rice Husk: It should be new, dry, free from lump. It should be free from dark coloration. There should be no fungus infection

Annexure - I

TECHNICAL BID PREPARATION

TECHNICAL BID PREPARATION

Check list of Bid Documents

Sl.no	Type of Bid	List of Documents To be Attached
A.	Technical Bid	1. Covering letter on official letter head (refer annexure V).
		2. Profile /Track record of the company/Firms (if any)
		3. Photo copy of Trade License / GST registration details.
		4. Photo copy of Income tax clearance up to date (Mandatory)
		5. Banking detail (Mandatory)
		6. Photo copy of pan card (Mandatory)
		7. Valid GST registration certificate (Mandatory)
		8. Experience (related work)
		9. Contact No. & e-mail ID (mandatory)
		10. Balance sheet (if any)
		11. Authorization letter /dealership certificate / Manufacturing company registration certificate, Product certificate, price list (if any) etc. Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm.
		12. undertaking and declaration (Format given in annexure III) on official letter head duly signed by the tenderer along with seal. (Mandatory)
		13. Other credentials (if any).

Annexure II

*The Bidder has to note that, the feed ingredients would be ordered as per the requirement of the Concern incharge only, and it is not necessary/compulsory that all the item listed below will be ordered.

PRICE BID

To be quoted separately in the excel sheet provided as BOQ (Financial Bid) and uploaded in the CPP Portal.

***Bidders are requested to bid all the items mentioned below.**

PREPERATION OF FINANCIAL BIDS

SL. No.	Name of the Item	Qty (Per Quintal/Standard Unit of Measurement)	Rates	Remarks
1	Maize crush	100 kg		
2	Soybean meal (Solvent extracted)	100 kg		
3	Wheat bran	100 kg		
4	Rice bran	100 kg		
5	Mustard oil cake	100 kg		
6	Ground Nut Cake	100 kg		
7	Fish meal	100 kg		
8	Pelleted Feed for Pig			
• a)	Starter (Pelleted feed for pig)	100 kg		
• b)	Grower (Pelleted feed for pig)	100 kg		
• c)	Finisher (Pelleted feed for pig)	100 kg		
9	Salt	100 kg		
10	Mineral Mixture	100 kg		
11	Pelleted Feed for Poultry			
a)	Starter (Pelleted feed for poultry)	100 kg		
b)	Grower (Pelleted feed for poultry)	100 kg		
c)	Layer (Pelleted feed for poultry)	100 kg		
12	Broken rice	100 kg		
13	Paddy Husk/Rice husk	100 kg		
14	Rice Polish	100 kg		
15	Electric bulb 100 watt	100 no		
16	Electric bulb 200 watt	100 no		
17	Lime Powder	100 kg		
18	Bleaching Powder	100 kg		
19	Hard Broom for Cleaning (Bamboo Made)	100 pcs.		
20	Alum	100 kg		
21	Jute Cloth	Per mtr		
22	Distillery Dried Grain Solvent	100 kg		
23	Liquid Calcium supplement for animal including poultry	1 ltr.		
24	Liquid vitamin supplement	1 trr.		
25	Liquid amino acid supplement for animal	1 ltr.		
26	Liquid energy supplement for animal	1 ltr.		

27	Phenyl	1 ltr.		
28	Potassium Permanganate	1 kg		
29	Liquid Hand wash	1 ltr.		
30	Liquid Sanitizer	1 ltr.		
31	Mask (Normal)	1 pkd		

(Bidder are requested to quote all the product mentioned above as per the quantity mentioned in the B.O.Q Excel Format)

Annexure - III

(Tender will be rejected if undertaking is not submitted)

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

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.

Name of the Contractor:

Signature with Contractor seal _____

Address :

Registration No :

Contact No :

Place:

Date:

****Note that undertaking is compulsory & mandatory. Tender will be rejected if undertaking is not submitted.***

Annexure – V

(Covering letter For eg.)

To,

HEAD OF REGIONAL CENTRE
ICAR Research Complex For NEH Region
Nagaland Centre, Medziphema-79716.

Sub : Participating for tender on “Supply of Animal/Poultry Feed”

Dear Sir,

I am herewith submitting my participation for tender on “**Supply of Animal/Poultry Feed,**” at ICAR Nagaland Centre, and the details list of documents submitted/attached for reference are as cited below.

This is for your kind information please.

Thanking you.

Yours faithfully

(XYZ)

Firm Seal with designation.

List of Documents attached.

1. xyz.
- 2... Xyz etc

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 DSC's 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 colored (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.
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- 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.**