



ICAR RESEARCH COMPLEX FOR NEH REGION
(Indian Council of Agricultural Research)
NAGALAND CENTER,
MEDZIPHEMA, NAGALAND-797106



No.RCN/Tender/Vet.Med /04

Dated the 17th September 2021.

NOTICE INVITING E- TENDERING

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

Tender NO	No.RCN/Tender/Vet.Med /04
Bid Submission Start Date/ time	17.09.2021 / 3:00 pm
Bid Submission last Date / time	08.10.2021 / 3:00 pm
Bid opening (Technical Bid) / Time / venue	09.10.2021 / 3:00 pm / Conference Hall
<i>Tender Documents can be downloaded from https://eprocure.gov.in/eprocure/app or http:// www.icarnagaland.nic.in/ e-mail at rcn.storesection@gmail.com</i>	
Address for communication	ICAR Research Complex For NEH Region Nagaland Centre, New-Medziphema - 797106

Sd/-
Assistant Administrative Officer



ICAR RESEARCH COMPLEX FOR NEH REGION
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NAGALAND CENTER,
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Dated the 17th September 2021.

**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 (Times of India -Kolkata edition & 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 system – The techno commercial bid (Bid ‘I’) and the financial bid (Bid ‘II’). The outer main cover should be super scribed “TENDER NOTICE No.RCN/Tender/Vet.Med /04, For “Supply of Veterinary Medicine,” addressing to The HEAD OF REGIONAL CENTRE, MEDZIPHEMA & mentioned complete address on the bottom left corner of the main cover :
3. 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.
4. **The Tenderer must have GST Registration which is mandatory. And other documents like Pan Card/Trade licenses/ licenses for selling veterinary medicine etc has to be attached**
5. Price quoted 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. And the rate valid has to be for one year.
6. ***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 will lead to rejection/ non consideration of the tender.(for undertaking refer Annexure- iv).**
7. The Buyer shall not be responsible for payment of transit insurance charge.

8. **Last date and time of receipt of all the tender is up to 3.00 PM of 8th October 2021.**
9. Tenders shall be opened on 9th October 2021 at 3.00 PM
10. **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 “Head of Regional Centre”, to whom the supply is made (which should be free of cost and must be completed before payment).**
11. No interest on security deposit and earnest money deposit shall be paid by the office to the tenderer.
12. In case of any dispute, the “**Head of Regional Centre**”, ICAR Research Complex, Nagaland Centre shall act as the arbitrator and his decision shall be final and binding on the Contractor.
13. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
14. **The “Head of Regional Centre”, reserves the right to accept or reject any quotation/ tender, in part or in full without assigning any reason thereof.**
15. 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.
16. 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.
17. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 / **E-mail:** rcn.storesection@gmail.com

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Others Terms & Conditions

1. The Bidder have to Furnish related documents like details specification, technical literature, brand name, model & make, catalogue, authorization letter, dealership certificate, Manufacturing company registration certificate, Product certificate, price list (if any) etc in the technical bid.
2. Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm should be enclosed if the rate is quoted by the Dealer/Agents. Sale tax certificate, Tax clearance (up-to date), valid CST/VAT/GST registration certificate, last 2-5 years financial standing etc, along with all the commercial terms & conditions, fully attached/intact in the technical bid, failing which the tender is liable to be rejected.
3. The guarantee/ warrantee should be from the date of supply.
4. Illegible and Over writing, cutting etc. in the rates will make the tender liable for rejection.
5. Furnishing of related documents like earlier supplied, experience (last 2-5 yrs), test qualifications, enrollment with any State Govt., Agency etc. has to be submitted by the tenderer.
6. *Income tax clearance (up to date), last 2-5 years financial standing/balance sheet, annual turnover etc. should be enclosed (if any).*
7. The supply should be F.O.R. destination ICAR, New-Medziphema to the respective Division/Stores.
8. The rates quoted should be up to ICAR Research Complex for NEH Region, Nagaland Centre, New-Medziphema for the mentioned items. **The rates must be valid for 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 Medicines for a period of 1 (one) year, as above. If during the period of (one) year, the Bidder requests for enhancement of rates or expresses his/her inability to supply the Medicines 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.
9. **Performance guarantee of Rs.25,000.00 (Twenty Thousand) only shall have to be deposited by the successful Firm immediately on the receipt of the work order, in the form of Bank Guarantee/ Banker Cheque/ Demand Draft valid for 1(one) years payable at S.B.I., Medziphema. in favour of the "Head of Regional Centre", , ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema.**
10. 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
11. The Successful Bidder, upon receipt of the Award for Supply, shall have to give acceptance letter in the firm official letter pad.
12. The successful firm should be in a position to supply medicine on short notice as and when needed.

13. All expenses will be borne by the firm for sending medicine to ICAR Nagaland Centre.
14. **The selected tenderers must complete the supply within 10 (ten) days from the date of issue of supply order. Delay in supply within the prescribed time limit as per the supply order shall attract 1% penalty of the bill value per week and part thereof.**
15. **If the Successful tenderer is unable to supply/arrange the need materials due to out of stock or for some reason, then they have to intimate the competent authority i.e ICAR Nagaland Centre with an application citing genuine reason within 10 days from the issue of Supply order, if not the performance guarantee deposit will be forfeited and hence no request will be entertained on this matter.**
16. The selected firm has to supply the product as quoted, and if the product is found to be of fake quality then the order will stand as cancelled, and then Performance Guarantee will be forfeited.
17. Up to date drug license as issued by the concerned State Drug Authority.
18. Medicines shall be supplied from manufacturers holding up to date Good manufacturing Practices (GMP) certificate issued by the appropriate Licensing Authority and WHO, ISO certified and other relevant quality certifications.
19. Medicines supplied to ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 shall have at least 75% of shelf life.
20. The supplier should take the onus of scientifically disposing of the supplied medicine (using appropriate methods) which gets expired during storage at ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 at no extra cost.
21. **After successfully Supply the bill has to be submitted in triplicate in the name of The Head of Regional Centre, ICAR Nagaland Centre along with the receipted challan duly signed by the institute receiver.**
22. **Mentioned account detail in the bill for release of payment.**
23. No advance payment will be entertained by any means.
24. The payment to the firm will be done through NEFT/ET.
25. No interest on security deposit and earnest money deposit shall be paid by the office to the tenderer.
26. **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 with demonstration certificate should be submitted through the concern scientist/ In-charge and “Head of Regional Centre”, to whom the supply is made (which should be free of cost and must be completed before payment).**
27. *That in case of change in prescription or if due to any unavoidable circumstances medicine purchased could not be used; the firm will take back such medicine and reimburse the payment made.
28. The institute will be at liberty to purchase medicine from the principals/manufacturers or from any other source if the rates quoted by them are lower than the rates quoted by the tenderer or other exigencies and emergency needs.
29. The tenderer may specify discounts separately on the generic and marketed brands.
30. This ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 would not purchase the duplicate/substandard medicine and if supplied, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority think to deem fit will be taken against defaulting suppliers. Therefore, the items supplied should be quality/branded items, from the original manufacturers. The suppliers will ensure replacement of the defective items etc, as & where found, within 24 hrs at his own cost.

31. The tenderer who is awarded the contract shall have to supply all the medicines/drugs requisitioned in, except where at the time of tender/ tenderer has given list of such medicines/drugs which could not be supplied by the tenderer because of any law or marketing strategy of any company (duly supported by documents) and duly accepted by the Institute at the time of award of the contract.
32. The ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 in this regard shall be final and binding on the firm.
33. In case of non-compliance of any terms & conditions by tenderer, ICAR Research Complex for NEH Region, Nagaland Centre, Medziphema-797106 will discontinue the contract immediately, by forfeiting the EMD/Security deposit.
34. Other terms & conditions may be decided by the Competent Authority during entering the Contract Agreement.
35. **The order for the product/Medicine will be done based on the requirement of the institute.**
36. 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/-
Assistant Administrative Officer

Annexure I

TECHNICAL BID PREPARATION

Check list of Bid Documents

Sl.no	Type of Bid	List of Documents To be Attached
A.	Technical Bid	1. Cover letter on official letter head duly signed by the tenderer along with seal. (Annexure V)
		2. Contact No. / e-mail ID/ Address
		3. Firms / Trade License registration no/ Drug License
		4. Service Tax Registration no
		5. Tender Fee details
		6. Earnest Money or Exemption Certificate Detail
		7. Profile and Track record of the company/Firms
		8. Income tax clearance up to date (if any) / Proof of financial status in form of audited balance sheet for the last one financial years.
		10. Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm.
		11. Original Technical Catalogue of the quoted requirement of drugs (to be enclosed)
		9. Valid GST registration certificate
		10. Photo copy of pan card
		11. Last 2-5 yrs experience
		12. Bank A/c detail (Name, Account No, Bank Branch, IFSC code and MICR code etc.)
		13. Details of EMD (if any)
		14. EMD amount ,DD No. & Date (if any)
		15. Issuing Bank
16. Undertaking and declaration (Format given in annexure iv) on official letter head duly signed by the tenderer along with seal.		
17. Other credentials/Supportive documents		

Annexure II

List of Medicine

This is only a tentative list

List of medicines	Rate per quantity
Tetracycline Hydrochloride powder	100 gram
Neomycine, Doxycycline & Lactobacillus combination powder	100 gram
Enrofloxacin liquid	100 ml
Lactic acid Bacillus + Dextrose + Cephalexin powder	20 gram
Amoxicillin trihydrate + DiCloxacillin powder	100 gram
Nefrotec	
Ambroxol	
Albendazole	90 ml
Piperazine Citrate	30 ml
Amprolium salt	100 gram
Vit-K,Sulfaquinoxaline, Amprolium	100 gram
Codeine Phosphate, Chlorpheniramine Maleate	120g
Povidone-iodine	500 ml
Potassium Permanganate	450gram
Formalin	1000 ml
Didecyl dimethyl ammonium chloride	500 ml
Isopropyl Alcohol	500 ml
Phenyl	1000 ml
Vit- A,D,E,B12	1000 ml
Vits & Mineral Complex	1000 ml
Oral Calcium	1000 ml
NaCL, Dextrose, Sodium Citrate & KCL	100 gram
vit-D3 & B12	1000 ml
Vits-E, Selenium & Aloe Vera	100 gram
Mineral + methionine	1000 ml
Vits- B1,B6,B12	1000 ml
Cyanocobalamin + soluble liver fraction	1000 ml
MISCELLENOUS	
Absorbent cotton	pack
Syringe 2ml, 5 ml, 10 ml, 20 ml	100 nos.
Surgical Handloom Cotton	pack
Hand wash	100 ml
Surgical Glove	100 no.
Bp Blade	10 no.
Disecting set for poultry	1 no.
Surgical Face Mask	100 no.
Bp handle	10 no.
Lasota Vaccine	100 or 1000 dose

IBD Vaccine	100 or 1000 dose
R2B Vaccine	100 or 1000 dose
Fowl Pox Vaccine	100 or 1000 dose
R2B killed + IBD Vaccine	100 or 1000 dose
Tylosin powder	100 gram
Ceftiofur	
FMD Vaccine	30 ml
HST B.Q Vaccine	500 ml
Utrifit liquid	500 ml
Normal Saline	500ml
DNS	500 ml
Calcium Boroglucate	450 ml
Meboliv	24 ml
Sodium Sulfadimethyl Pyrimidne	450 ml
Ligrocin hydrochloride injction	30 ml
Ligrocin hydrochloride Jelly	30 gm
Vitiman B Complex injection	30ml
Skinheel	75ml
Chronic eatgut	2-0/3-0
Meloxicam & Paracetamol injection	30 ml
Pherimine Maleate injection	33 ml
Himax ointment	50 gm
invermeclin injection	10 /30 ml
Rafusios set	
deltamehrin (1.25%)	50 ml
Xylazine injection (2%w/v)	10 ml
Siguil injection	
Dexamethasone sodium phosphate injection	5ml
Ferberdarole Bolus (1.5)	
Triful promajine Hydrochloride injection	5 ml
Vitiman ADE3	30 ml
Nylon Thread	
Oxytocin	
Ciprofloxacin + Tiritazole	1 box
Metroridazole injection	
Livotas	200 ml
Gynae Gloves	
Feaberdazole tablets (150 mg)	
Enrofloxacin injection	
Leftriaxone & Urea Pessary	
Serratiopeptidose Enzyme bolus	
Generic Product	
Absorbable/Non Absorbable Cotton	
Aceclofenac Bolus	
Albendazole liquid Blous	

Amoxicillin Inj	
Antibloat Preparations Oral	
Antidiarrhoeal Suspensions/Solutions	
Antiinflammatory analgesic Topical Gels/Sprays	
Anti-mastitic preparations	
Antiseptic Dusting Powders (Sulphacetamide+Neomycin+Bacitracin / Other Combinations)	
Antiseptic ointments/lotions	
Antitussives	
Antivenin	
Atropine sulphate inj	
Bleaching Powder	
Boric Acid	
Botropase /Haemostat injection	
BP Blades	
Buserelin Inj	
Calcium+ Vitb Complex +Vit D Inj	
Ceftriaxone Inject.	
Chlorpromazine Inj	
Chorionic Gonadotropin	
Ciprofloxacin+Tinidazole Oral	
Cloprostenol Inj	
Dexamethasone Inj	
Dinoprost Tromethamine Inj	
Disinfectant solution	
Distilled Water	
Furosemide inj	
Furosemide Oral	
Doxycyclin Powder Oral	
Doxapram inj	
Dydrogestrone Oral	
Ectoparasitics (Butox Etc) Sprays/Pour-Ons	
Enrofloxacin Inj	
Fenbendazole Oral	
Flunixin Meglumine Inj	
Furazolidone Intrauterine	
Gauze Bandage	
Gentamicin Inj	
Glycerin	
Herbal Antidiarrhoeals (Diarocare/Diarronil Etc) Oral	
Herbal Antiseptic Ointments/Sprays	
Herbal Liver Tonics Oral	
Herbal Uterine Tonics	
Intravenous Drips (NS/DNS/RL Etc)	

Iron Inject(Ferrous Fumarate+ Vit B12+ Folic Acid)	
IV Canula	
Iv Infusion Sets	
Ivermectin Inj/Oral	
Ketamine Inj	
Levofloxacin+Ornidazole+Vitamin E Intrauterine	
Liquid Calcium + Multivitamin Supplement Oral	
Liquid Multi Mineral Supplement Oral	
Liquid Yeast Extract + Vit B Supplement Oral	
Liver Extract + Vit B Complex Inj	
Liver Extract Inj	
Local Anaesthetics (Lignocaine/Procaine) Injectables	
Meloxicam Inj/Meloxicam Combinations	
Meloxicam drops oral	
Metoclopramide Inj	
Metronidazole+Loperamide+Furazolidone Oral	
Multivitamin-mineral Electuaries	
Oral Electrolyte Powder	
Oxyclozanide+Levamisole+Silymarin Oral	
Oxytetracyclin Inj	
Oxytocin Inj	
Paracetamol Bolus	
PGF ₂ α inj.	
Pheniramine Maleate Inj	
Plaster Of Paris	
Potassium Permanganate	
Povidone Iodine Solution	
Povidone Iodine+ Metronidazole Intrauterine	
Prednisolon Inj	
Ranitidine Inj/Oral	
Selenium feed supplement	
Serratiopeptidase Bolus	
Serum Gonadotropin Inj	
Sodium Salt Of 4-Dimethyl Amino-2 -Methylphenyl-Phospinic Acid Inj	
Isopropyl alcohol disinfectant	
Strepto-Penicillin Inj	
Sulphatrim Oral	
Surgical Gloves	
Surgical Instruments	
Suture Material (Absorbable/Non Absorbable)	
Syringes -1 ml, 2 ml, 5 ml, 10 ml, 20 ml	
Tr.iodine solution	
Tolfenamic Acid Inj.	
Turpentine Oil	

Uterine Cleanser	
Vaccines FMD	
Vaccine Classical Swine fever	
Valethamate Bromide Inj	
Vitamin B Complex Inj	
Vitamin E+ Vitamin E Inj	
Water Disinfectant	
Intrauterine bolus	
H.S & B.Q vaccine	
Equine Chorionic Gonadotrophin	
Tonophosphan	
Calcium Borogluconate	
Piperazine citrate	
Utrifit liquid	
Sulfa drugs	
Progesterone	
Estrogen	
Pregnant Mare Serum Gonadotrophin	
Equine Chorionic Gonadotrophin	
Human Chorionic gonadotrophin	
oral iron supplement (Ferrous fumarte + Vit B12+ folic acid)	
Liquid paraffin	
Amoxicillin + Sulbacram	
Ceftriaxore + Tazobactam	
Hydrogen Peroxide	
Pantoprazole inject	
Ondansetrum inject/Oral	
Metoclopramide inj	
Vaginal Speculum	
Intrauterin infusion catheters (disosable)	
infant milk replacement	
Vit K injection	
Hypodermic Needles	

Annexure- iii

Financial Bid

PRICE BID

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

PREPERATION OF FINANCIAL BIDS

S.No.	Description of Stores	Minimum Discount in figure	Minimum Discount in words
1.	Percentage of discount on the Maximum Retail Price of all the Branded Medicines/drugs.		
2.	Percentage of discount on the Maximum Retail Price of all the Generic Medicines/drugs.		

Note:-

- (i) Comparison will be made for allotment of contract on the basis of maximum discount offered on M.R.P.
- (ii) If two or more firms quoted same maximum discount on M.R.P, contract will be awarded to the firm who have maximum turn over during last one year.
- (iii) GST where payable will be on Retail Price (Sales Price) arrived after deduction of discount from M.R.P.

If different firms are emerged as L1 seperately for Brandeed Medicines/Drugs and Generic Medicines the ICAR Research Complex for NEH Region, Nagalnd Centtre, Medziphema-797106 reserve the right to either accept the L1 of different firm/agencies or will negotiate, with the firm who has quoted the maximum discount on gross value of L1 items to lower the rate of other item up to the limit of L1 quoted by other firms. In this context, final decision of the committee will be binding to all and no claim in the regard can be entertained.

In order to ensure regular supply in case of any exigency at the discretion of the “Head of Regional Centre”, , the orders may also be placed to the other firms, in the ascending order, L 2, L 3.

The contract for procurement of Medicine can be continued/renewed for further year(s) subject to satisfaction of the ICAR Research Complex for NEH Region, Nagalnd Centtre, Medziphema-797106 and on mutual consent of both the parties subject to the condition/ rules framed by the Government of India from time to time.

Annexure – iv

UNDERTAKING

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

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 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/Firm:

Signature with Contractor/Firm seal _____

Address (full):

Contact No :

Place:

Date:

*The tender of the firm 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 Veterinary Medicine”

Dear Sir,

I am herewith submitting my participation for tender on “Supply of Veterinary Medicine” 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 I 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.

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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 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.**