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## ICAR RESEARCH COMPLEX FOR NEH REGION

(Indian Council of Agricultural Research)

NAGALAND CENTER,  
MEDZIPHEMA, NAGALAND-797106



F.No.RCN/Tender/2019/23

Dated Jharnapani 23 May 2020.

### NOTICE INVITING TENDER

ICAR Nagaland Centre, Medziphema invites **e-tendering (two-bid system)** for **Supply/Installation of Water Harvesting Structure at Longleng District of Nagaland** from the reputed Firms/ Suppliers/ Manufacturers/ Producers/Contractors/ Authorized Dealers etc.

<b>Tender NO</b>	<b>F.No.RCN/Tender/2019/23</b>
<b>Tender Fee</b>	<b>Rs.500.00 (Non-Refundable/Non-Exempted)</b>
<b>Earnest Money Deposit (EMD)</b>	<b>Rs.20,000.00 (Refundable)</b>
<b>Bid Submission Start Date/ time</b>	<b>23/05/2020 3:00 pm</b>
<b>Bid Submission last Date / time</b>	<b>12/06/2020 3:00 pm</b>
<b>Bid opening (Technical Bid) / Time / venue</b>	<b>13/06/2020 3:00 pm / Conference Hall</b>
<b>Tender Documents can be downloaded from <u>Central public procurement portal (CPPP)</u> or <u>http:// www.icarnagaland.nic.in/</u> e-mail at <u>icarnagaland@gmail.com</u></b>	
<b>Address for communication</b>	<b>ICAR Research Complex For NEH Region Nagaland Centre, Medziphema - 797106</b>

Sd/-  
Assistant Administrative Officer.



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



**F.No.RCN/Tender/2019/23**

**Dated Jharnapani the 23 May 2020.**

*\*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](http://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”**
- **Financial Bid is to be quoted only in BOQ provided Excel format and no need to submit hard copy.**

**Terms and Conditions (i):**

1. Cost of Tender fee is **Rs. 500/-** (Rupees five hundred) 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.**
2. **Earnest Money Deposit of Rs. 20,000 (Rupees Ten thousand)** only (*refundable*) has 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 valid for 6(six) months, payable at S.B.I., Medziphema. Non submission of EMD will lead to non – consideration of the Tender
3. “EMD exemption is accepted on issuing of “Exemption Certificate”
4. Once the tender is finalized and awarded, the EMD of the un-successful bidder will be released within three (3) months from the date of finalizing of tender.
5. The Tender should consist of two Bids – The techno commercial bid (Bid ‘I’) and the financial bid (Bid ‘II’). **The outer main cover should be super scribed as “TENDER NOTICE F.No.RCN/Tender/2019/23 Dated : 23 May 2020 for, “Supply/Installation of Water Harvesting Structure” 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 : The cost of the Tender as well as the Earnest Money along with all technical details should be mandatorily kept in the Technical Bid only. The Financial Bid should only consist of the rates ad their detailed break-up etc. Non-compliance of this shall lead to non-consideration of the Bid**
6. **\*Financial bid have to be quoted only in B.O O excel provided format, and no need to submit the hard copy of financial bid**

7. 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.
8. 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)**
9. The Buyer shall not be responsible for payment of transit insurance charge.
10. **\*The supply/installation should be F.O.R. destination up to the respective places (Hukphang & Nyang Village of Longleng District).**
11. The Bidders should mandatory provide their full Bank Details, PAN Card copy GST copy, IFS code No., and TDS so as to ensure e-payment to them directly on satisfactory completion of the Supply/ installation with demonstration cum 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).
12. **The Bidders should mandatorily sign on every page of the Tender Document (Technical Bid) which would show their un-conditional acceptance of all the terms and conditions of the Tender Document.**
13. *\*Last date and time for receipt of all the tender is up to 3.00 PM of 12<sup>th</sup> June 2020.*
14. **No request or hard copy will be accepted once the last date is over.**
15. *Tenders shall be opened on 13<sup>th</sup> June 2020, at 3.00 PM in the Conference hall of the, ICAR Nagaland Centre.*
16. ***No interest on earnest money deposit (EMD) & Security/Guarantee Performances Deposit shall be paid by the office to the tenderer.***
17. In case of any dispute, the Joint Director, ICAR Research Complex, Nagaland Centre shall
18. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
19. The Joint Director reserves the right to accept or reject any quotation/ tender, in part or in full without assigning any reason thereof.
20. 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.
21. 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.
22. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 / **E-mail: [icarnagaland@gmail.com](mailto:icarnagaland@gmail.com) or [rcn.storesection@gmail.com](mailto:rcn.storesection@gmail.com)**

## **Others Terms & Conditions (ii)**

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 is mandatory. 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.
2. **The Bidder has to note that, the product has to be of branded high/good super quality.**
3. **\*Product Preference will be for “Made in India”**
4. *\*The guarantee/ warrantee should be from the date of installation, and Certificate has to be provided by the supplier.*
5. Illegible and Over writing, cutting etc. in the rates/tender documents will make the tender liable for rejection.
6. **Furnishing of related documents like earlier supplied, experience, test qualifications, enrollment with any State Govt., Agency etc is to be attached along with the tender documents.**
7. *Income tax clearance (up to date), last 2-5 years financial standing/balance sheet, annual turnover etc. should be enclosed (if any).*
8. **The Tenderer must have a Valid GST Registration. which is mandatory,**
9. **The tenderer must also have, Trade License,PAN Card (if any)etc.**
10. **Price quoted must be all inclusive, including packing, forwarding, Delivery charges, Labourer 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.**
11. The supply/Installation should be F.O.R. destination or to the respective Places Division/Stores etc.
12. **\*The rates quoted must be valid for at least 1 (one) year from date of quotation/ award of the supply.** 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. No further enhanced rate will be entertained once the offer is issued to the successful firm.
14. Maintenance and repairing has to be done by the successful firm with free of cost during the coverage of guarantee & warranty period.
15. ***Performance guarantee/Security Deposit of Rs.40,000.00 (Forty thousand) shall have to be deposited by the successful Firm immediately on the receipt of the work/Supply order, in the form of Demand Draft valid for 1(one) years. 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.***
16. *Performance guarantee/Security Deposit will be retained by the office for six months / till the coverage of warranty/ guarantee period.*
17. The selected tenderers must complete the supply & installation within 60 (Sixty) days from the date of issue of supply order. 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.
18. The equipments/items that broke/damaged during the transportation have to be replaced immediately by the firm with free of cost within the limited period of time.

19. The selected firm has to supply and install the product as quoted, and if the product is found to be of fake quality then the order will stand as cancelled, and then EMD will be forfeited.
20. Installation cum demonstration has to be borne by the supplier at its own expenditure.
21. The Supplier has to provide full free servicing during the guarantee/warranty periods.
22. \*After successfully Supply. **the bill has to be submitted in triplicate in the name of The Joint Director, ICAR Nagaland Centre along with the receipted challan dully signed by the institute receiver** according to the supply order for release of payment.
23. All expenses will be borne by the firm for sending goods to the respective places.
24. No advance payment will be entertained by any means.
25. Other terms & conditions may be decided by the Competent Authority during the issue of supply order.
26. **Bidders have to submit hard copy of the tender documents duly signed on each page,**
27. **Technical Bid of the Hard copy of the tenderers will be evaluated first and then it will be uploaded in CPPP Portal after getting approval from the competent Authority and likewise for Financial Bid.**
28. \***Financial Bid to be quoted separately in the excel sheet provided as BOQ (Bid of Quantity) and upload in the CPP Portal.**
27. 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**

**Technical Specifications : Size of Water Harvesting Structure (35x 10 x 2.5 ) m<sup>3</sup>**

Sl.No	Item Specification
1	UV Stablized HDPE Sheet (1000 Micro)
2	Earthn work with necessary design for drainage, provision of out let at base level etc.
3	<b>Surface preparation</b> : removal of and smoothing rock. stone surface etc. soil compaction and surface levelling deploying necessary machineries like portable roller & compact rock cutter
4	Laying, welding & sealing of HDPE Sheets including sealing the sheet with necessary outlets
5	Provision of necessary pipe lines from source to pond and distributing points including required joints, fitting etc.

**Others Terms & Condition.**

- a. Rate quoted must be given in the prescribed format only and must be inclusive of all taxes including GST/IGST, packing, forwarding, Delivery charges, Labourer charges, Taxes, VAT, etc., as may be applicable.
- b. Time completion for the work is allowed for 60 (sixty) days from the date of award of contract. No extension of time will be allowed unless written permission with valid reasons granted by the competent authority.
- c. The tender submitted by the contractor/firm shall remain valid for a period of 6 (six) months from the date of opening of the tender and the contractor shall be bound to take-up the allotted work at his own quoted rates, till the completion of the work. No revised rate will be paid for increasing cost of the materials, labour charges etc.
- d. Any taxes and/or other Government levies as applicable or becoming applicable later due to or under any law shall be deducted from the bill.
- e. The quotation/tender must be for the whole work and not in fragments.
- f. Payment shall be made only on the satisfactory completion of the work. No part payment/ supplementary/ enhanced/ revised bill shall be considered in any circumstances.
- g. Except where specification provided, all materials including tools/basic facilities etc. required for the execution of the work shall have to be arranged by the contractor himself at his own means and cost. No materials will be provided by the department.
- h. The construction materials, as required shall be arranged and borne by the Firm/contractor himself and the quality of ISI standard / as per estimate should be maintained strictly without fail. The required cash memo in support of the quantity and quality of materials utilized are to be submitted with the bill.**
- i. The Contractor/Firm will have to make their own arrangement for water/light and arrangement of stay for the workers etc. No labour of the contractor will be allowed to stay inside the campus/site of work.
- j. Samples of all materials to be used in the work in respect of brand, manufacture and quality shall be got approved from the estate officer/concern incharge. Sample must be produced on demand free of cost.**

- k. The contractor/firm shall be fully liable for observance of all statutory & legal dues/norms viz. EPF, ESIC, child labour act, minimum wages act etc. no child labour shall be employed on work. Payment to the labourer shall be paid as per the prevalent norms and in to compliance of the minimum wages Act. Non compliance of any statutory or legal dues/norms shall be the sole responsibility of the Firm/contractor.
- l. The contractor/firm shall take all safety measures and precautions and wholly responsible for ensuring safety during execution of work till completion of the entire work allotted to him.
- m. For carrying out the work on Sunday/holiday or during night, proper permission should be obtained from the competent authority.
- n. The successful contractor/firm shall have to enter in to an agreement, before the start of the work allotted to him.
- o. If the contractor/firm fails to sign the formal agreement or start the work within the specified time, after award of the work, the earnest money/performance guarantee, as the case may be, shall be forfeited and the work order shall stand cancelled, and the contract will be awarded to the next firm if desire by the competent authority.
- p. **No compensation shall be paid to the contractor for any damaged caused by natural calamity during the execution of the work.**
- q. If any contractor fails to complete the work within the specified time, Liquidation Damage Clause shall be invoked and penalty @2% of the contract value per week shall be levied, subject to a maximum of 10% of the total contract value.
- r. **After satisfactory completion of the work, Bills in triplicate may be submitted to the office for arranging payment. While submitting the bills, the Contractor shall give in writing that all the statutory & legal dues/norms have been fully complied with and in case of any default, the Contractor shall be lone and sole responsible for the same. Necessary taxes will be deducted from the bill at the time of payment.**
- s. Payment will be made based on actual measurement of work.
- t. Contractor should not employ labour or staff of doubtful integrity of the State. If anti-state or anti-social elements are employed by the contractor, his tender will be cancelled and no claim whatsoever will be entertained for any loss or damages.
- u. Concrete vibrators should be used for all concrete structural members in cement concrete works. The contractor should arrange the concrete vibrators by himself and for concrete works only 'River sand' which is clean and free from dust and dirt should be used in the works.
- v. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance &the bidder/supplier shall be bound by the said terms & conditions.

**Sd/  
Asst.Admin. Officer.**

## Annexure - I

### TECHNICAL BID PREPARATION

**\*Soft copy to be uploaded in cppp portal & hard copy to be submitted on before last date.**

#### Check list of Bid Documents

Sl.no	Type of Bid	List of Documents To be Attached
<b>A.</b>	<b>Technical Bid</b> (All documents in a single envelope, Sealed & Superscribed as “Technical Bid”)	<b>1.</b> Cover letter on official letter head duly signed by the tendered along with seal.
		<b>2.</b> Contact No. / e-mail ID mandatory
		<b>3.</b> Firms / Trade License registration no
		<b>4.</b> Service Tax Registration no
		<b>5.</b> Tender Fee details
		<b>6.</b> Earnest Money or Exemption Certificate
		<b>7.</b> Open tender notice (duly signed on each page by the tenderer)
		<b>8.</b> Profile and Track record of the company/Firms
		<b>9.</b> Income tax clearance up to date.
		<b>10. Details of the product along with brand name, Model &amp; make, catalogue etc.</b> Authorization letter, dealership certificate, Manufacturing company registration certificate, Product certificate, price list (if any) etc is mandatory. Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm.
		<b>11.</b> Bidder Manufacturer test report from Govt. Organization, Manufacturer profile, Certification of manufacturer, Machines should be tested and approved by GOI.
		<b>12.</b> Valid GST registration certificate
		<b>13.</b> Photo copy of pan card
		<b>14.</b> Last 2-5 yrs experience
		<b>15.</b> Bank A/c detail (Name, Account No, Bank
		<b>16.</b> Branch, IFSC code and MICR code etc.)
		<b>17.</b> Details of EMD
		<b>18.</b> EMD amount, DD No. & Date
		<b>19.</b> Issuing Bank
		<b>20.</b> Undertaking and declaration (Format given in annexure III) on official letter head duly signed by the tenderer along with seal.
		<b>21.</b> Other credentials (if any).

***N.B : place Technical Bid in a single main cover and to be super scribed as “TENDER NOTICE F.No.RCN/Tender/23 Dated: 23 May 2020 for, “Supply/installation of Water Harvesting Structure” 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 Technical 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 Specification	
1	UV Stablized HDPE Sheet (1000 Micro)	/Sq.m
2	Eartn work with necessary design for drainage, provision of out let at base level etc.	/Sq.m
3	<b>Surface preparation</b> : removal of and smoothing rock. stone surface etc. soil compaction and surface levelling deploying necessary machineries like portable roller & compact rock cutter	/sq.m
4	Laying, welding & sealing of HDPE Sheets including sealing the sheet with necessary outlets	/sq.m
5	Provision of necessary pipe lines from source to pond and distributing points including required joints, fitting etc.	/mtr.

- **Financial bid to be quoted in CPPP Portal only and no need to submit hard copy for financial bid**

## **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.***

## **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.

- 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.**