



GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING
A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA-201309

Notice Inviting Tender (NIT) from the experienced civil contractors for Earth Filling & Landscape Development Work at NCMRWF residential complex.

File No. D-11014/03/2016-NMRF

Tender published at websites

<http://eprocure.gov.in/eprocure/app>

&

www.ncmrwf.gov.in

(For reference only)

Online Tenders under 02 (two) bid system are invited from the experienced civil contractors for Earth filling & Landscape Development Work at NCMRWF residential complex, B-9/7 A, Sector-62, Noida-201309. Work to be done may be seen under 'Scope of Work'.

TOTAL GROUND AREA FOR DEVELOPMENT- 3200 Sq.mt. (approx.)

ELIGIBILITY:

The following requirements should be fulfilled in the Technical Bid.

1. Bidder (specialist in earth work & landscape development) should have Average Annual Financial Turnover of at least ₹ 4 lakhs (**Rupees four lakhs only**) for every year during the last three financial years. Necessary supporting documents should be submitted by the bidder in this regard. Bidder should have executed Landscaping & Horticulture work in last 03 financial years.
2. Bidder should have at least 01 (one) similar completed work (earth filling, landscaping & horticulture works) costing not less than ₹ 11,20,000/- (Rupees Eleven lakhs twenty thousand) or 02 (two) similar completed works costing not less than ₹ 700,000/- (Rupees seven lakhs) each or 03 (three) similar completed works costing not less than ₹ 5,60,000/- (Rupees Five lakhs Sixty thousand) each with Central Government offices/ PSUs/Reputed Private Companies during last 3 financial years.
3. EMD of ₹ 28000/- (Rupees Twenty Eight thousand) in the form of Bank Draft/Pay Order/BG in favour of "**Drawing & Disbursing Officer, NCMRWF**" payable at New Delhi.
4. The agency must not be blacklisted by any Government Office/Autonomous Institute/PSU in any earlier contract and shall submit declaration in prescribed format.
5. Attested Photocopies of PAN & GST registration.
6. Attested Photocopies of Income Tax Returns for the last 3 years.

Bids will be submitted online in two covers only: -

Technical Bid

1. Self-attested and Scanned Copy of filled up Technical Bid Format (along with copies of PAN/GST No.) as per Annexure-2 of Tender Document.
2. Self-attested and Scanned Copy of Tender Acceptance Letter as per Annexure-5 of Tender Document.
3. Self-attested and Scanned Copy of filled up Prior Experience Form (along with Work Orders/Experience Certificates) as per Annexure-6 of Tender Document.
4. Self-attested and Scanned Copy of filled up Declaration Form as per Annexure-7 of Tender Document.
5. Self-attested and Scanned Copies of Audited Balance Sheet of last 03 years.
6. Self-attested and Scanned Copy of EMD/Exemption Certificate.

Financial Bid

1. BOQ in .xls format.
2. Self-attested and Scanned Copy of Filled up Price Bid Undertaking as per Annexure-4 of Tender Document.

Critical Date Sheet

Published Date	06 November 2019 (02.00PM)
Bid Submission Start Date	06 November 2019 (02.00 PM)
Pre bid meeting	04 November 2019 (11.00 AM)
Bid Document Download / Sale End Date	14 November 2019 (02.00PM)
Bid Submission End Date	27 November 2019 (02.00 PM)
Bid Opening Date	28 November 2019 (03.00 PM)
Venue of Pre Bid Meeting	Conference Hall, NCMRWF, A-50, Institutional Area, Sector-62, Noida-201309
Contact Person	Director (Admin.), NCMRWF 0120-2419480 mgupta@ncmrwf.gov.in

- Bidders who wish to be present at the time of opening of tender may present themselves or their authorized representatives who shall bring the bid acknowledgement receipt.
- Financial Bids of only those Service providers/ Agencies will be opened who fulfill the technical conditions.
- Head (NCMRWF) reserves the right to postpone and/or extend the date of receipt / opening of quotations or to withdraw the same, without assigning any reason thereof.

TERMS AND CONDITIONS

1. Tender documents may be downloaded from Central Public Procurement Portal at <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-8 regarding 'Instructions for online Bid Submission'.
2. Bidders can access Tender document on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <http://eprocure.gov.in/eprocure/app>.
3. Tenders and supporting documents shall be uploaded through e-procurement portal only. Hard copies of the Bids will not be accepted.
4. **All the annexure mentioned in Technical Bid will be filled properly and signed copies of the same will be uploaded. Bids without properly filled annexure will not be considered for financial opening.**
5. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/Director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Bidder **shall not tamper/modify the tender document including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with NCMRWF.
7. Intending bidders are advised to visit again NCMRWF website www.ncmrwf.gov.in & <http://eprocure.gov.in/epublish/app> at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.
8. Applicant contractor must submit Earnest Money Deposit for an amount of ₹ 28,000/- (**Rupees twenty eight thousand only**) in the form of DD/BG/FDR in favor of D.D.O., NCMRWF payable at New Delhi obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which has submitted the EMD in earlier calls will require to submit EMD along with their tender/application in subsequent calls also. Original Instrument of EMD will be submitted to Director (Admin.) on or before Bid Submission End Date & Time failing which bid will not be considered for opening.
9. Bidders, who have NSIC/MSME certificates, will be exempted from paying EMD. Such bidders shall upload attested copy of NSIC/MSME certificate in place of EMD and submit attested copy of NSIC/MSME certificate to Director (Admin.) on or before Bid Submission End Date & time, failing which their bid shall not be considered for opening.
10. The successful bidder will have to submit a Performance Security Deposit of 5 (five) % of Total Contract Value, in the form of Bank Guarantee with **Drawing & Disbursing Officer, NCMRWF, A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA (U.P.)-201309** having validity of 150 days.
11. Additionally, contractor shall submit a performance security deposit of 10 (ten) % of total AMC value

of landscaping work (Row-14 of annexure-3) for the maintenance period of 12 months after the completion of work which must be valid 02 months beyond the maintenance period. Performance Security Deposit (5 % of total contract value) submitted for work period will be returned to contractor only after the successful completion of work and submission of performance security deposit for maintenance period.

12. The bidder must be an experienced civil contractor with minimum 03 (three) years' experience.
13. Copies of the contracts awarded in support of having rendered similar services to similar other organizations should be enclosed with the quotation. Similar services should include earth work, development of grass area, horticulture, civil work.
14. Complete scope of the services to be offered should be mentioned in tender response.
15. The bidder may contact above office on any issues with regard to the above tender on any working day between 14:30 hrs. to 17:30 hrs for clarification, if any. For site visit please contact with Director (Admin.) and Sh. Sandeep Saharia, ASO at Telephone No. 0120-2419480 and 0120-2419486.
16. Copies of the Company registration and GST registration etc. may be enclosed with the quotation.
17. Head (NCMRWF) reserves the right to accept / reject any response or all the responses. Head (NCMRWF) taking note of overall facts and circumstances can change, may add and relax any of the terms and conditions of this tender notice.
18. **Work under the contract should be completed within 45 days of issuing work order.** Penalty of 0.5 % of contract value per week shall be charged beyond the 45 days period subject to a maximum of 10 % of the contract value.
19. Requisite Tools & manpower carrying out the work shall have to be arranged by the contractor.
20. All the bidders are requested to visit and inspect the site at NCMRWF office before submitting the bid. A pre-bid meeting will be held at NCMRWF office wherein the bidders may suggest any modification/addition for the completion of work.
21. All the quantities mentioned under Annexure-1 are indicative only; payment will be made as per actual measurement.
22. It will be the sole responsibility of contractor to dump the old/infertile soil, stones and other waste material, if any, at the authorized dumping ground/site outside the premises without any liability to NCMRWF.
23. All royalty for earth work is deemed to be included in the quoted rate.

24. Quality Assurance – Materials and Workmanship

The contractor shall carry out and complete the work in every respect in accordance with the contract and shall ensure that the work conforms strictly to the specifications, instructions of the Office-in-charge. Officer-in-charge may issue, from time to time, detailed instructions/ directions in writing to the contractor. All such instructions/directions shall be consistent with the contract documents and should be reasonably inferable there from, along with clarifications/ explanations thereof, if necessary. However, the contractor will be solely responsible for design and erection of all temporary structures required in connection with the work.

- I. For Quality Assurances of all the Works the norms/ guidelines laid down by NCMRWF herein and

elsewhere will form part of the contract for the purpose of quality of works.

- II. The contractor shall be responsible for correct and complete execution of the work in a workman like manner with the materials as per specification which shall be subject to the approval of NCMRWF. All works under execution in pursuance of the contract shall be open to inspection and supervision by Officer-in-charge or by his authorized representative or any other official of higher rank or any other person authorized by NCMRWF in his behalf & the contractor shall allow the same.
- III. All materials to be provided by the contractor shall be in conformity with the specifications/schedule of work as per the contract and the contractor shall furnish proof, if so required by the Officer-in-charge to his satisfaction that the materials do so comply.
- IV. The contractor shall immediately after the award of work draw up a schedule giving dates of work to be done for approval of Officer-in-charge who shall approve, if found acceptable, promptly so that there is no delay in the progress of the work of the contractor.
 - a. NCMRWF, through the Officer-in-charge, shall have full powers to reject any material or work due to a defect therein for not conforming to the required specification, or for materials not being of the required quality and standard or for reasons of poor workmanship or for not being in accordance with the sample approved by him. The contractor shall forthwith remedy the defect/replace the materials at his expense and no further work shall be done pending such rectification/replacement of materials, if so instructed by the Officer-in-charge.
 - b. In case of default on the part of the contractor, the Officer-in-charge shall be at liberty to procure the proper materials for replacement and/or to carry out the rectifications in any manner considered advisable under the circumstances and the entire cost & delay for such procurement/rectification shall be borne by the contractor.

V. **Inspection of works:**

No work shall be covered up or put out of view without the approval of the Officer-in-charge or his representative or any other officer nominated by NCMRWF for the purpose and the contractor shall afford full opportunity for the Officer-in-charge or his representative or any other officer nominated by NCMRWF for the purpose to examine and measure any work which is about to be covered up or put out of view and to examine foundations before permanent work is placed thereon. The contractor shall give due notice to the Officer-in-charge's representative whenever any such work or foundations is ready or about to be ready for examination and the Officer-in-charge's representative shall, without unreasonable delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such work or foundations. Necessary format for such inspection shall be collected from NCMRWF & countersigned by officer-in-charge.

- a. **Removal of Improper Work and Materials:** Officer-in-charge shall during the progress of the works have power to order in writing from time to time:
 - i) The removal from the site, of any material which in the opinion of Officer-in-charge, are not in accordance with the contract/ work order/ approved sample.
 - ii) The substitution with proper and suitable materials.
 - iii) The removal and proper re-execution, notwithstanding any previous test thereof or interim payment there from, of any work which in respect of materials or workmanship is not in accordance with the contract.

- VI. In case of default on the part of the contractor in carrying out such order, the Officer-in-charge shall be entitled to employ and pay other agency to carry out the same and all expenses consequent thereon shall be recoverable from the contractor or may be deducted from any amount due or which may become due to the contractor.
- VII. Devaluation of Work: In lieu of rejecting work done or materials supplied not in conformity with the contract/work order/approved samples, Officer-in-charge or any other officer nominated by NCMRWF for the purpose may allow such work or materials to remain, provided the Officer-in-charge/ the officer nominated by NCMRWF is satisfied with the quality of any materials, and in that case shall make such deduction for the difference in value, as in his opinion may be reasonable.
- VIII. **Final Inspection of Work:** The Officer-in-charge and any other officer nominated by NCMRWF for the purpose shall make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the contract, as soon as practicable after notification by the contractor that the work is completed and ready for acceptance. If the work is not acceptable to the Officer-in-charge at the time of such inspection, he shall inform the contractor in writing as to the particular defects to be remedied before final acceptance can be made.

SCOPE OF WORK

S.No.	Description
1	Earth work in excavation by mechanical means(Hydraulic excavator)/manual means over areas (depth 1.5 ft., disposed earth to be leveled and neatly dressed up to 15m, disposed soil to be leveled and neatly dressed)
2	Supplying and stacking of good earth at site including loading, unloading, royalty and carriage up to all lift and leads
3	Rough dressing of the ground including breaking clods
4	Supplying and stacking of well decomposed cow dung manure at site including royalty and carriage
5	Uprooting weeds from the area after 10 to 15 days of its flooding with water including disposal of uprooted vegetation.
6	Fine dressing of the ground
7	Spreading of sludge, dump manure and/or good earth in required thickness as per direction of Officer-in charge
8	Providing and fixing of Bermuda Grass in turf, well rooted, free from weeds including all royalty, loading, unloading and carriage and filling of depressions, watering and maintenance.
9	Digging holes in ordinary soil and refilling the same with the excavated earth mixed with manure or sludge in the ratio 2:1 by volume (2 parts of stacked volume of earth after reduction by 20%: 1 part of stacked volume of manure after reduction by 8%)flooding with water, dressing including removal of rubbish and surplus earth, if any, with all leads and lifts: Holes Diameter: 60 cm and Depth: 45 cm
10	Preparation of 2 ft wide flower bed/kyari all around the ground.
11	Providing and planting of different variety plants.
	Lantana Depressa/Calliandra, Tacoma Stans/Chandni/Hibiscus etc.
	Bismarcia Palm with 5-6 leaves
	Washingtonia Fillifera Palm with 5-6 leaves
	Silver yucca/Phoenix/Ficus Reginald/Ficus Black/Ficus Starlight, Height 2'.5"-3'
	Plumeria Alba, Height 5'-6'
	Ficus longo Iceland
	Ficus Panda
	Topiaries Casuarinas with 5-6 ball each plant, Height 5'-6'
	Ground Cover like Inermi/Ireshine/Duranta etc
12	Supply of Neem Oil Cake at site with 50 kg well packed company bag including royalty and carriage.(Reduced 200 grm per empty bags for payment)etc.
13	Supply of insecticide Anti Termite 20% EC in one litre packing at site including royalty and carriage.
14	Maintenance of Landscape for 12 months after completion of work.

Note: All bidders are requested to inspect the work to be done before bidding. All the quantities mentioned above are indicative only; payment will be made as per actual measurement.

Technical Bid Format

Sr. No.	Particulars	Details
1.	Name of the Vendor	
2.	Full address of the Vendor:	
3.	Telephone no.	
4.	Fax No.	
5.	Email:	
6.	Contact person name and contact no.	
7.	PAN No. self-attested copy of the same be attached.	
8.	GST Registration No., self-attested copy of the same must be attached.	
9.	No. of assisting Staff working on the roll of the company for this work. Attach the self-attested copy of experience.	
10.	No. of similar work experiences in Central Govt./State Govt./PSUs	
11.	Whether the company Black listed by any Organization: Yes/No	

Signature_____

Name of the Authorized Signatory:_____

Seal/Stamp:_____

PRICE BID FORMAT

(for reference only, rates shall be quoted in XLS format only)

S.No	Item	Unit	Qty	Rate	GST	Amount
1	Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (depth 1.5 ft., disposed earth to be leveled and neatly dressed up to 15m, disposed soil to be leveled and neatly dressed)	Cum	1050			
2	Supplying and stacking of good earth at site including loading, unloading, royalty and carriage up to all lift and leads	Cum	2100			
3	Rough dressing of the ground including breaking clods	sqm	3200			
4	Supplying and stacking of well decomposed cow dung manure at site including royalty and carriage	Cum	150			
5	Uprooting weeds from the area after 10 to 15 days of its flooding with water including disposal of uprooted vegetation.	Sqm	3200			
6	Fine dressing of the ground	sqm	3200			
7	Spreading of sludge, dump manure and/or good earth in required thickness as per direction of Officer-in charge	Cum	150			
8	Providing and fixing of Bermuda Grass in turf, well rooted, free from weeds including all royalty, loading, unloading and carriage and filling of depressions, watering and maintenance.	Sqm	3000			
9	Digging holes in ordinary soil and refilling the same with the excavated earth mixed with manure or sludge in the ratio 2:1 by volume (2 parts of stacked volume of earth after reduction by 20%: 1 part of stacked volume of manure after reduction by 8%) flooding with water, dressing including removal of rubbish and surplus earth, if any, with all leads and lifts: Holes Diameter: 60 cm and Depth: 45 cm	Nos	2874			
10	Preparation of 2 ft wide flower bed/kyari all around the ground.	Sqm	200			
11	Supply & plantation of different variety plants.					
	Lantana Depressa/Calliandra, Tacoma Stans/Chandni/Hibiscus etc.	Nos	500			
	Bismarcia Palm with 5-6 leaves	Nos	12			
	Washingtonia Fillifera Palm with 5-6 leaves	Nos	6			
	Silver yucca/Phoenix/Ficus Reginald/Ficus Black/Ficus Starlight, Height 2'.5"-3'	Nos	40			
	Plumeria Alba, Height 5'-6'	Nos	10			
	Ficus longo Iceland	Nos	200			
	Ficus Panda	Nos	100			
	Topiaries Casuarinas with 5-6 ball each plant, Height 5'-6'	Nos	6			
	Ground Cover like Inermi/Ireshine/Duranta etc	Nos	2000			
12	Supply of Neem Oil Cake at site with 50 kg well packed company bag including royalty and carriage.(Reduced 200 grm per empty bags for payment) etc.	Kg	600			
13	Supply of insecticide Anti Termite 20% EC in one litre packing at site including royalty and carriage.	Liter	10			
14	Maintenance of Landscape for 12 months after completion of work	Sqm	3400			
	Total					

Note: All the quantities mentioned above are indicative only; payment will be made as per actual measurement.

Abbreviations

Cubic meter	-	Cum
Square meter	-	Sqm
Number	-	Nos
Kilo Gram	-	Kg

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of Authorized Representative

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom services were provided by the firm)

Name of the Govt. Department/Ministry/ Agency along with their address and details of contact person to whom services were provided during 2016-17, 2017-18 & 2018-19 (with details)	Details of Work

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

DECLARATION

Declaration letter on official letter head stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION

- 1) Bidders are required to 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” 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

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.