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भा.कृ.अनु.प.-राष्ट्रीय पशु आनुवंशिक संसाधन ब्यूरो
I.C.A.R.-NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES
मकरमपुर कैम्पस, जी. टी. रोड बाईपास (नजदीक वंसत विहार) पोस्ट बॉक्स न. 129
Makrampur Campus, G. T. Road, Bye Pass, Near Basant Vihar, P. O. Box No. 129
करनाल-132001 (हरियाणा) KARNAL-132001 (Haryana)



F. No. 18-1314/2019-Pur-Vol.-II-

Dated: 19.08.2020

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited on single stage two bid system for procurement of “**Liquid Handling Work Station**” at ICAR-NBAGR, Karnal (Haryana). Manual bids shall not be entertained.

Tender documents may be downloaded from NBAGR website www.nbagr.res.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as give in **CRITICAL DATE SHEET** as under:-

Publish Date	:	19.08.2020	04.00PM
Bid Document Download/Sale Start Date	:	19.08.2020	04.30PM
Pre-Bid Meeting	:	25.08.2020	11.30AM
Bid Submission Start Date (Online)	:	26.08.2020	09.30AM
Bid Submission End Date (Online)	:	09.09.2020	04.00PM
Bid Opening Date (Online)	:	10.09.2020	04.30PM
Place of Opening of Technical Bid	:	Purchase Section, ICAR-NBAGR, Karnal	
Address for Communication	:	Administrative Officer, NBAGR, Karnal	
Note: EMD/Bid Security should reach this office in the form of Demand Draft/Banker's Cheque drawn in favour of ICAR-UNIT-NBAGR, Karnal on or before 10.09.2020 upto 04.00PM.			

1. On behalf of Director, ICAR-NBAGR, Karnal Electronic Quotations/tenders under Open Tender enquiry, are invited from the registered firms/their authorized dealers registered on portal etc. for the purchase of aforesaid equipment. The Quotations/bids duly sealed/signed & completed in all respect should be submitted with scanned documents online at CPP Portal **latest by 09.09.2020 upto 04.00.PM**. The incomplete Quotation/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & rejected and, and no correspondence in this regard will be entertained.
2. The Tender form/bidder documents may be downloaded from the website <http://eprocure.gov.in/eprocure/app>. **Online submission of Bids through** Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>.) is mandatory. Manual/Offline bids shall not be accepted under any circumstances. However, for the purpose of realisation, the bidder has to send the Demand Draft/ Banker's cheque in original to this institute through post or by hand so as to reach by the time of tender opening.

3. 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 only.
4. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NBAGR, Karnal reserves the right to accept or reject any or all the tenders.
5. The firm are required to upload copies of the following documents:-

- **Technical Bid**

- i. Scanned copy of Earnest Money Deposit (EMD)/ its exemption, if any.
- ii. Scanned copy of Firm's registration, PAN Card, GST Number
- iii. Scanned copy of duly signed Tender acceptance letter (Annexure-I)
- iv. Scanned copy of duly signed Vendor Details (Annexure-II)
- v. Scanned copy of Manufacturers authorization certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing certificate.
- vi. Scanned copy of Income Tax Statement for the last three consecutive years.
- vii. Scanned copy of all authentic documents regarding firm's turnover etc. during last three consecutive years.
- viii. Scanned certified copy of latest ITCC (Income Tax Clearance Certificate)
- ix. Scanned copy of User List/Purchase Orders of its satisfactory installation.
- x. Scanned copy of Make and Model of equipment should be mentioned in the technical bid and complete technical details should be provided in the form of Brochures and write-ups.
- xi. The Scan copy of an undertaking stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action.
- xii. The scanned copy of Certificate of Non-Blacklisting/Not Banned/Temporarily suspended by any Govt. Deptt./ Organization.
- xiii. The scanned copy of **all additional documents as per Clause 13** should also be submitted by the bidder.

- **Financial Bid**

Financial bid should be quoted as per BOQ

6. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT, techno-commercial bid in Cover-I, and price bid in Cover-II. To enable system generated techno-commercial and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/ declaration/ scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action. **EMD (Demand Draft/ Banker's Cheque) amount of Rs. 60,000/- is to be submitted** in the electronic format online (by scanning) while uploading the bid. This submission shall mean that EMD is received electronically. However, for the purpose of realisation, the bidder has to send **the Demand Draft/ banker's cheque in original to this Bureau through post or by hand so as to reach by the time of tender opening.** In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

7. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidders with due information through system generated emails & SMS alerts.

8.

i) Description of the goods required and quantity:

Sl. No.	Name of Equipment	Qty.	Minimum Warranty	Bid Security/ EMD (Rs.)
1.	Liquid Handling Work Station	1	3 Years Warranty and 3 Years AMC rates after completion of warranty	Rs. 60,000/- In favour of ICAR Unit NBAGR Payable at Karnal

ii) Guiding specification and other technical detail:

Sl. No.	Description of goods and allied services	Qty.
1.	<p>Specification for Liquid Handling Work Station</p> <p style="text-align: center;"><u>SPECIFICATIONS</u></p> <ol style="list-style-type: none"> 1. The system should be compact and benchtop. 2. A minimum of 8 positions (including one for waste box) 3. Capable of utilizing single and eight channel pipettes. 4. Single channel capacity from 1ul to 1000ul and multichannel capacity from 1ul to 300ul. 5. The platform should be open for all sort of plasticware. 6. User friendly software for selection of predefined liquid types, auto check system etc. 7. Liquid handling system should be in a position to handle PCR, qPCR, sanger sequencing, ELISA, cheery picking, serial dilutions etc. 8. Should have the capacity to handle 96 well, 384 well, format plates. 9. Warranty should be for 3 years and supplier should quote 3 years AMC after completion of warranty. The supplier should provide on-site training during warranty and AMC period. 	1

9. **Bid Opening:** Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

10.

i. **Terms of delivery :** Delivery at site, viz. **In-Charge (Stores), NBAGR, Karnal**

ii. **Delivery period for goods:** Within **10 days** from the date of issue of Purchase Order. In case the Purchase Order is placed to foreign supplier in foreign currency, delivery period will be at least 3 months from the date of purchase order.

iii. Erection / installation and commissioning are to be completed within 05 days of delivery of the goods at site.

- iv. Terms of **Inspection** by the **purchaser's representative**: At **NBAGR, Karnal** after Receipt of Supply of Goods

11. Price structure:

The **ICAR Research Institutes** are exempted from **Excise and Customs Duties** on Research Consumables, *vide Notification No. 10/97-CE dated 1.3.1997 (as amended by 16/07-CE) and Notification No. 51/96-Customs respectively*. However, for the ICAR Institutes to avail the aforesaid Duty Exemption benefits, the **Prices** are required to be quoted by **Manufacturers** preferably on Ex-Works basis, *without including any Excise/Customs Duty component*. Freight & Transit Insurance are required to be quoted **extra, as per actuals**, for insured transportation from **Ex-Works to Destination**.

Important Note: - As per notification issued by Govt. of India, Ministry of Finance Department of Revenue vide letter No. 45/2017-Central Tax (Rate) New Delhi dated 14th November, 2017, GST is applicable @ 5% on the ordered items being Public Funded Education/ Research Institute. Therefore, all the bidders are requested to quote 5% GST amount in the prescribed column of BOQ and accordingly the GST exemption certificate will be issued by this Bureau in favour of successful bidder at the time of placing the order.

The GST rates on AMC will be applicable @18%, therefore, the bidders may submit their rates accordingly.

- a. Alternatively, however, the **Authorized Dealers/Retailers** may quote their most competitive **FOR Prices**, with maximum possible Dealer's **Special Discount**.
- b. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including stator variations, if any.

12. Receipt of Goods & Terms of Payment:

a. Payment term for supply of goods :-

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. Presence of Seller's representative at the time of supply is desirable for lodging objection, if any.

The purchaser, **within three days of issue of the provisional receipt**, will issue acceptance certificate (of the goods) to supplier, provided the goods supplied are technically acceptable in terms of the contract. The supplier will then send its invoice along with accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's Invoice, provided the invoice and the accompanying documents are in order.

b. Paying Authority: FINANCE & ACCOUNT OFFICER, NBAGR, Karnal – 132 001.

c. Liquidated Damage Clause:

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same.

After receipt of supplier's communications, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract.

If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, *the purchaser will also deduct from the contract price, as liquidated damage, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance.*

The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price whatsoever on any ground.

However, the purchaser shall be entitled to the benefit of any decrease in price and cost, on any ground, whatsoever, of the goods & services, during the period of delay.

The purchaser's letter (to the seller with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

d. Warranty Clause:

The minimum period of Warranty / Guarantee for Equipment shall be 36 months from the date of Installation of equipment and suppliers should quote three years on site Annual Maintenance Contract (AMC) Post warranty.

e. Quality of Supply of Equipment: The Quality of Equipment to be supplied must be such that the time-period between their Date of Manufacture and their Date of Supply is ensured to be minimum possible.

f. Dispute Resolution Mechanism:

If any dispute or difference of any kind arises between the purchaser and the supplier in connection with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.

However, if the parties fail to resolve the disputes or differences by such mutual discussion **within 30 days**, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration.

The arbitration will be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian **Arbitration act, 1996**.

The **venue** of the **arbitration** shall be the place (i.e. **NBAGR, Karnal**), from where the contract is issued.

g. In case of any Legal Dispute, the jurisdiction will be at Karnal.

13. You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs:

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the above requirement, without

any change in the unit price or other terms & conditions.

- b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- c) Please indicate if you are registered with any Govt. organization and if registered, furnish all relevant details.
- d) Please state whether business dealings with you presently stand banned by any Government organization; and, if so, furnish relevant details.
- e) Bidders are advised that one bidder cannot represent two suppliers or quote on their behalf in a particular tender. Specifications mentioned in Firm's Brochure will only be acceptable.
- f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- h) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.
- i) The quotation/offer shall remain valid for a period 90 days after the specified date of opening of the offer.
- j) The Bidder quoting the Bid of Foreign equipment on behalf of Foreign Manufacture/Foreign Supplier, the Authorization Certificate from the Principal is essentially required and should be attached with the bid.
- k) The bidder should submit the Certificate of Non-Blacklisting/Not Banned/Temporarily suspended by any Govt. Deptt. / Organizations.
- l) The SSI/MSEs Registered with NSIC are exempted from EMD subject to submission of NSIC Registered with valid certificate with the items list.
- m) The EMD is essentially required from the bidders. The NSIC registered firm who quote their bid of foreign make on behalf of the Foreign Manufacturer/Principal Supplier should also submit the EMD. In case the required EMD is not submitted by the bidders, their bid will not be considered and will be treated as rejected.
- n) The Annual Maintenance Contract / Comprehensive Maintenance Contract, if required by the user lateron, will be awarded separately. However, the bidders are required to quote the years wise rates for the requisite period in their bids.
- o) Alternate/conditions/Optional bids will not be accepted.
- p) **Important Note:- The bidders who are interested to quote their bid in foreign currency should submit their rates on CIF/CIP, New Delhi (FOB+Air Freight & Insurance Charges) in the prescribed BOQ clearly. The bidder who do not reflect their CIP/CIF rates in particular column of BOQ, it will be assumed that their quoted rates are CIP/CIF, New Delhi and no further communication will be entertained with the bidders.**
- q) **The bidders who do not mention about Custom Duty applicable @ 5.50% against CDEC, Custom Clearing and Inland Transportation Charges from New Delhi to ICAR-**

NBAGR, Karnal in the specific Column of BOQ, their quoted rates will be treated as FOR, NBAGR, Karnal and no further communication will be entertained with bidders.

- r) **Special Note to the Bidder: The BOQ has been created with utmost care in accordance with CPPP guidelines and quantity of the item. It is mandatory to all the participating bidders to quote the online rates in the prescribed BOQ available o CPP Portal. In case a bidder faces some trouble/ discrepancy at the time of quoting the rates in the prescribed BOQ, the bidder should also submit a hard copy of financial bid to the office of undersigned which will be opened at the time of opening the financial bid if the bidder is found technical responsive.**
- s) **Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, any request of the bidder to add any document on later stage will not be accepted.**
14. Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or tendering process any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

Before executing supply, the successful Bidder will have to deposit Performance security @ 10% of the ordered value of goods, in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank in favor of "ICAR Unit, NBAGR" Payable at Karnal or Bank Guarantee from a Commercial Bank valid up to 02 (Two) months beyond the date of completion of warranty period.

NOTE: All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

**-Sd-
Administrative Officer
On Behalf of the Director**

**Tender Acceptance Letter
(To be given on Company Letter Head)**

To,

Sub: Acceptance of terms & conditions of Tender.

Tender Reference No.:18-1314/2019-Pur-Vol.-II

Name of Tender/Work: - Purchase of Liquid Handling Work Station

Dear Sir,

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

_____ as
per your advertisement, given in the above mentioned websites(s).
- b. 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.
- c. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
- d. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
- e. I/We do here declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Section Undertaking.
- f. I/We certify that all information furnished by the our Firm is true and correct and in the event that the information found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**-Sd-
Signature of the Bidder with Official Seal**

On the Letterhead of the Vendor/Contractor/Supplier Details

To,
The Director,
National Bureau of Animal Genetic Resources,
Karnal-132001

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on NBAGR through Cheques or Internet based online E-payments system at the sole discretion of NBAGR. Our Bank account details for the said purpose are as under:

<u>Vendor Details:</u>		
1.	Name (As per the Bank Records)	
2.	Address:	
3.	PAN No.	
4.	GST No.	
5.	E-mail ID	
6.	Mobile Number	
<u>Particulars of Bank Account:</u>		
1.	Bank Name	
2.	Branch Name/ Branch Code	
3.	Branch Address	
4.	9 Digit MICR No. of Bank and Branch (As appearing on the Cheque)	
5.	Account Type (Savings/Cash Credit/Current)	
6.	Account Number (as appearing on the Cheque book)	
7.	IFSC Code of the Branch (For RTGS)	
8.	IFSC Code of the Branch (For NEFT)	

Please attach a bank copy of a cancelled Cheque/photocopy of a cancelled Cheque issued by your bank relating to the above account number for verifying the accuracy of the 9digit MICR code number.

I/We hereby declare the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user Institution responsible

Signature/Seal of Firm
Phone No.:

Date:

Certified that the particulars furnished above are correct as per our records.

Company's Authorized Signatory
Phone No.:

Date:

Encl: Photocopy of Cheque duly cancelled and copy of Indian PAN Card.

भा.कृ.अनु.प.-राष्ट्रीय पशु आनुवंशिक संसाधन ब्यूरो, करनाल (हरियाणा)
ICAR-NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES
KARNAL-132001, HARYANA (INDIA)

Check List for the Tender

The bidders are requested to fill the check list for evaluation of Technical bid

Sl. No.	Particulars	Remarks (YES/NO)	Page No. in the uploaded Tender Docs.
1.	Whether the scanned copy of required EMD or its exemption uploaded.		
2.	Whether the scanned copy of Firm's registration number uploaded		
3.	Whether the scanned copy of PAN Card uploaded		
4.	Whether the scanned copy of GST Number uploaded		
5.	Whether the scanned copy of duly signed Tender Acceptance Letter (Annexure-1) uploaded		
6.	Whether the scanned copy of duly signed Vendor Details (Annexure-II) uploaded		
7.	Whether the bidders is Manufacture or Agent of the Manufacturer. Please mention as the case may be. In case of agent of the manufacturer/Principal of the proper authorization is attached or not.		
8.	Whether the scanned copies of Income Tax return and all authentic documents regarding firm's turnover etc. uploaded as per requirement of the tender.		
9.	Whether the scanned certified copy of latest ITCC (Income Tax Clearance Certificate) uploaded.		
10.	Whether the scanned copies of user list/Purchase Orders uploaded.		
11.	Whether the make and model of the equipment mentioned and Brochures/catalogue provided.		
12.	Whether the scanned copy of an undertaking stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action.		
13.	Whether the scanned copy of certificate of Non-Blacklisting/Not Banned/ Temporarily suspended by any Govt. Deptt./ Organization uploaded.		
14.	Scanned copies of all additional documents as per Clause 13 uploaded		
15.	Whether the rates quoted in BOQ as per tender.		

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 / 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 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 EMD/Bid Security as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD/Bid Security 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. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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 & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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.