राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान

National Institute of Plant Health Management

Department of Agriculture, Cooperation & Farmers Welfare
Ministry of Agriculture & Farmers Welfare
Government of India

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Rajendra Nagar,
Hyderabad – 500 030
http://niphm.gov.in

No. BS/Repairs/Maintenance/2016-17/04 Date: 12.04.2018

इ-निविदा सूचना

e-TENDER NOTICE

Sub: Invitation of Online bids through e-procurement system in Two Cover for supply of Laboratory Equipment for Plant Biosecurity Division – Reg.

* * *

Sir/Madam,

National Institute of Plant Health Management (NIPHM) an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India invites **'Online bids through e-procurement system (https://eprocure.gov.in/eprocure/) for supply of Laboratory Equipments** for Plant Biosecurity Division' in **'Two Cover'** system from the reputed manufacturers/authorized distributors/dealers. The list of items & tentative quantities mentioned in the Annexure-II enclosed. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to an extent of ±50%.

The schedule of receipt and opening of quotations is as under:-

1. **Last Date & Time for submission of online bids** **15:00 hrs on 26.04.2018**
2. **Date & Time for Opening online bids (Technical bids)** **16:00 hrs on 27.04.2018**

Note:

1. Copy of Tender document is available in CPP Portal (URL: **https://eprocure.gov.in/eprocure/**) and NIPHM, Hyderabad website (URL: **https://niphm.gov.in**). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
2. Instructions regarding submission of online bids are available at URL: **https://eprocure.gov.in/eprocure/**
3. **Bids should be submitted through online only. Manual / physical bids will not be accepted.**
4. On submission of online bid, please intimated the same to the e-mail ID: **niphm@nic.in**

REGISTRAR

1. SUBMISSION OF TENDER THROUGH ONLINE:

The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.

I	**Technical Bid (Cover–1)**	:	**Bidders are requested to upload the required scanned copies of files as per the following:**
	File-1	:	Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures. Scanned copy of Company Information (filled & signed) as per Annexure – I
	File-2	:	**Proofs in support of eligibility criteria as per the tender.** Scanned copies of the documents / information (filled & signed) as per the 'Eligibility Criteria' Clause – 4
	File-3	:	Scanned copy of Technical compliance sheet (filled & signed) for the item mentioned at Annexure – II
	File-4	:	Authorization letter and undertaking (as per Annexure-IV and Annexure-V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.

Details to be furnished in the Envelope-B i.e., Price Bid

I	**Price Bid (Cover–2)**	:	**Bidders are requested to upload the required scanned copies of files as per the following:**
	File-1	:	Scanned copy of Commercial Bid (filled & signed) as per Annexure – III

Note:

1. The Bidders should furnish the location with addresses and license details of the firm.
2. The Bidders shall furnish as part of the bid, documents establishing the Bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.
3. The documentary evidence of the Bidder's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

2. Preamble of Tender

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

For smooth and efficient functioning of the office NIPHM invites 'Sealed Bids' under 'two cover system' for supply of equipments and general consumable items from Registered or Licensed Agencies/Firms/Organizations dealing in such items.

3. GENERAL INSTRUCTIONS:

a. The Bidders are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish requisite information in all respects may result in rejection of the bid.

b. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.

c. The Contract shall be interpreted under Indian laws and all disputes will be resolved **within Hyderabad Jurisdiction.** In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.

d. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.

e. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to an extent of ±50%.

f. Quotation should be valid for a minimum period of 90 DAYS from opening of tender. The NIPHM reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.

g. The rates quoted should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.

h. The GST where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of GST & other taxes. GST registration No. and date of its validity should be indicated. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).

i. The rates should be mentioned clearly in both figures and words for each item in the quotation. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.

4. CLARIFICATIONS IN THE TENDER

a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority through online up to 6 days prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.

b. The responses to the clarifications will also be notified on NIPHM's website http://niphm.gov.in and https://eprocure.gov.in/eprocure/

I. Amendments to the Tender

a. NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.

b. Amendment to the tender, in response to clarifications sought by prospective Bidders, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website and CPP Portal https://eprocure.gov.in/eprocure/

c. NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website and CPP Portal https://eprocure.gov.in/eprocure/

d. All the Bidders are advised to periodically browse NIPHM website http://niphm.gov.in and CPP Portal https://eprocure.gov.in/eprocure/ for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the bid documents based on changes announced through the website.

II. The supplier shall not be entitled to any increase in the rates.

III. The agency shall not transfer or assign sub-contract to any other party.

IV. The Price should be quoted only in Indian Rupees.

V. Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5. **पात्रता मानदंड/ ELIGIBILITY CRITERIA:**

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं खंड-I के अनुसार अपनी पात्रता प्रमाणित करने के लिए स्केन हुई दस्तावेजों की प्रतियां अपलोड की जानी चाहिए।

The Bidders should meet the following Eligibility Criteria for quoting the tender and the scanned document copies to prove their Eligibility should be uploaded as per the Clause-1.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility
1	बोली लगाने वाला मद का विनिर्माता या प्राधिकृत डीलर/एजेंट होगा। The Bidder shall be a manufacturer of the items or an Authorized Dealer/Agent	कंपनी या डीलर का पंजीकरण प्रमाणपत्र/एजेंट प्रमाणपत्र Registration Certificate of the Company or Dealer/Agent Certificate
2	कंपनी को निविदा प्रस्तुत करने की अंतिम तिथि तक ऐसे मदों की डीलिंग/आपूर्ति संबंधी कार्यों का अनुभव कम से कम 03 वर्ष का होना चाहिए। The firm should have at least 3 year experience in dealing/supplying such items as on **31.03.2018**.	ऐसे दस्तावेज (कार्य आदेश) प्रमाणित करता हो, कि कंपनी/प्रतिष्ठान के पास इस तरह की मदों की आपूर्ति करने से संबंधित 03 वर्षों का अनुभव है। Documents (work orders) to prove that the company / firm has supplied such items in their business for 3 years.
3	विनिर्माता के सकल वार्षिक कारोबार के संबंध में पिछले 03 वर्षों की अवधि के दौरान में से **औसत** कारोबार रू. 50 लाख होना चाहिए। In respect of manufacturers average gross annual turnover of Rs. 50 lakhs previous three financial years (FY 2014-15, 2015-16 & 2016-17) प्राधिकृत डीलर के संबंध में विनिर्माता के कारोबार (टर्नओवर) को शामिल किया जाएगा। In respect of authorized dealer, the turnover of the manufacturer will be taken into account.	विधिवत तौर पर हस्ताक्षरित वार्षिक लेखा की प्रति/सनद लेखाकार द्वारा प्रमाणित Copy of Annual Accounts duly signed / certified by the Chartered accountant.

	अन्य बिडरों के संबंध में वार्षिक सकल टर्नओवर पिछले तीन वर्षों में **औसत** कम से कम रू. 20 लाख (रूपए-बीस लाख मात्र) होना चाहिए। In respect of other bidders the average annual gross turnover should be at least Rs. 20.00 lakhs (Rupees forty Lakhs only) at least for one year previous three years (FY 2014-15, 2015-16 & 2016-17) डीजीएस एवं डी / एम एस एम ई/ उद्योग आधार/ एनएसआईसी इकाईयों के साथ पंजीकृत आपूर्तिकर्ताओं के लिए टर्नओवर लागू नहीं है। Turnover is not applicable to registered suppliers with MSME/Udyog Aadhar / NSIC Units	
4	कंपनी का आयकर निर्धारण कम से कम पिछले 03 वर्षो की अवधि का होना चाहिए। The firm should be income tax assessee at least for a period of three years as on 31.03.2018	आयकर विवरणी की पावती की प्रतियां स्व अनुप्रमाणित एवं कंपनी का पैन कार्ड संलग्न होना चाहिए। Self-attested copies of the acknowledgments of Income tax returns and PAN Card of the firm should be enclosed. (for AY 2015-16, 2016-17, 2017-18)
5	कंपनी/व्यवसाय जीएसटी के तहत् पंजीकृत होना चाहिए The firm should be registered under GST.	जीएसटी प्रमाणपत्र की स्वयं अनुप्रमाणित प्रतियां Self-attested copy of the certificate of GST registration.
6	विभिन्न मदों के लिए बिडरों की ओर से एक से अधिक विनिर्माता होने पर वह उन विनिर्माताओं के लिए एक प्राधिकृत डीलर/एजेंट होना चाहिए। In case a bidder bids on behalf of more than one Manufacturer for different items, he should be a Authorized Dealer/Agent for those manufacturers.	प्रत्येक विनिर्माता से डीलरशीप/एजेंट प्रमाणपत्र होना चाहिए। Dealership/Agent Certificate from each manufacturer.
7	बयाना जमा राशि Earnest Money Deposit	Demand Draft or Bankers Cheque bearing No. _____Dated _____ for **Rs.20,000/-** drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT', Hyderabad

6. SCOPE OF THE WORK, TERMS OF SUPPLY AND PRICE BID VALIDITY:

a. To supply quality products which substantially match the specifications laid down by NIPHM. The specifications of items offered shall be mentioned in the comparative statement vide Annexure – II.

b. The Bidder should provide Warranty for a minimum **period of 3 (three) years** for products quoted. For defects noticed during the Warranty period, replacement/rectification should be arranged **free of cost within a month.**

c. The items to be supplied should be of standard quality.

d. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

e. **Terms of Supply:** The firm should supply the items **within 30 days** from the date of purchase order.

f. **Price Bid Validity: Bids shall remain valid for 90 DAYS from the date of opening of Price bid.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.

g. **Rates and Prices** Bidders should quote the rates in the format given in Price Bid - Annexure – III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over writings are permissible. Price quoted shall be firm and final.

h. The percentage of GST, surcharge, if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.

i. GST should be indicated clearly.

7. **TENDER COST:** The Tender document can be downloaded from NIPHM website at free of cost.

8. SIGNING OF BIDS

Individual signing the tender or other documents connected with contract must specify whether he / she signs as:

i) A "Sole proprietor" of the concern or constituted attorney of such sole proprietor;

ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.

iii) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.

a. The bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the Contract. **Bidders are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**

b. Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorised to sign the bid. Tender documents should be free from over writing.

9. ACCEPTANCE OF TENDER / CONDITIONS OF THE CONTRACT

a. The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.

b. After acceptance of the Tender by NIPHM, the Bidder shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be final and not subject to any adjustment during performance of the Contract.**

c. The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

d. After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Bidder. NIPHM also reserve the right to issue Purchase Orders to more than one Bidder. The letter of acceptance will include the details along with terms and conditions of the tender.

e. If a Tenderer withdraws the tender after the closing date specified in the tender (or) in the case of the Successful Tenderer failing to supply the items as per specification mentioned in the purchase order or does not accept the purchase order for any reason, whatsoever, penalty of 5% of value of order shall be imposed/levied as liquidated damages.

10. LIQUIDATED DAMAGES:

If the firm fails to deliver the goods within the stipulated delivery period or any other terms as mentioned in the purchase order a penalty of 5% of value of purchase order shall be imposed/levied as liquidated damages.

11. REJECTION OF TENDER:

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

12. <u>PAYMENT OF PERFORMANCE SECURITY (PS):</u>

a. The Successful firm(s) shall require to deposit 5% of the order value as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any nationalized/Scheduled banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should be valid beyond 60 days from the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.

13. **EMD Amount and Mode of Submission:**

The bidders should submit **Rs. 20,000**/- **(Rupees Twenty Thousand Only)** *demand draft/Bankers Cheque* drawn on any *Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030 and should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender shall be rejected.*

a) "The EMD amount of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenders within a reasonable time on or before 30th day of the award of the contract.
b) The EMD amount held by NIPHM till it is returned to the unsuccessful Tenderers will not earn any interest thereof.
c) The EMD amount of Successful Tenderers will be adjusted as part of the Security Deposit (SD) due for successful execution of the contract.
d) Tenders **without** EMD amount will be **rejected** by NIPHM as non-responsive. If the tenderer is exempted from submission of EMD, he should enclose the copy of the supporting document / certificate issued by Government along with the Tender.
e) If a Tenderer withdraws the tender during the period of tender validity specified in the tender (or) in the case of the Successful Tenderers, if the Tenderer fails to sign the contract or to remit Security Deposit, the EMD amount shall be forfeited to the NIPHM.

14. TERMS OF PAYMENT:

Payment will be released within 15 days after supply and final acceptance by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Sales tax/VAT registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

*** * * * * ***

Annexure – I

15. BIDDER'S PROFILE- PART-A:-

SUPPLY OF **Laboratory Equipment:**

1	**THE FIRM** a) Name b) Regd. Address c) Address for correspondence d) Contact Person's i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2	Type of Firm	Sole Proprietor / Private Ltd. / Partnership / Co-operative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)
3	Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)	
4	GST registration No. (please enclose photocopy)	
5	The annual gross turnover during last three financial years. (Please enclose copies of ITR and Audited balance sheet and P&L account etc.)	
6	Technical specifications supported by printed literature of the manufacturer, giving all the details of conformity and non -conformity if any. Additional features if any with support. *	
7	The firm should be income tax assessee at least for a period of three years (Income Tax returns to be enclosed).	
8	Experience as on the last date of the submission	

* *Detailed information in the form of printed brochures, catalogue, forms and formats and certificates be annexed.*

Signature of authorised signatory

Name : _____

Designation _____

Seal :

16. तकनीकी विनिर्देशन | Technical specifications (For Equipments and General Consumable items):

क्र.सं .Sl. No.	मद का विवरण / Item Description	अनुपालन / Compliance हां/ना Yes / No	Quantity परिमाण
1	**Forced Hot Air Treatment:** **Specifications:** **A.** Steel Fabrication Chamber for Wooden Pallet Heat Treatment Plant for wooden packaging material as per ISPM 15 standard size of chamber will be face width 8 Ft* depth 10 Ft* height 8Ft. Construction of the chamber will be with MS section frame covered with MS sheet mineral wool MS sheet sandwich type insulating panels, With Air circulating fan system with electric motor and guard moisture exhaust system. **B.** Diesel Fired heating system suitable to Wood Heat Treatment Plant for wooden packaging material. We will provide Diesel combustion Furnace with diesel fired burner with euro standard Italian make, diesel tank diesel connection with electric motor with necessary controls. **C.** Controls Panel suitable to Wood heat treatment for wooden packaging material. Control Panel board box with heavy gauge MS sheet powder coated, which will be having isolator switch, controls for electric motor, controls for burner, India best temperature controlling systems, and Indian best temperature recording system connected with Eight numbers of RTD-PT-100 sensors, controlling system to fan and burner. RYB light indicator, Volt and Ampere meter etc. Steel Fabrication Chamber for wooden Pallet Heat Treatment Plant for wooden packaging material as per ISPM 15 standard size of chamber will be face width 8 Ft* depth 10 Ft* Height 8 ft for 50 pallet capacity.		01 No.

Annexure – III

17. कीमत बोली/ PRICE BID – PART-B

Name of the items: Supply of Equipments & General Consumable items (As per specifications mentioned at Annexure-II)

Sl. No.	Item Description	Quantity	Unit Price Rs.	GST	Unit Rate (Incl. Tax)	Total Amount for required quantity (Incl. Tax)
1	Forced Hot Air Treatment	01 No.				

Note: 1. Items should be delivered and installed at NIPHM.
2. Sales tax/VAT/TOT should be indicated clearly.
3. Prices should be quoted only in Indian rupees.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

प्राधिकृत पदाधिकारी का हस्ताक्षर
Signature of authorised official
(मोहर एवं स्टांप सहित/
With seal and stamp)
नाम/ Name:
पदनाम/ Designation:

i. प्राधिकार पत्र हेतु प्रपत्र / FORMAT FOR AUTHORISATION LETTER

सेवा में/To,

रजिस्ट्रार/ The Registrar,
राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान
National Institute of Plant Health Management,
राजेन्द्रनगर/ Rajendranagar,
हैदराबाद/Hyderabad-**500 030**.
तेलंगान / Telangana,

महोदय/महोदया
Sir/Madam,

हम एतद्द्वारा ---------- को बोली(बिड) प्रस्तुत करने एवं भाग लेने हेतु तथा प्रस्तुत किए गए संविदा संदर्भ ---------- पर हस्ताक्षर करने के लिए प्राधिकृत करते हैं। इस संबंध में उनके द्वारा लिया गया कोई भी निर्णय हमें स्वीकृत है।

We hereby authorise _____ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: _____. We hereby accept his decision taken, if any, in this regard.

(प्रतिनिधि के तौर पर एवं कंपनी की ओर से हस्ताक्षर)
(Signature for and on behalf of the Company)

स्थान/Place :

दिनांक/Date :

ii. FORMAT FOR UNDER TAKING

UNDERTAKING

a. मैं/हम वचन देता हूं /देते हैं कि मैंने/हमने सभी निबंधन एवं शर्तों को सावधानीपूर्वक अध्ययन कर लिया है एवं **रावस्वाप्रसं (एनआईपीएचएम)** के प्रस्तावित आपूर्ति संबंधी मानदण्डों को समझ लिया है तथा उल्लिखित सभी मानदंडों का अनुपालन करूंगा/करेंगे।

I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.

b. मैं/हम यह भी वचन देता हूं/ देते हैं कि मैंने/हमने *"*दिनांक---------- के निविदा के **संलग्नक-II** में उल्लिखित आपूर्ति करने संबंधी **मानदण्डों एवं तकनीकी विनिर्देशन विशिष्टि***"* को समझ लिया है एवं *"***आपूर्ति संबंधी मानदण्डों एवं विनिर्देशन विशिष्टि***'* के अनुसार आपूर्ति करूंगा/करेंगे*"* ।

I/We also undertake that I/We have understood "Parameters and Technical Specifications for making the supplies" mentioned in Annexure-II of the Tender dated _____ and shall make the supplies strictly as per these "Parameters and Technical Specifications for the supplies".

c. मैं/हम आगे यह भी वचन देता हूं /देते हैं कि इस निविदा में सभी संदर्भों में दी गई सूचनाएं मेरी अधिकतम जानकारी के अनुसार सही और सत्य है एवं मैं/हम इसके प्रति पूरी जिम्मेदारी लेता हूं /लेते हैं।

I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

दिनांक : **(कंपनी के मोहर सहित निविदाकार के हस्ताक्षर एवं दिनांक)**

Dated at *(Dated signature of Bidder with stamp of the firm)*

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: http://eprocure.gov.in). 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 "Click **here to Enroll"** on the CPP Portal 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. Sift' / 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 formats. Bid documents may be scanned with 100 dpi with black and white option.

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" 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 e-procure website well in advance for bid submission so that he/she 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 Tender Processing Section, latest by the last date of bid submission. 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) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while 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 serve 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.

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, 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 233 7315.