



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान

National Institute of Plant Health Management

कृषि एवं सहकारिता विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार

Department of Agriculture & Cooperation

Ministry of Agriculture & Farmers Welfare, Government of India



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F. No: NIPHM/Stores/Printing/2016-17/ 16

Date: 11.07.2016

इ-निविदा सूचना e-TENDER NOTICE

Sub: Invitation of **Online bids through e-procurement system in Two bid for "Printing & Supply of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM" under Annual Rate Contract for the year 2016-17 - 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 "Printing & Supply of Annual Accounts, Annual Reports, Brochures, News Letters, Leaflets, Training Calendars, Posters IPM Packages etc. of NIPHM" under Annual Rate Contract for the year 2016-17 in 'Two bid' system from the reputed manufacturers/authorized distributors/dealers. The list of items are tentative quantities mentioned in the Annexure-II. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM.**

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

1. Last Date & Time for submission of online bids 15:00 hrs on 01.08.2016
2. Date & Time for Opening online bids (Technical bids) 16:00 hrs on 01.08.2016

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 intimate the same to the e-mail ID: niphm@nic.in

REGISTRAR I/c.

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 items listed at Annexure – II
 - File-4 :** Scanned copy of EMD amount in the form of DD/FDR/BC/BG.
 - File-5 :** 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.
Scanned copy of letters (filled & signed) as per Annexure – IV & V.

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. GENERAL INSTRUCTIONS:

1. The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the tender. Failure to furnish requisite information in all respects may results in rejection of the bid. Tenders received after due date and time shall be rejected.

2. Rates should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account., No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
3. The material should be delivered at NIPHM Rajendranagar, Hyderabad -500030 Income tax will be deducted as per prevailing rates. The rates quoted should be all inclusive of page design formatting layout, cost of the paper, transport all taxes, duties etc. and nothing will be paid extra.
4. The printers will be fully responsible for any loss in transit and will also be responsible for the safe delivery of material.
5. The payment will be made within 15 days after receipt of printed material and their final acceptance (Cheque/RTGS/ demand draft will be sent by post only) by the NIPHM.
6. The rates should be mentioned clearly in both figures and words for each item in the bid. 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.
7. The printer should provide at least two proofs for corrections. The proofs should be delivered at NIPHM at the cost of the printers. Colour proof for title page should be given before printing.
8. After printing of the publication the agency should handover the soft copy (PDF & open file) to NIPHM.
9. The work should be completed and the printed publication is to be supplied within 07 days from the receipt of the work order.
10. Please enclose samples of papers for which quotations is submitted. The quality of paper should not vary at the time of printing.
11. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.
12. 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.
13. The VAT/Sales/TOT/General taxes 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 VAT & other taxes. VAT/CST/TOT registration No. and date of its validity should be indicated. This Institute will not provide "C" & "D" forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).

3. **CLARIFICATIONS IN THE TENDER**

- a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 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. Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.
- III. The supplier shall not be entitled to any increase in the rates.
- IV. The agency shall not transfer or assign sub-contract to any other party.
- V. The Price should be quoted only in Indian Rupees.
- VI. **NIPHM NOT BOUND BY ANY PERSONAL REPRESENTATION**
The supplier shall not be entitled to any increase in the rates or any other right or claim whatsoever by any representation, explanation or statement or alleged representation, promise or guarantee give or alleged to have been given to him by any person of the NIPHM.
- VII. **Indemnity:** The Contractor shall warrant and be deemed to have warranted that all goods supplied against this contract are free and clean of infringement of any Patent, copy right or trade mark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the goods for infringement of any right protected by patent.
- VIII. ***The employees of the NIPHM and their near relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.***
- IX. **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.

4. पात्रता मानदंड/ ELIGIBILITY CRITERIA:

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं खंड-1 के अनुसार अपनी पात्रता प्रमाणित करने के लिए स्कैन 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 मद्द 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/प्रतिष्ठान को ऐसे तरह की मद्दों की व्यवसाय/आपूर्ति करने से संबंधित दिनांक 31-12-2015 तक कम से कम 03 वर्षों का अनुभव होना चाहिए। The firm should have at least 3 year experience in dealing/supplying such items as on 31-12-2015. | ऐसे दस्तावेज (कार्य आदेश) प्रमाणित करता हो, कि कंपनी/प्रतिष्ठान के पास इस तरह की मद्दों 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 | मुद्रकों का वार्षिक सकल टर्नओवर पिछले 03 वित्तीय वर्षों के दौरान कम से कम 02 वर्ष के लिए रु. 25 लाख प्रतिवर्ष होना चाहिए। (एनआईपीएचएम/डीजीएस एवं डी/ क्रीडा-आईसीएआर इकाईयों/मैनेज/एनआईआरडी के साथ पंजीकृत आपूर्तिकर्ताओं के लिए टर्नओवर लागू नहीं है।) The Annual Gross Turnover of the printers should be Rs.25.00 lakhs per annum for at least 2 years out of last 3 financial years. (Turnover not applicable to registered suppliers with NIPHM/DGS&D /Crida-ICAR units/MANAGE/NIRD) | विधिवत तौर पर हस्ताक्षरित वार्षिक लेखा की प्रति एवं सनद लेखाकार द्वारा अनुप्रमाणित Copy of Annual Accounts duly signed and attested by a Chartered accountant. |
| 4 | कंपनी का आयकर निर्धारण कम से कम पिछले 03 वर्षों की अवधि का होना चाहिए। (मार्च 2015 तक) The firm should be income tax assessee at least for a period of three years upto March, 2016. | 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 or PAN Card of the firm should be enclosed. |
| 5 | कंपनी/प्रतिष्ठान वैट के तहत पंजीकृत होना चाहिए। The firm should be registered under VAT | वैटयाटीओटीप्रमाणपत्रों की स्व अनुप्रमाणित प्रतियां Self attested copy of the certificate VAT |
| 6 | बयाना जमा राशि Earnest Money Deposit | Rs.46000/- (Rupees forty six thousand only). The demand draft from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030 or it can be in the form of a FDR or Bankers Cheque or Irrevocable Bank Guarantee from any of the Nationalized bank/Scheduled Bank in an acceptable form. |

5. Scope of the Work:

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

- b. The items to be supplied should be of standard quality.
- c. In view of the office exigencies, NIPHM intends to empanel the printers, so that when large/urgent requirements of printing works are there, the works will be awarded to L1 agency/L2/L3 etc, who agree to match L1 rates after considering the capacity of the firm. NIPHM reserves the right to seek willingness from L2, L3 etc to match L1 rates, However NIPHM will award atleast 60% of the order to L1 agency & remaining 40% will be awarded to those who matches L1 (on equal basis), subject to capacity and timely completion of works.

In view of the above reasons, the bidders shall furnish the following capacity details based on which the work orders will be entrusted between the agencies.

| Capacity of the firm (No. of employees working under the rolls of the company) | | | Orders in hand (Details may be furnished client wise separately) | |
|--|-------|--------|---|--|
| Technical | Admin | Others | Contracts in force | Tentative order value during FY 2015-16 |
| | | | | |

- d. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
- a) **Terms of Supply:** The firm should supply the items **within 7 DAYS** from the date of purchase order.
- b) **PRICE BID VALIDITY: Bids shall remain valid for one year from the date of award of contract.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.
- c) **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.
- d) **Prices quoted should be for FREE DELIVERY at NIPHM, Hyderabad-500 030.**
- e) The percentage of sales tax/VAT, 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.

6. 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.

7. 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 valid for one year from the date of agreement.**
- 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 under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

7.1 EMD Amount and Mode of Submission:

Rs. 46000/- (Rupees forty six thousand only). The demand draft from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030 or it can be in the form of a FDR or Bankers Cheque or Irrevocable Bank Guarantee from any of the Nationalized bank/Scheduled Bank in an acceptable form should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender should be rejected.

- a) "The EMD amount of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenders within a reasonable time.
- 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.

8. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit 5% of 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 remain valid

for 60 days beyond 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.

- b. The security deposit shall be forfeited, if the successful bidder fails to supply the stores as per specifications mentioned in the tender/P.O or does not accept the assigned work for any reason, whatsoever.

9. **EXECUTION OF AGREEMENT:**

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

10. **Penalty Clause:**

- a. The bidder should supply the printed material within the specified delivery due date to NIPHM without fail. NIPHM will levy penalty, if the selected agency does not supply the printed material within the stipulated due date as per the following:
 - a. If the supply is delayed/effected beyond 7 days & upto 14 days from the date of order confirmation, penalty of 5% on the order value will be levied
 - b. If the supply is delayed/effected beyond 15 days & upto 30 days from the date of order confirmation, penalty of 15% on the order value will be levied.
 - c. For delays beyond 30 days of the order confirmation, penalty of 25% on the order value will be levied, besides cancelling the order. There will also be a reduction in the percentage of the works to be allotted in future to such firm.

11. **REJECTION OF TENDER:**

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

12. **TERMS OF PAYMENT:**

- a. All the payment shall be made by Cheque/DD/RTGS/NEFT after supply and final acceptance by the designated officer.
- b. 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.
- c. The NIPHM shall be at liberty to withhold any of the payments in full or in part subject recovery of penalties mentioned in the Tender.

13. बोली लगाने वाले का प्रोफाइल-भाग-क :

Bidder's Profile- PART-A:-

बुकलेट्स, वार्षिक लेखा, वार्षिक रिपोर्ट, न्यूजलेटर, प्रशिक्षण अनुसूची, आईपीएम पैकेज, एनआईपीएचएम कैलेंडर्स, विवरणिका(ब्रोशर), पोस्टर्स आदि के मुद्रण एवं आपूर्ति संबंधी

PRINTING & SUPPLY OF BOOKLETS, ANNUAL ACCOUNTS, ANNUAL REPORTS, NEWS LETTERS, TRAINING SCHEDULES, IPM PACKAGES, NIPHM CALENDARS , BROCHURES POSTERS, ETC.

| | |
|--|--|
| <p>1. THE FIRM</p> <p>a) Name</p> <p>b) Regd. Address</p> <p>c) Address for correspondence</p> <p>d) <u>Contact Person's</u></p> <p>i) Name & Designation</p> <p>ii) Address</p> <p>iii) Tel. No. Landline & mobile</p> <p>iv) Email ID</p> | |
| <p>2. Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)</p> | |
| <p>3. Please mention the Sales Tax/VAT registration details & year of Registration (please enclose photocopy)</p> | |
| <p>4. The annual gross turnover of the firm should be mentioned clearly. (Pl. enclose copies of ITR/Audited balance sheet and P&L account etc.)</p> | |
| <p>5. The firm should be income tax assessee at least for a period of last three years. Enclose copies</p> | |
| <p>6. Experience (in Years) as on 31.05.2016</p> | |

प्राधिकृत अधोहस्ताक्षरी का हस्ताक्षर
Signature of authorised signatory
नाम/Name :

पदनाम/Designation

मोहर/ Seal :

14. **TECHNICAL SPECIFICATION**

संलग्नक/Annexure-II

बुकलेट्स के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्ट सहित 130/100जीएसएम इंडियन आर्ट पेपर(आंतरिक पृष्ठ) एवं 250 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -16 पृष्ठPages(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets with 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (for title /cover page)-tentative pages: 16 Pages(± 4 Pages) Booklet.

| SL NO | बुकलेट्सकी तकनीकी विनिर्देशन विशिष्ट/ Technical specifications of Booklets |
|-------|---|
| 1. A | Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5” |
| | Type of paper: 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (Cover page). |
| | Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) |
| | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc |

बुकलेट्स के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्ट सहित 100जीएसएम मैपलिथोपेपर(आंतरिक पृष्ठ) एवं 220 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -16 पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets with 100 GSM Maplitho paper (Inner pages) & 220 GSM art paper (for title /cover page)- Tentative Pages: 16 Pages(± 4 Pages) Booklet.

| SL NO | बुकलेट्सकीतकनीकी विनिर्देशन विशिष्ट/ Technical specifications of Booklets |
|-------|---|
| 1. B | Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5” |
| | Type of paper: 100 GSM Maplitho paper(Inner pages) & 220 GSM art paper (for title /cover page). |
| | Tentative Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) |
| | The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing, Printing and Processing, pinning, Creasing /folding etc |

बुकलेट्स(वार्षिक लेखा पुस्तिकाओं) के मुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टसहित 80 जीएसएम मैपलिथोपेपर (आंतरिक पृष्ठ) एवं 250 जीएसएम इंडियन आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -72पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (Annual Accounts Books) with 80 GSM Maplitho paper (Inner pages) & 250 GSM art card (for title /cover page)-Tentative pages: 72 Pages(± 4 Pages) Booklet.

| क्रमांक SL NO | बुकलेट्सकीतकनीकी विनिर्देशन विशिष्ट/ Technical specifications of Booklets |
|------------------|--|
| 2 A | Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22” |
| | Type of paper: 80 GSM Maplitho paper(Inner pages) & 250 GSM art Card (for title /cover page). |
| | Tentative Pages per Booklet: 72 pages : (± 4 Pages), (68 inner pages + 04 cover Pages) |
| | The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing , Printing & Processing, pinning, Creasing /folding etc |

बुकलेट्स(वार्षिक रिपोर्ट) केमुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टिसहित 130 जीएसएम आर्ट पेपर (आंतरिक पृष्ठ) एवं 300 जीएसएम आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -100पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (Annual Reports) with 130 GSM Art paper (Inner pages) & 300 GSM art card (for title /cover page)-tentative pages: 100 Pages(± 4 Pages) Booklet.

| | |
|------------------|--|
| क्रमांक SL NO | बुकलेट्सकीतकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets |
| 2. B | Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22” |
| | Type of paper: 130 GSM art paper(Inner pages) & 300 GSM art Card (for title /cover page). |
| | Tentative Pages per Booklet: 100 pages : (± 4 Pages), (96 inner pages + 04 cover Pages) |
| | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy)-Cover Page, Perfect binding&/Pinning etc |

सूचनापत्रों(न्यूजलेटर्स) की विस्तृत तकनीकी विनिर्देशन विशिष्टि/

Detailed Technical specifications of News Letters:

| | |
|----|---|
| 3. | News Letter Size: ¼ Demy size |
| | Type of paper : 130 GSM Indian art paper |
| | Tentative News Letter Pages: 12 pages : (± 4 Pages) |
| | The quote shall include providing Paper ,Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding scanning of photos etc |

प्रशिक्षण अनुसूची/प्रशिक्षण कैलेंडर की विस्तृत तकनीकी विनिर्देशन विशिष्टि/

Detailed Technical specifications of Training Schedules/Training Calendars:

| | |
|---|---|
| 4 | Training Schedule Size: 1/8 th Demy |
| | Type of paper : 130/170 GSM Indian art paper |
| | Training Schedule tentative Pages: 12 pages : (± 4 Pages) |
| | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding etc. |

बुकलेट्स(आईपीएम पैकेज) केमुद्रण एवं आपूर्ति हेतु तकनीकी विनिर्देशन विशिष्टिसहित 100जीएसएम आर्ट पेपर (आंतरिक पृष्ठ) एवं 250 जीएसएम आर्ट कार्ड(शीर्षक/कवर पृष्ठ हेतु) -52पृष्ठ(± 4पृष्ठ)बुकलेट

Technical specifications for printing & supply of Booklets (IPM Packages) with 100 GSM art paper (Inner pages) & 250 GSM art Card (for title /cover page)-tentative 52 Pages(± 4 Pages) Booklet.

| | |
|-------|---|
| SL NO | बुकलेट्स की तकनीकी विनिर्देशन विशिष्टि/ Technical specifications of Booklets |
| 5 | Booklet Size: 1/4 Demy |
| | Type of paper:100 GSM art paper (Inner pages) & 250 GSM art paper (for title /cover page). |
| | Tentative Pages per Booklet: 52 pages : (± 4 Pages), (48 inner pages + 04 cover Pages) |
| | The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, Perfect Binding &/Pinning etc. |

एनआईपीएचएम कैलेंडर हेतु विस्तृत तकनीकी विनिर्देशन विशिष्टि :

Detailed Technical specifications for NIPHM Calendars:

| | |
|---|---|
| 6 | NIPHM Calender Size: A2 Size |
| | A2 size Type of paper : 130/170 GSM Indian art paper |
| | Tentative Pages: 7 pages : (6+1 Pages) Back to Back printing |
| | The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Wire Binding etc. The quote also should include one small title card (containing greetings) |

विवरणिका (ब्रोशर) के मुद्रण एवं आपूर्ति हेतु विस्तृत तकनीकी विनिर्देशन विशिष्ट सहित 100/130 जीएसएम इंडियन आर्ट पेपर /Detailed Technical specifications for printing & supply of Brochures with 100/130 GSM Indian Art paper.

| | | | | |
|---|---|------------------------------------|------------------------------------|-------------------------------------|
| 7 | Brochure (multifold) The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc | <u>A4 Size</u> <u>Open size</u> | <u>A3 Size</u> <u>Open Size</u> | <u>22X 8.5"</u> <u>Open Size</u> |
| | <u>100 GSM Indian Art Paper</u> | | | |
| | <u>130 GSM Indian Art Paper</u> | | | |

पोस्टर के मुद्रण एवं आपूर्ति का विस्तृत तकनीकी विनिर्देशन विशिष्ट सहित 100/130 जीएसएम इंडियन आर्ट पेपर

Detailed Technical specifications for printing & supply of Posters with 100/130 GSM Indian Art Paper

| | | | | |
|---|--|----------------|----------------|----------------|
| 8 | Posters The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc | <u>A4 Size</u> | <u>A3 Size</u> | <u>A2 Size</u> |
| | <u>100 GSM Indian Art Paper</u> | | | |
| | <u>130 GSM Indian Art Paper</u> | | | |

15. वित्तीय बोली/ FINANCIAL BID (भाग-ख/PART- B)

वित्तीय बोली संलग्नक-क: बुकलेट्स

Financial Bid Annexure-A: Booklets

Name of the Work: “Printing & Supply of Booklets” as per specifications mentioned at Annexure: II. The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) (Slabs) | Unit Rate for printing 01 (one) Cover Page (In Rs) (a) | Unit Rate for printing 01 (one) Inner Page (In Rs) (b) | Sales Tax/ VAT (c) | Total Unit Rate for printing one Cover page & one Inner Page (Incl. Taxes) (In Rs) (a+b+c) | Remarks |
|----------------------|---|--------------------------------------|--|--|--------------------|--|---------|
| 1A.i | Printing of Booklet (size:11X8.5”) with 100 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination-Glossy). (Cover Page- Multi Colour& Inner Pages-Multi Colour) | 1-1000 | | | | | |
| | | 1001-2000 | | | | | |
| | | 2001-3000 | | | | | |
| | | 3001-4000 | | | | | |
| | | 4001-5000 | | | | | |
| 1A.ii | Printing of Booklet (size:11X8.5”) with 130 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination-Glossy). (Cover Page- Multi Colour& Inner Pages-Multi Colour) | 1-1000 | | | | | |
| | | 1001-2000 | | | | | |
| | | 2001-3000 | | | | | |
| | | 3001-4000 | | | | | |
| | | 4001-5000 | | | | | |
| 1.B | Printing of Booklet (size:11X8.5”) with 100 GSM Map litho paper (inner pages) & 220 GSM Art card (cover page). (Cover Page- Multi Colour& Inner Pages-B/W) | 1-1000 | | | | | |
| | | 1001-2000 | | | | | |
| | | 2001-3000 | | | | | |
| | | 3001-4000 | | | | | |
| | | 4001-5000 | | | | | |

वित्तीय बोली संलग्नक-ख : वार्षिक लेखा
Financial Bid Annexure-B: Annual Accounts

Name of the Work: “Printing & Supply of Annual Accounts Books” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) (Slabs) | Unit Rate for printing 01 (one) Cover Page (In Rs) (a) | Unit Rate for printing 01 (one) Inner Page (In Rs) (b) | Sales Tax/ VAT (c) | Total Unit Rate for printing one Cover page & one Inner Page (Incl. Taxes) (In Rs) (a+b+c) | Remarks |
|----------------------|--|--------------------------------------|--|--|--------------------|--|---------|
| 2A | Printing of Annual Accounts Books (size:8.5X11”) with 80 GSM Map litho paper (inner pages) & 250 GSM Art card (cover page). (Cover Page- Multi Colour& Inner Pages- B/W) | 1-100 | | | | | |
| | | 101-200 | | | | | |
| | | 201-300 | | | | | |

तकनीकी बोली संलग्नक-ग: वार्षिक रिपोर्ट
Financial Bid Annexure-C: Annual Reports

Name of the Work: “ Printing & Supply of Annual Report Books” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) (Slabs) | Unit Rate for printing 01 (one) Cover Page (In Rs) (a) | Unit Rate for printing 01 (one) Inner Page (In Rs) (b) | Sales Tax/ VAT (c) | Total Unit Rate for printing one Cover page & one Inner Page (Incl. Taxes) (In Rs) (a+b+c) | Remarks |
|----------------------|---|--------------------------------------|--|--|--------------------|--|---------|
| 2B | Printing of Annual Report Books (size:8.5X11”) with 130 GSM Art paper (inner pages) & 300 GSM Art card (cover page).(Cover Page- Multi Colour& Inner Pages-Multi Colour) {Lamination-Cover Page-Glossy} | 1-100 | | | | | |
| | | 101-200 | | | | | |
| | | 201-300 | | | | | |

Financial Bid Annexure-D: News Letters

Name of the Work: "Printing & Supply of News Letters" as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) Slabs | Unit Rate for printing (01) one page (In Rs) (a) | Sales Tax/VAT (b) | Total Unit Rate for printing one (01) page (Incl. Taxes) (In Rs) (a+b) | Remarks |
|----------------------|---|------------------------------------|--|-------------------|--|---------|
| 3 | Printing & supply of News Letters with Indian art paper 130 GSM (1/4 Demy size). Multi Colour Designing & Printing, Pinning, Creasing/Folding | 1-1000 | | | | |
| | | 1001-2000 | | | | |
| | | 2001-3000 | | | | |
| | | 3001-4000 | | | | |
| | | 4001-5000 | | | | |

वित्तीय बोली संलग्नक-ड.: प्रशिक्षण अनुसूची

Financial Bid Annexure-E: Training Schedules

Name of the Work: "Printing & Supply of Training Schedules/Calenders" as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) Slabs | Unit Rate for printing one page (In Rs) (a) | Sales Tax/VAT (b) | Total Unit Rate for printing one page (Incl. Taxes) (In Rs) (a+b) | Remarks |
|----------------------|--|------------------------------------|---|-------------------|---|---------|
| 4.i | Printing & Supply of training Schedules (Booklets) with 130 GSM Indian Art paper (1/8 Demy Size) Multi Colour design & Printing , pinning Creasing /folding | 1-1000 | | | | |
| | | 1001-2000 | | | | |
| | | 2001-3000 | | | | |
| | | 3001-4000 | | | | |
| | | 4001-5000 | | | | |
| 4.ii | Printing & Supply of training Schedules (Booklets) with 170 GSM Indian Art paper (1/8 Demy Size) Multi Colour design & Printing , pinning Creasing /folding | 1-1000 | | | | |
| | | 1001-2000 | | | | |
| | | 2001-3000 | | | | |
| | | 3001-4000 | | | | |
| | | 4001-5000 | | | | |

Financial Bid Annexure-F: IPM Packages (Booklets)

Name of the Work: "Printing & Supply of IPM Packages" as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) (Slabs) | Unit Rate for printing 01 (one) Cover Page (In Rs) (a) | Unit Rate for printing 01 (one) Inner Page (In Rs) (b) | Sales Tax/VAT (c) | Total Unit Rate for printing one Cover page & one Inner Page (Incl. Taxes) (In Rs) (a+b+c) | Remarks |
|----------------------|--|--------------------------------------|--|--|-------------------|--|---------|
| 5 | Printing of Booklet (IPM Packages) (Size:1/4 Demy) with 100 GSM art paper (inner pages) & 250 GSM Art card (Cover Page-Multi Colour & Inner Pages-Multi Colour), Perfect Binding | 1-1000 | | | | | |
| | | 1001-2000 | | | | | |
| | | 2001-3000 | | | | | |
| | | 3001-4000 | | | | | |
| | | 4001-5000 | | | | | |

वित्तीय बोली संलग्नक-छ : एनआईपीएचएम कैलेंडर

Financial Bid Annexure-G: NIPHM Calenders

Name of the Work: "Printing & Supply of NIPHM Calenders" as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Tech Specs reference | Item Description | Tentative Quantity (in No's) Slabs | Unit Rate for printing one page (In Rs) (a) | Sales Tax/VAT (b) | Total Unit Rate for printing one page (Incl. Taxes) (In Rs) (a+b) | Remarks |
|----------------------|---|------------------------------------|---|-------------------|---|---------|
| 6.i | Printing & Supply of NIPHM Calendars With 130 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding | 1-1000 | | | | |
| | | 1001-2000 | | | | |
| | | 2001-3000 | | | | |
| | | 3001-4000 | | | | |
| | | 4001-5000 | | | | |
| 6.ii | Printing & Supply of NIPHM Calendars With 170 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding (6+1) B/B Printing | 1-1000 | | | | |
| | | 1001-2000 | | | | |
| | | 2001-3000 | | | | |
| | | 3001-4000 | | | | |
| | | 4001-5000 | | | | |

Financial Bid Annexure-H: Brochures

Name of the Work: “ Printing & Supply of Brochures (multifold)” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Printing of Brochures (multifold)- Printing | | | | | | | | |
|--|------------------------------------|---|-------------------|---|---------|---------|---------|---------|
| Specifications | Tentative Quantity (in No's) Slabs | Unit Rate for printing one page (In Rs) (a) | Sales Tax/VAT (b) | Total Unit Rate for printing one page (Incl. Taxes) (In Rs) (a+b) | A4 Size | A3 Size | 22X8.5” | Remarks |
| 100 GSM Art Paper | 1-1000 | | | | | | | |
| | 1001-2000 | | | | | | | |
| | 2001-3000 | | | | | | | |
| | 3001-4000 | | | | | | | |
| | 4001-5000 | | | | | | | |
| 130 GSM Art Paper | 1-1000 | | | | | | | |
| | 1001-2000 | | | | | | | |
| | 2001-3000 | | | | | | | |
| | 3001-4000 | | | | | | | |
| | 4001-5000 | | | | | | | |

वित्तीय बोली संलग्नक-1: पोस्टर्स

Financial Bid Annexure-I: Posters

Name of the Work: “ Printing & Supply of Posters” as per specifications mentioned at Annexure: II .The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

| Printing of Posters | | | | | | | | |
|----------------------------|------------------------------------|---|-------------------|---|---------|---------|---------|---------|
| Specifications | Tentative Quantity (in No's) Slabs | Unit Rate for printing one page (In Rs) (a) | Sales Tax/VAT (b) | Total Unit Rate for printing one page (Incl. Taxes) (In Rs) (a+b) | A4 Size | A3 Size | A2 Size | Remarks |
| 100 GSM Art Paper | 1-1000 | | | | | | | |
| | 1001-2000 | | | | | | | |
| | 2001-3000 | | | | | | | |
| | 3001-4000 | | | | | | | |
| | 4001-5000 | | | | | | | |
| 130 GSM Art Paper | 1-1000 | | | | | | | |
| | 1001-2000 | | | | | | | |
| | 2001-3000 | | | | | | | |
| | 3001-4000 | | | | | | | |
| | 4001-5000 | | | | | | | |

- Note:**
1. Items should be delivered at NIPHM
 - 2.Sales tax/VAT 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 authorized official

(मोहर एवं स्टॉप सहित)

With seal and stamp

नाम एवं पदनाम

नाम

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.
तेलंगाना /Telangana,

महोदय/महोदया
Sir/Madam,

हम एतद्वारा ----- 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 हूँ /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 हूँ/देते हैं कि मैंने/हमने दिनांक----- के निविदा के संलग्नक-IIमें 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-IIof the Tender dated _____ and shall make the supplies strictly as per these “Parameters and Technical Specifications for the supplies”.

- c. मैं/हमआगेयहभीवचनदेताहूँ
/देतेहैंकिइसनिविदामेंसभीसंदर्भोंमेंदी गईसूचनाएंमेरीअधिकतमजानकारीकेअनुसारसहीऔरसत्यहैएवंमैं/हमइसकेप्रतिपूरीजिम्मेदारीलेताहूँ /लेतेहैं।

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 / eMudhraetc.), 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 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 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.