



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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Rajendra Nagar,  
Hyderabad – 500 030

<http://niphm.gov.in>

No. NIPHM/PHE/7/Vehicles/2016-17/22

Date: 29.09.2016

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES ON ANNUAL RATE CONTRACT BASIS**

*Online bids through e-procurement system (<https://eprocure.gov.in/eprocure/>) are invited from qualified agencies for hiring of vehicles. The amount of Earnest money / Performance Security and General Terms and Conditions applicable to tender, the technical specifications have been given in the Tender document. The schedule of tender is given as under:*

**Schedule of Tender:**

<b>Tender No.</b>	<b>NIPHM/7/PHE/Vehicle/2016-17/</b>
<b>Last date and time of receipt of Tender</b>	<b>Up to 4.00 pm on 17/10 /2016</b>
<b>Amount of Earnest Money Deposit</b>	<b>Rs. 9,000/- (Rupees Nine Thousand only). The demand draft from a Nationalised 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 Fixed Deposit Receipt or Bankers Cheque or Irrevocable Bank Guarantee from any of the Scheduled/Nationalized banks in an acceptable form.</b>
<b>Date and time of opening of tender</b>	<b>On 17/10/2016 at 5.00 PM</b>

**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>).
2. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/>
3. Bids should be submitted through online only.
4. On submission of online bid, please intimated the same to the e-mail ID: [niphm@nic.in](mailto:niphm@nic.in)

REGISTRAR

NIPHM

RAJENDRA NAGAR

HYDERABAD – 500 030

## 1. SUBMISSION OF TENDER THROUGH ONLINE:

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

- I Technical Bid : Bidders are requested to upload the required scanned copies of files as per the following:**  
(Cover-1)
- File-1** : Attested copy of certificate of registration of company/firm. Scanned copy of Company Information (filled & signed) as per Annexure – I
  - File-2** : Scanned copy of EMD amount in the form DD/FDR/BC/BG
  - File-3** : **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-4** : Scanned copy of Technical compliance sheet (filled & signed) for the item mentioned at Annexure – II
  - 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.
  - File-6** : Signed and stamped copy of tender document (all pages) and subsequent amendments, if any

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

- I Price Bid : Bidders are requested to upload the required scanned copies of files as per the following:**  
(Cover-2)
- 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:

- 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 response to this tender when accepted by NIPHM will constitute a contract between the parties.
- c. Rates must be quoted **“Gate-to-Gate”** of the Institute.

d. **Price Variation Clause:**

For every 2% revision in fuel rates, the rates will be proportionately increase or decrease as the case may be.

The price of Diesel and Petrol as on the last date for submission of tenders will be considered for application of price variation clause:

- e. The bidder should be registered with the appropriate authorities such as Dept. of Tourism/State RTA etc. as the authorized Taxi/Tour Operator / Transporter.
- f. The bidder should have their office located in Hyderabad with sufficient manpower and driver with valid driving licenses and adequate experience to drive the vehicles.
- g. 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.
- h. The agency shall not transfer or assign sub-contract to any other party.
- i. **Corrections**, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
- j. The Price should be quoted only in Indian Rupees.
- k. **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.

1. The VAT/Sales/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 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 through online up to 5 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 2 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.

#### 4. ELIGIBILITY CRITERIA:

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	Page No. (s)
1	The bidder should own sufficient vehicles, registered as commercial vehicles with yellow plate numbers/taxi numbers	Registration Certificate of the firm or service provider. Documents showing proof of ownership in case of own vehicles or in case of lease/rent vehicle an affidavit authorizing the bidder to use the vehicle for hiring.	
2	The bidder should be in similar business for the last 3 years and be providing services to atleast two state Govt. / Central Govt. / other Agencies.	The proof of agreement/contract should be enclosed	
3	The firm should have gross annual turnover of at least <b>Rs. 5.00 lakhs for one year during last three years ended with 31.03.2015</b> . Turnover not applicable to registered suppliers with NIPHM/ DGS&D/ CRIDA-ICAR Units	Copies of Annual Accounts duly signed and attested by a Chartered accountant may be enclosed.	
4	The firm should be income tax assessee at least for a period of 3 years.	Self-attested copies of the acknowledgments of Income tax returns or PAN Card of the firm should be enclosed.	
5	The firm should be registered under Service Tax.	Self-attested copy of the Service tax certificate may be enclosed	
6	Earnest Money Deposit (EMD)	The Earnest Money shall be <b>Rs. 9000/- (Rupees Nine Thousand Only)</b> The demand draft from a Nationalised 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 Fixed Deposit Receipt or Bankers Cheque or Irrevocable Bank Guarantee from any of the Nationalised bank/Scheduled Bank in an acceptable form.	
7	<i>Declaration that firm shall be able to supply vehicles.</i>		

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

- a) Bidder has to provide vehicles along with Driver as per requirement on day to day/ weekly/monthly basis. The rates should be quoted in the schedule for all types of Non-A/c and A/c Vehicles for Indica, Qualis, Innova, Indigo, Swaraj Mazda, and 50 seater Buses etc.
- b) An indent will be placed with the firm on need basis and firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed to be provided by the agency and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer NIPHM, immediately on reporting and the claim should have a log sheet and duty slip.

- c) **Identity of the Personnel:** The names and designations along with signatures of the personnel deployed by the Agency for this contract should be made available to the Institute for security check and they should have proper identity card issued by the concerned firm whenever they enter the premises of the institute.
- d) Whenever A/c vehicle is hired for duty if A/c is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c charges.
- e) The agency has to allow a marginal increase and half an hour time while claiming the next slab rates.
- f) NIPHM is a training institute having transport requirements throughout the year for receiving and seeing off the trainees and keeping in view the exigencies of work. Vehicles are to be arranged even at short notice of half an hour.
- g) The vehicle must be in Road worthy condition, shall not be more than 5 years old from the date of initial registration and must have valid registration certificate, Insurance Certificate Fitness certificate valid.
- h) All the cars should be covered under comprehensive insurance. If the hired vehicles gets involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act 1968 and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would vest with the contractor. The driver should be covered under EPF/ESI/Statutory rules mandatorily.
- i) Contract Carriage permit proof, up to date tax payment, etc. are mandatory for plying of vehicles.

### **5.1 Price Bid Validity:**

- a) **Bids shall remain valid for a period of one year after the last date for bid submission.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.
- b) The rates of the item(s) quoted by the supplier shall remain VALID AND FIXED during the period and this office is not responsible for any escalation in prices. If the supplier fails to provide the vehicle as per the Rate Contract, the same shall be obtained from the market and the excess amount shall be recovered from the performance security of the firm. If the Performance guarantee amount is exhausted, then the firm will be black listed for any services in future to the NIPHM.

### **5.2 RATES AND PRICES**

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

- b. The percentage of Service Tax, 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. **TENDER COST:** The Tender document can be downloaded from NIPHM website at free of cost.

## 7. 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.

## 8. 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.

## 9. REJECTION OF TENDER:

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

## 10. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit **Rs. 25,000/-** of the order value as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any nationalized/commercial 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.

**11. TERMS OF PAYMENT:**

- i. Payment will be released within 15 days from the date of submission of bill and issue of final certificate by the officer to that effect.
- ii. No advance payment will be made. However, payment will be made on monthly basis within a fortnight of receipt of bills in the following month, after due certification by the concerned authorities.
- iii. An advance stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work in a standard bill format containing VAT & Service Tax, APGST Regn. Numbers etc. addressed to the Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030 may please be submitted on completion of each month to NIPHM for arranging early payment.
- iv. Parking fees, toll Tax, other state permits for journey outside or within the state of will be reimbursed extra along with the bill pertaining to month subject to production of the original documents in proof of such payment. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.
- v. Income Tax, Service Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.

**12. EXECUTION OF AGREEMENT:**

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfillment 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.

**13. EXTENSION OF CONTRACT:**

The contract period will initially be for a period of **one year** extendable for further period of **six months/1 year** on satisfactory performance and mutual consent on same terms and conditions.

**14. PENALTY CLAUSE:**

If the firm fails to provide the vehicle within the stipulated time as instructed by NIPHM or fails to comply with any of the terms of condition of award of contract, penalty of 2% of monthly bill shall be imposed/levied as damages.

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

**HIRING OF VEHICLES ON ANNUAL RATE CONTRACT:**

1	<b>THE FIRM</b> a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> 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	Sales Tax/VAT registration No. (please enclose photocopy)	
5	The annual gross turnover during last three years. (Please enclose copies of ITR/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. Technical Specifications for HIRING OF VEHICLES UNDER ANNUAL RATE CONTRACT BASIS**

Description	Compliance Yes/No.
The vehicles are to be commercially registered with the concerned RTA	
The vehicle must be in road worthy condition, shall not be more than 5 years old from the date initial registration.	
All the cars should be covered under comprehensive insurance	

***NOTE: Rates must be quoted “ Gate-to-Gate” of the Institute***

**17. PRICE BID**

SCHEDULE TARIFF RATES FOR INDICA, INDIGO, INNOVA, SWARAJ MAZDA, 50 SEATER BUS FOR A/C AND NON A/C

S. No.	Local Tour	INDICA		INDIGO		INNOVA		SWARAJ MAZDA 24 Seater		50 SEATER BUS		QUALIS	
		A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c
	<b>PER DAY BASIS</b>												
1.	24 hrs or 230 kms												
2.	12 hrs or 120 kms												
3.	8 hrs or 80 kms												
4.	4 hrs or 40 kms												
5.	2 hrs or 25 kms												
6.	Extra Km beyond slab												
7.	Extra Hrs beyond 8 hrs												
8.	Driver Bhatta before 7 am or after 9 pm												
9.	<b>Monthly Basis Minimum 3000 Km</b>												
10.	Extra Kms												
11.	Extra Hrs												
12.	Driver Bhatta												
	<b>OUTSTATION</b>												
13.	Rate per KM												
14.	Driver Bhatta												
	<b>TERMS AND CONDITIONS</b>												
15.	Service Tax percentage												
16.	Income Tax percentage												
17.	Parking fee												
18.	Time &Kms . Exceeding												
19.	Midnight Driver Charges												
20.	Please list out any other charges payable other than those mentioned above.												

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

Signature of authorized official  
(with seal and stamp)

Name :

Designation :

18. 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 :

19. 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.