



Invitation of Part 1 Bid as “Expression of Interest (EOI)” for Prequalification of Bidders towards **“End to End Turnkey Solutions for Design, Manufacture, Supply, Integration, installation, calibration, maintenance and redeployment of Moored Buoy based Coastal Observatories” for “Coastal Monitoring program” of INCOIS**

Dear Sirs,

On behalf of Director, INCOIS Part 1 Bid as Expression of Interest (EOI) for Prequalification of Bidders are invited in “Two Stage Bid System” from tenderer's with appropriate registration having adequate resources and setup and dealing with similar works to provide **“End to End Turnkey Solutions for Design, Manufacture, Supply, Integration, installation, calibration, maintenance and redeployment of Moored Buoy based Coastal Observatories” for “Coastal Monitoring program” of INCOIS**. The proposals/EOIs, in the prescribed format, should be submitted online as Part 1 bid without financial Bid at <http://eprocure.gov.in/eprocure/app..> No proposal/EOI will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement <http://eprocure.gov.in/eprocure/app>.

1.	Expression of Interest/Part 1 Bid for	:	“End to End Turnkey Solutions for Design, Manufacture, Supply, Integration, installation, calibration, maintenance and redeployment of Moored Buoy based Coastal Observatories” for “Coastal Monitoring program” of INCOIS
2.	Submission of EOI/Part 1 Bid	:	Please note that the subject EOI/Part 1 Bid has to be submitted online in Technical only via our e-tender portal http://eprocure.gov.in/eprocure/app
3.	Last date for seeking the clarifications	:	On or before 09 00Hrs of December 19, 2019
4.	Pre Bid Conference	:	At 11 00hrs of December 23, 2019 at INCOIS, Hyderabad
5.	EOI/Part 1 Bid submission due date online	:	On or before 1500 Hrs of January 9, 2020
6.	Technical EOI/Part 1 Bid opening date	:	After 1500 Hrs. of January 10, 2020
7.	Validity of EOI/Part 1 Bid	:	90 days from the date of opening of EOI/Part 1 Bid

Being an e-tender the **Part 1 Bid/ Expression of Interest (EOI)** has to be submitted online through the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>. Kindly refer **Appendix** for the detailed procedure. For any assistance, please contact help line of e-Tender portal. The following personnel may also be contacted: Mr. Devendra Kumar (email: devendra.kumar@incois.gov.in; Phone No. 040 23886074)/Mr. R V Giridhar (email: rvgiridhar@incois.gov.in Phone No. 040-2388 6055) /

INCOIS may, at its discretion, extend the deadline for submission of Part 1 Bid/ EOIs by issuing a Corrigendum, in which case all rights and obligations of the Owner and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. INCOIS also reserves the right to cancel this request for Part 1 Bid/EOI and/or invite a fresh with or without amendments, without liability or any obligation for such request of Part 1 Bid/EOI Bid and without assigning any reason. Information provided at this stage is indicative and INCOIS reserves the right to amend/add further details in the Part 1 Bid/EOI.

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, “Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090.	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, “Ocean Valley”, Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU- Kukatpally, Hyderabad-500 090; Ph.No.040-2388 6000 ; Fax No.040-23892910

INDEX:

S. No.	Content	Page No.
1)	Introduction	2
2)	Scope of EOI	2
3)	Technical Specifications	3
4)	Eligibility criteria/ Pre Qualification Criteria:-	4
5)	Contents of EOI	6
6)	Technical Evaluation criteria	7
7)	Financial /Price bid - PART-2 FOR PREQUALIFIED	8
8)	Terms and Conditions	8
9)	Clarifications & Pre Bid	10
10)	Contact Address	10
11)	Instructions for Online Bid Submission	Appendix

1. Introduction:-

The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India is engaged in providing ocean information and advisory services. INCOIS deals with the projects related to tsunami early warning system, ocean state forecast, ocean observing systems, ocean modelling, satellite oceanography, coastal geospatial applications, ocean data and information management and web-based services relevant to societal needs. INCOIS is the nodal agency for providing ocean information services on operational basis to the various stakeholders of the country.

2. Background and Scope of Part 1/EOI Bid :-

The Indian coastal region is highly vulnerable to natural and anthropogenic changes but remains largely unexplored and our understanding on this aspect is still primitive. It is, therefore, imperative to monitor various biogeochemical properties over a longer period of time to assess the change and understand the processes responsible for the observed change. At present the Indian Coastal waters do not have reliable time series data to interpret and quantify the changes that might occur due to the anthropogenic activities. To overcome this shortcoming, a comprehensive coastal observation plan has been chalked out which aims to establish Marine Observation System Along Indian Coast under Coastal Monitoring programme. The main aim of the programme is to provide information on coastal water quality in near real-time and the data collected through this programme will enable model-based forecasting of water quality along the Indian coast. This effort will be beneficial for the coastal population and will help minimize coastal hazards related to food poisoning arising out the polluted ocean. Prior information of water quality will also boost tourism sector. Apart from sea state, it is also important to monitor the health of coastal water for safe tourism.

The "Coastal Monitoring" Programme by INCOIS aims to establish six coastal observatories to monitor water quality parameters. The coastal observatories will be in the form of moored buoys housing multiple sensors for physical (temperature, salinity, depth, surface current) and water quality (dissolved oxygen, nutrients, chlorophyll, turbidity, pH, pCO₂) parameters. The buoy will be deployed at approximately at ~ 30 m water depth (roughly 6-8 km from the coast and may differ with respect to distance from coast in different region and season) and should be able to withstand at harsh sea conditions. The proposed locations of buoy deployment are: Digha, Visakhapatnam, Chennai, Kochi, Goa and Okha/Veraval.

The buoy, ideally of 2.0±0.5 m diameter and made up of marine grade material with antifouling coating, should have sufficient space for housing all sensors, data logger, batteries and other accessories. The buoy weight

should not exceed 400 kg and should be deployable using small boats/fishing trawlers (~20m length). The buoy design should allow sensor suits and batteries packs to be serviced / replaced in the field condition without lifting the buoy (e.g., plug and play mode). Exclusive battery packs for sensors and data logger are advised. Inclusion of Solar Panel as a power source is also recommended. The vendor must provide power budget for minimum 45 days for the entire assembly including sensors, data logger and communication system.

Primary sensors are mandatory on the buoy. The buoy design should accommodate maximum number of optional sensors. All optical sensor based data should be logged every one hour and wet chemistry based data should be acquired every three hours. Data should be logged and transmitted in ASCII format. The vendor needs to provide software for real-time data acquisition, storing and visualization. All the recorded data should be transmitted to INCOIS and /or shore station, in real-time, through INSAT and GSM/HF and should also saved in the flash memory onboard for redundancy.

This Pre-Bid conference is aimed to discuss the project aspirations with the vendors and to invite vendors to discuss turnkey end-to-end solution for supply, integration, installation, maintenance, service, calibration and re-deployment of moored-buoy based autonomous coastal observatory housing physical and water quality sensors with 24X7 data acquisition and real-time transmission through suitable mode (INSAT, HF, GSM).

3. Technical Specifications:

Each autonomous observatory should host suits of sensors as per the specification listed in Table below:

Table 3.1: The details of the parameters to be acquired from the sensors mounted on buoy				
S. No.	Parameters	Specifications	Measurement method	Remarks
1.	GPS	Accuracy: ± 5 m		Primary
2.	Depth	Range: 0-50m Accuracy: $\pm 0.1\%$ Resolution: $\pm 0.02\%$	Pressure guage	Primary
3.	Temperature	Range: 0-45° C Accuracy: $\pm 0.1^\circ$ C Resolution: $\pm 0.1^\circ$ C	Thermistor	Primary
4.	Salinity	Range: 0-70 mS/cm Accuracy: ± 0.03 mS/cm Resolution: ± 0.001 sM.cm	Conductivity	Primary
5.	Dissolved Oxygen	Range: 0-500 μ mol/kg Accuracy: ± 5 μ mol/kg Resolution: <1 μ mol/kg	Optical	Primary
6.	pH	Range: 5 -9.0 Accuracy: ± 0.02 Resolution: < 0.001	Potentiometric	Primary
7.	Chlorophyll	Range: 0-25 μ g/l Sensitivity: ± 0.2 μ g/l	Optical	Primary
8.	Turbidity	Range: 0-100 NTU Sensitivity: 0.1 NTU	Optical	Primary
9.	Current Meter	Range: 0-300 cm/s Accuracy: ± 0.15 cm/s Resolution: 0.1mm/s	Acoustic	Primary
10.	Nutrients	Nitrate: Range: 0.5-30 μ M Accuracy: ± 0.1 μ M Nitrate+Nitrite	Colorimetric wet Chemistry	Primary

		Range: 0.5-40 μM Accuracy: $\pm 0.1 \mu\text{M}$ Ammonium Range: 0.5-10 μM Accuracy: $\pm 0.1 \mu\text{M}$ Phosphate Range: 0.5-20 μM Accuracy: $\pm 0.1 \mu\text{M}$ Silicate Range: 0.5-50 μM Accuracy: $\pm 0.1 \mu\text{M}$		
11.	pCO ₂ (water)	Range: 200-600 ppm Accuracy: ± 3 ppm	Optical	Primary
12.	pCO ₂ (Air)	Range: 200-1000 ppm Accuracy: ± 3 ppm		Primary
13.	Scattering at 700nm	Range: 0-5 m^{-1} Sensitivity: 0.003 m^{-1}	Optical	Optional
14.	CDOM	Range: 0-375 ppb Sensitivity: 0.3 ppb	Optical	Optional
15.	Phycocyanin	Range: 0-175 ppb Sensitivity: 0.5 ppb	Optical	Optional
16.	Phycoerythrin	Range: 0-175 ppb Sensitivity: 0.5 ppb	Optical	Optional
17.	Hydrocarbon (both refined and crude)	Refined: Range: 0.1-10 $\mu\text{g}/\text{l}$ Accuracy: $\pm 0.01 \mu\text{g}/\text{l}$ Crude: Range: 0.1-10 $\mu\text{g}/\text{l}$ Accuracy: $\pm 0.01 \mu\text{g}/\text{l}$	Optical	Optional
18.	Dissolved Methane	Range: 10nM-500 μM Accuracy: <10 nM	Semiconductor	Optional
19.	Rhodamine	Range: 0-175 ppb Sensitivity: 0.2 ppb	Optical	Optional

4. Eligibility criteria/ Pre Qualification Criteria:- Only those bidders fulfilling the following criteria should respond to the Part 1 Bid/EOI. Bidders not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

- a. The bidder must be a Company/firm/Consortium registered under Indian Companies Act 1956 or a registered firm. (Proofs for Registration of company/firm, PAN and GST certificates to be submitted; In case of consortium, a valid Memorandum of Association (MoA) agreement among the members signed by the authorized signatories of the companies dated prior to the submission of the bid/EOI must be submitted). Definition of Consortium is given below.
- b. Tenderer should have well established service / support centre in India. The details of location of service / support centre are to be submitted (Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise).

- c. The bidder should have an average annual financial turnover of Rs. (Shall be intimated during Stage 2 Bidding) Cr or more during the last three years ending March 31, 2019. The bidding companies should be earning profit at least during two (02) years in the last three (03) years.
- d. Tenderer (OEM/SI) should have past experience in similar nature of works in last seven years ending previous day of last date of submission of the online Bid/EOI. Out of which one work of value Rs (Shall be intimated during Stage 2 Bidding) Cr or two works of value Rs(Shall be intimated during Stage 2 Bidding) Cr or three works of value (Shall be intimated during Stage 2 Bidding) Cr . Work Completion Certificate/ Experience certificate/ on-going along with the Purchase Orders/Work orders as a reference to be enclosed in this regard.
- e. Tenderer should submit technical compliance statement for all the specifications along with the detailed data sheets/ catalogues. Relevant remarks can be provided in the compliance statement if required.
- f. Bidder should Sign on all the pages of the proposal for Part 1 Bid/EOI, including addendum/ corrigendum, if any, issued by INCOIS.
- g. The firm should not be blacklisted by any Central Govt. / State Govt. / PSU / or any other Govt. Bodies. A certificate signed by the authorized signatory of the firm must be submitted in this regard.

Definition of Consortium:

- a. A bidding firm may be a corporation/company or consortium of companies/corporations. Consortium shall mean more than one company with complementing skills joining together to undertake the scope of the work defined.
- b. In case of consortium applicant, consortia shall submit a valid Memorandum of Association (MoA) agreement among the members signed by the authorized signatories of the companies dated prior to the submission of the bid/EOI.
- c. If the Bidder had formed an association, each member of the association may be evaluated separately/jointly as per the qualification/eligibility.
- d. The MoA shall specify the prime bidder, stake of each member and outline the roles and responsibilities of each member. The MoA shall be exclusively for this project and should confirm that each member of the consortia is liable jointly and severally for execution of the contract.
- e. The bidder and consortium companies must be a Company registered under Indian Companies Act 1956 or may be reputed foreign bidder.
- f. In the event of consortium, one of the partners shall be designated as “Prime Bidder”. Each member of the consortium shall be equally responsible jointly and separately for execution of the contract.
- g. A bidding company/ consortium cannot be part of more than one consortium. Any member of consortium cannot bid separately as a sole bidder. The bidder (all consortium partners) must have company registration certificate, valid GST registration certificate and Income Tax return with Audit report from CA. Bidder shall provide an attested copy of all the above certificates along with this document.
- h. Where the Bid/EOI is made by a Consortium, the bid shall specifically indicate the members of the consortium by whom and/or on whose behalf the Bid is being made and shall indicate with reference to each whether such member contributes directly to the work or not and, if so, to what extent he contributes to the said work. In the event of a person/firm who is not a member of the said consortium, details of name and address of such person/firm shall be accompanied by valid proof of authority drawn in favour of Consortium to bind such person/firm.

5. Contents of Part 1 Bid/EOI:-

(i) **Proposal: EOI/Part 1 Bid** should contain all the information as listed below without which the offer will not be considered further.

Table-1: Technical Compliance Statement

Sl. No.	Description	Details	Supporting documents Page No.	Remarks if any
1.	Name of the Company			
2.	The bidder is a 1) Registered Indian under Indian Company Act 1956 /2)Partnership 2)Trust /3)Society/ 4) Foreign firm /5) OEM/(s) / 6)Consortium 7) System Integrator			
3.	Mailing Address			
4.	Name and Designation of the Contact Executive			
5.	PAN Number			
6.	Registration Number of the Company			
7.	GST Registration No.			
8.	Copy of Valid certificate of registration of the applicant			
9.	Copies of PAN card, GST registration certificates			
10.	CPP Portal Login ID: (http://eprocure.gov.in/eprocure/app)			
11.	The bidding companies should be earning profit at least during two (02) years in the last three (03) years.			
12.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU / or any other Govt. Bodies. A certificate signed by the authorized signatory of the firm must be submitted in this regard.			

13.	Tenderer should have well established service / support centre in India. The details of location of service / support centre are to be submitted (Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise).			
14.	Bidder should Sign on all the pages of the EOI, including addendum/ corrigendum, if any, issued by INCOIS.			

PREVIOUS EXPERIENCE (if any)

Sl No.	Particulars	Details
1.	Name of the Project	
2.	Location and State	Location: State
3.	Capital Cost of the project	INR(Rupees in words.....)
4.	Details of the Project	
5.	Experience of applicant in similar projects Years (Please enclose work orders, agreements ,Contracts with relevant authorities)

6. Technical Evaluation Criteria:-

- The purpose of two stage bid system is to invite suitable proposals through Part 1 Bid/EoI from the prospective bidders , capable of providing the subject turnkey solution.
- Part 1 Bid/EOI Proposals will be opened on due date.
- Bidder must ensure that their bid response is submitted as per the formats prescribed with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

- The Part 1 Bid/EOI submitted will be examined vis-a-vis the tendered specifications and evaluation is made accordingly.
- Short listing for pre qualification of the agencies shall be subject to thorough verification of their credentials and technical suitability of the submitted proposals.
- Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of Part 1 Bid/EOI. Department reserves the right of non-consideration of Part 1 Bid/EOI of the agencies not fulfilling the stipulated criteria.
- The Part 1 Bid/EOI will be evaluated for short listing inter alia based on their past experiences, of handling similar type of projects, strength of their manpower, financial strength of the company/firm and presentation / merit of the proposal to the selection committee which will be final.
- Bidder who qualifies as per the eligibility conditions will be provided a brief of the “Coastal Monitoring program”. The bidders may be required to make a presentation to a selection committee showcasing their proposals
- The short-listed bidders will be provided with the “Request for Proposal (RFP)” document and will be asked to submit their final technical and financial bids.
- Even though a bidder may satisfy the above requirements, he would be liable for disqualification/debarment if the bidder has:
 - Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

7. Financial/Price bid – PART-2 For Pre-qualified Bidders :

- Only Pre-qualified bidders of Part1 Bidding process as per Section 7 above will be allowed further to participate in the Stage 2 bidding process and to submit the financial bid.
- Notwithstanding anything stated above, INCOIS reserves the right to assess Bidder's capability and capacity to perform the contract. Should circumstances warrant such an assessment in the overall interest of the organization, INCOIS reserves the right to reject any or all Part 1 Bid/EOI/tenders at any time prior to award of contract, without assigning reasons thereof, and without thereby incurring any liability to the affected Bidder or Bidders.

Conflict of interest:

- a. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of bidder to inform INCOIS detailing the conflict in writing as an attachment to this bid.
- b. INCOIS will be the final arbiter in cases of potential conflicts of interest. Failure to notify INCOIS of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a potential interest in ensuring that a particular bidder is successful. Actual and potential conflict of interest must be declared by a person involved in the bid process.

8. Terms and Conditions:-

- a) Part 1 Bid/EOI shall be submitted online only at e-portal i.e. <https://eprocure.gov.in/eprocure/app>

- b) The firm has to follow the “Instruction for online Part 1 Bid/EOI submission” as provided in the Appendix.
- c) All the pages of document being submitted must be sequentially scanned by the firm irrespective of nature or context of document before uploading.
- d) The prospective Bidders are advised to participate in the scheduled Pre-Bid conference for better understanding on the subject requirement.
- e) The Part 1 Bid/EOI is available for free of cost.
- f) The proposal will be opened as per as the date/time as mentioned in the Part 1 Bid/EOI at Page No. 01. The result of qualifying proposals will be uploaded on the CPP Portal web site.
- g) INCOIS reserves the right to withdraw Part 1 Bid/EOI and or vary any part thereof at any stage and disqualify any responded firms at any stage, if so necessary.
- h) All the information collected and activities carried out during the processing/execution of the Part 1 Bid/EoI/tender/PO of the project shall be treated as sole property of INCOIS and shall not be provided to others without prior written permission of INCOIS.
- i) Typographical and clerical errors are subject to correction.
- j) Upon completion of the Part 1 Bid/Stage 1 Bid evaluation process, short listed bidders are invited to submit the Part 2 BID/ Stage 2. The Part 2 BID/ Stage 2 shall contain the standard clauses of INCOIS such as Signing of Service Level Agreement, Integrity Pact if applicable, Security Deposit, Performance Guarantee, Liquidated Damages, Penalty clauses is applicable, Patent Clauses etc.,
- k) Part 1 Bid/EOI should not be treated as a commercial tender document and bidders are advised not to offer any price or include any financial aspect with their responses..
- l) This Part 1 Bid/EOI does not commit INCOIS to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EoI/Part 1 Bid.
- m) All materials submitted by the bidder will become the property of INCOIS and may be returned completely to the bidder at sole discretion of Director, INCOIS.
- n) The proposal and all correspondence & documents shall be written in English
- o) **Issue of Corrigendum**
 - a. At any time prior to the last date for receipt of Part 1 Bid/EOI, INCOIS may modify the Part 1 Bid/EOI Document by issuing corrigendum as required.
 - b. The Corrigendum (if any) will be posted on the <http://www.incois.gov.in>, <http://eprocure.gov.in/eprocure/app>,
 - c. Any such corrigendum shall be deemed to be incorporated into this EoI/Part 1 Bid.
 - d. In order to provide reasonable time for taking the corrigendum into account, INCOIS may, at its discretion, extend the last date for the receipt of Part 1 Bid/EOI Proposals.
- p) **Right to Terminate the Process**
 - a. INCOIS may terminate the Part 1 Bid/EOI process at any time and without assigning any reason. INCOIS makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b. This Part 1 Bid/EOI does not constitute and will not be deemed to constitute any commitment or confirmation or an offer by INCOIS. The bidder's participation in this process may result in short listing the bidders.

q) In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana only. Further, this contract is subject to laws of India alone.

9. Technical Clarifications:-

If firms require clarifications on certain points in this Document may be submitted (via e-mail) on or before **09 00 Hrs of December 19, 2019**. Note: Firms may submit a consolidated query only once. e-mail: bala@incois.gov.in & satyap@incois.gov.in; E-mail subject should be mentioned as "*Queries on EOI/Part 1 Bid for "End to End Turnkey Solutions Moored Buoy based Coastal Observatories for INCOIS "*".

Pre-Bid conference: INCOIS has made every effort to bring out the requirements to facilitate the Firms to make their proposals. However, keeping in view that Firms may have clarifications on certain points in this Document before submitting their Proposal, a Pre-bid meeting will be held at INCOIS, Hyderabad on **December 23, 2019 at 11 00 hrs**. During the pre-bid meet, a brief presentation will be done by INCOIS on the EoI/Part1 Bid requirement. The firms are required to make detailed Presentation of their technical proposal (Company Profile, Proposed Products, Implementation plan, etc) if required. It is desired that the firm also demonstrate the features of the products that they have quoted. All the clarifications will be consolidated and clarified to the vendors during the pre-bid meet and addendum/corrigendum will be added in the tender INCOIS Web site and CPP Portal (if required only). Vendor will be given another reasonable sufficient time to submit their technical and financial quote.

10. Contact Address:-

1) Head-ISG
Indian National Centre for Ocean Information Services
(INCOIS)
Ministry of Earth Sciences, Govt. of India
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, T.S., India
Phone:009140 2389 5007; FAX: 009140- 23892910
E-mail: bala@incois.gov.in;

2)Director
Indian National Centre for Ocean Information Services
(INCOIS)
Ministry of Earth Sciences, Govt. of India
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, T.S., India
Fax: 040 2389 5001 / 23892910
e-mail: director@incois.gov.in

We have read and understood the above terms and conditions in detail and the same are accepted by us.

Signature of the Bidder/ Authorized Signatory & date

Name

OFFICE SEAL,

Address

Note: The bidder has to sign & stamp on all pages of Part 1 Bid/EOI document and upload the same.

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender/EOI 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. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER/EOI 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. 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.

4. 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 site 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 or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured. Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
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 1800-3070-2232.