



INCOIS: PUR: 75/2019



18.02.2020

Request for Proposal for "Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad"

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Single Bid System" (This includes both Techno Commercial Bid and Price Bid) from tenderer's with appropriate registration having adequate resources and setup and dealing with similar works on regular basis "Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab". The offers, in the prescribed format, shall be submitted online at <http://eprocure.gov.in/eprocure/app> as per the tender document. No tender 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.	Name of the work	:	Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad.
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via e-tender portal only.
3.	Type of Bid	:	Single Bid Techno-Commercial Bid & Price Bid in the prescribed format., ; EMD of Rs. 10,000/-
4.	Last date for seeking the clarifications	:	On or before 09 00Hrs of February 28, 2020
5.	Bid submission due date online	:	On or before 1500 Hrs of March 12, 2020
6.	Bid opening date	:	After 15 00 Hrs of March 13, 2020
7.	Bid validity	:	90 days from the date of opening of tender
8.	Delivery Period	:	Within 30 days from the date of acceptance of the order
9.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

Being an e-tender the bid 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 bids 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.

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: Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad.

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1. INTRODUCTION

Indian National Centre for Ocean Information Services (ESSO_INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.

INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 500090, near besides ALEAP in 60 acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.

The requirement in this particular tender is Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad.

2. **Scope of Tender:** Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad.

3. Technical Specifications and Deliverables

Filter papers				
Sl. No.	Description	Specifications	Packing Required	Qty
1.	GF/F	0.75 μ pore size, 47 mm dia	100 Circles	10 Packs
2.	GF/F	0.75 μ pore size, 25 mm dia	100 Circles	5 Packs
3.	Cellulose	0.45 μ pore size, 47 mm dia	100 Circles	10 Packs
4.	Cellulose	0.22 μ pore size, 47 mm dia	100 Circles	10 Packs
5.	Nylon Net Filter	20 μ pore size, 47 mm dia	100 Circles	3 Packs
6.	Isopore Polycarbonate	2 μ pore size, 47 mm dia	100 Circles	3 Packs
7.	Isopore Polycarbonate	0.2 μ pore size, 47 mm dia	100 Circles	3 Packs

4. **Eligibility Criteria :** Only those bidders fulfilling the following criteria should respond to the tender.

- The Tenderer must be a Company registered under Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.
- Earnest Money Deposit (EMD)
- The bidder should have an average annual financial turnover of Rs. 1.91 lakhs or more during the last three years ending March 31, 2019. Proof of turn over certificate issued by the chartered accountant to be submitted.
- Tenderer 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. Out of which one work of value

Rs.3.82 lakhs or two works of value Rs. 2.87 lakhs or three works of value Rs. 1.91 lakhs. Client certificates / PO to be enclosed in this regard.

- Tenderer must submit "Letter of Authorization" from manufacturer else quote would not be considered.
- Tenderer must 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. Quotations without technical compliance and data sheets/catalogues will not be considered.
- Bidder should Sign on all the pages of the tender document, including addendum/ corrigendum, if any, issued by INCOIS.
- Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant.

NOTE:

- Proposals of bidders which do not fulfill the eligibility criteria or which fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- The bids submitted without EMD (as per Section 6 of SI No. 06) will be summarily rejected and no further communication in this regard will be entertained.

5. **Contents of the Bid:** The quote should be submitted in Single Bid format. (i) Technical Bid and (ii) Commercial Bid

(i) Technical Bid:

Technical bid should contain all the information as listed below without which the offer will not be considered further.

NOTE:

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.

Table-1: Technical Compliance Statement

S No.	Description	Make & Model	Compliance status Yes/No	Supporting Documents	Remarks, if any
Technical specifications:					
1.	GF/F 0.75 μ pore size, 47 mm dia Packing required- 100 Circles				
2.	GF/F 0.75 μ pore size, 25 mm dia Packing required-100 Circles				
3.	Cellulose 0.45 μ pore size, 47 mm dia Packing required-100 Circles				
4.	Cellulose 0.22 μ pore size, 47 mm dia Packing required-100 Circles				
5.	Nylon Net Filter 20 μ pore size, 47 mm dia Packing required-100 Circles				
6.	Isopore Polycarbonate 2 μ pore size, 47 mm dia				
7.	Isopore Polycarbonate 0.2 μ pore size, 47 mm dia				
General Terms & Conditions:					
8.	Earnest Money Deposit (EMD).				
9.	The Tenderer must be a Company registered under				

	Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.				
10.	Tenderer 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. Out of which one work of value Rs.3.82 lakhs or two works of value Rs. 2.87 lakhs or three works of value Rs. 1.91 lakhs. Client certificates / PO to be enclosed in this regard.				
11.	The bidder should have an average annual financial turnover of Rs.1.91 lakhs or more during the last three years ending March 31, 2019. Proof of turn over certificate issued by the chartered accountant to be submitted.				
12.	Signature on all the pages of the tender document, including addendum/ corrigendum, if any, issued by INCOIS.				
13.	Start ups: The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant.				

Table-2: Compliance Statement – 2 (un-priced bid)

NOTE:

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.
- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No in the table given below.

S. No	Description	Qty	Unit price (Rs.)	Total price (Rs.)
Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad				
1	GF/F 0.75μ pore size, 47 mm dia Packing required- 100 Circles	10 Packs		Please do not quote price here.
2.	GF/F 0.75μ pore size, 25 mm dia Packing required-100 Circles	5 Packs		
3	Cellulose 0.45μ pore size, 47 mm dia Packing required-100 Circles	10 Packs		
4	Cellulose 0.22μ pore size, 47 mm dia Packing required-100 Circles	10 Packs		
5	Nylon Net Filter 20μ pore size, 47 mm dia Packing required-100 Circles	3 Packs		
6	Isopore Polycarbonate 2μ pore size, 47 mm dia Packing required-100 Circles	3 Packs		
7	Isopore Polycarbonate 0.2μ pore size, 47 mm dia Packing required-100 Circles	3 Packs		

- Price bid should be filled the .xls format provided in the price bid cover of CPP Portal only.
- Financial quote should consist of item wise price details for ALL the items, without which the offers will not be considered. (The successful bidder may be asked to submit details with respect to price break-up, if required.)
- Partial quotations will not be accepted.
- Price should be quoted as per the format. Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid should not be changed in any case.

6. General terms and Conditions

Point No.	Details
1.	Quotation: Quotation have to submitted online in the e-tender portal i.e., http://eprocure.gov.in/eprocure/app only.
2.	A Single bid system will be followed in selecting the vendor
3.	Validity Period: Bids/Offer shall have the validity period of 90 days from the tender closing date.
4.	Delivery Schedule: Within 30 days from the date of acceptance of the order
5.	* Acceptance of the order by successful bidder upon AOC : Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received with in 10days. Then PO would be deemed as accepted and binding to the successful bidder.
6.	<p>Earnest Money Deposit (EMD) : An amount of Rs 10,000/- has to be submitted by way of Demand Draft/Bank Guarantee/ NEFT/RTGS electronic transfer from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad".</p> <p>The Scanned copy of the Demand Draft/Bank guarantee/UTR details is to be uploaded to the CPP Portal while submitting the offer. Bank guarantees should be obtained from any of the Nationalized bank of India with a validity of 90 days from the date of opening of tender+60 days claim period and should be sent/forwarded the issuing banker directly to the office of INCOIS, Hyderabad and must reach on or before 14 30Hrs of March 12, 2020. Offers received without EMD will be summarily rejected.</p> <p>The original DDs/BG/NEFT/RTGS transfer should reach to INCOIS on or before 14 30Hrs of March 12, 2020 ie., before opening of the Technical Bid of the tender. Offers received without EMD will be summarily rejected.</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only if, the vendor is manufacturing /supplying/providing the services for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.</p>
7.	<p>Tender Document Cost : Tender document can be downloaded from tender portal or our website on Free of Cost. However, if the bidder wishes to collect the tender document personally from our office (INCOIS, Hyderabad) , needs to submit a written request letter along with a demand draft for an amount of Rs. 500/- issued by any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad".</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only <u>if the vendor is manufacturing and supplying the tendered products for this particular tender.</u> A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>Tender fee/Tender document cost/DD received towards the tender is non refundable.</p>
8.	<p>Payment Terms: 100% will be released upon delivery and acceptance of the material of INCOIS upon submission of Invoice and Warranty Undertaking if any.</p> <p><i>No advance payment will be allowed and no other payment terms will be considered.</i></p>
9.	INCOIS is partially exempted from GST under Notification No. 45/2017-Central Tax (Rate) dated 14.11.2017. Concessional GST under this section is 5% only. INCOIS will issue the Concessional GST Certificate upon request.
10.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
11.	Bidder should clearly indicate the Make & model of the unit offered by him along with supporting documents for the model. Bidder should also fill the technical specification

	compliance sheet enclosed along with his technical offer.
12.	INCOIS is partially exempted from Custom duty under Notification No. 51/96 dated 23.7.1996
13.	Price quoted by Bidder should remain firm during the entire period of contract and no escalation in any form will be considered by INCOIS. No extra will be paid by INCOIS and neither any exemption certificate will be issued.
14.	Bidders should fill and submit the technical compliance sheet along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
15.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
16.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
17.	The bidder must submit a copy of UNPRICED commercial bid along with the technical bid, which should be identical with the commercial bid except the Price column. Technical bids without the copy of UNPRICED commercial bid shall not be considered.
18.	Full details of technical specifications along with catalogues / literature of the models offered, documentary proof of the eligibility criteria and commercial conditions should be submitted along with the technical bid. Full illustrative literature, details of previous experience with documentary proof, details about agreements entered into with various companies, etc. should be attached separately with the bid.
19.	Proof for fulfillment of eligibility criteria mentioned above should be submitted along with the tender. If the tender is submitted without valid documents, INCOIS shall not consider the bid offered as responsive. Tenders received without proof of eligibility criteria will be rejected
20.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
21.	<p>Liquidated Damages Clause: In case the supply/delivery/services is delayed and delay is attributed to the Tenderer or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right:</p> <ul style="list-style-type: none"> a) To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered. b) To purchase elsewhere, after due notice to the Tenderer Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or c) To cancel the order or a portion thereof and if so desired to purchase the stores / services at the risk and cost of the defaulting supplier and also. d) To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above, e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS.
22.	<p>Force Majeure Clause:</p> <p>If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency beyond the supplier's control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.</p>
23.	<p>Patent Indemnification Clause:</p> <p>The Contractor shall indemnify and keep indemnified the purchaser from and against any and all claims, action, cost charges and expenses arising from or for infringement of patent rights, copy right and other protected rights of any design, plans, diagrams drawings in respect of the stores supplied by the contractor or any of the manufacturing methods or process adopted by the contractor for the stores supplied under the contract. In the event of any claim being made or action being brought against the purchaser in respect of the matter referred above, the contractor shall promptly be notified thereof and he shall at his own expense, conduct all negotiations for settlement of the same and any drawings, plans or diagrams or any manufacturing methods or of patent or any other protected rights and use thereof is at no costs to the latter, the rights to continue using the same or to</p>

	the extent it is possible to replace the same so as to avoid such infringement and subject to approval by the purchases or modify them so that they become non-infringing but such modifications shall otherwise be to the entire satisfaction of the purchaser. The provision of this clause shall remain effective and binding upon the contractor even after the completion, expiration or termination of the contract.
24.	If any tenderer withdraws his tender after price bid is opened, within the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to forfeit the partial or entire Earnest Money amount.
25.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
26.	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
27.	Preference to Make In India: Preference will be given to the eligible Make in India offered products meeting the tender specifications and tender conditions for this scientific requirement.
28.	Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant.
29.	The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.
30.	Director, INCOIS reserves the right to cancel the tender at any stage due to any technical /administrative reasons. The bidder shall not have any claim under what so ever reasons.
31.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
32.	INCOIS reserves the right to alter the scope/or reduce quantum of material, before/after issue of work order and tenderer shall not have any claim whatsoever on this account. INCOIS also reserves the right to split the tender and award to separate tenderer(s) if necessary and tenderer shall not have any claim whatsoever on this account.
33.	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, India only. Further, this contract is subject to laws of India alone

7. Clarifications & Contact details:

Queries or clarifications on tender document, if any, may be submitted by the firms (via e-mail) on or before **09 00 Hrs of February 28, 2020** *Note: Preferably the Firms should submit a consolidated query.* e-mail: bala@incois.gov.in/ samanta.a@incois.gov.in; E-mail subject should be mentioned as " Supply of various types of Filter papers and other Lab consumables for Biogeochemical lab at INCOIS, Hyderabad ".

1) Head-ODG
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

3) Delivery address:

Indian National Centre for Ocean Information Services (INCOIS)
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, T.S., India

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

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

Note: The bidder/tenderer has to sign & stamp on all pages of tender document and upload the same

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. 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 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.