



INCOIS: PUR: 85/2018

Request for Proposal for " Supply, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories and one year warranty at INCOIS, Hyderabad"

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Single Bid System" (This includes both technical & Commercial Bid and Price Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with similar works on regular basis for "Supply, Installation and Commissioning of Movable Electrical Overhead Travelling (EOT) cranes". 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, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories and one year warranty at INCOIS, Hyderabad
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via our e-tender portal http://eprocure.gov.in/eprocure/app
3.	Type of Bid	:	Single Bid; Techno-Commercial Bid, Earnest Money Deposit ; EMD of Rs 16,000/-
4.	Last date for seeking the clarifications	:	On or before 15 00Hrs of July 31, 2019
5.	Bid submission due date online	:	On or before 1500 Hrs of August 19, 2019
6.	Bid opening date	:	After 16 00 Hrs. of August 20, 2019
7.	Bid validity	:	90 days from the date of opening of tender
8.	Delivery Period	:	Supply, Installation, Testing & Commissioning is to be completed within 30 days from the date of issue of 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 or the following persons also may be contacted: Mr. Devendra Kumar /Mr. R V Giridhar, Phone No. 040-2388 6055/2388 6074, email: devendra.kumar@incois.gov.in / rvgiridhar@incois.gov.in

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing a corrigendum/Amendment, 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.040-23886000 , Fax No.040-23892910

Index: Supply, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories along with one year warranty at INCOIS, Hyderabad

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1. INTRODUCTION

Indian National Centre for Ocean Information Services (NCOIS), 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 PO, Nizampet SO, Hyderabad - 500090 ,besides ALEAP in 60 acre premises. It had started functioning at its premises w.e.f. 2004.

The requirement in this particular tender is Supply, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories along with one year warranty at INCOIS, Hyderabad.

2. Scope of Tender: Scope of the work is to Supply , Installation and Commissioning of EOT crane with electrical hoist rope with necessary accessories along with one year warranty at INCOIS, Hyderabad.

3. Technical Specifications : GENERAL DESIGN AND CONSTRUCTION OF EOT CRANE WITH ELECTRICAL HOIST ROPE

- a) WELDING: The welding is carried out by MIG process using CO₂ as shielding gas. All the external welding will be continuous, uniform and of full penetration.
- b) BASE AND TOP FRAMES: All the frames (Base, top and sides) are made of press formed steel sections of appropriate geometry of required thickness.
- c) PAINTING: The supplier shall only use reputed make primers / paints.

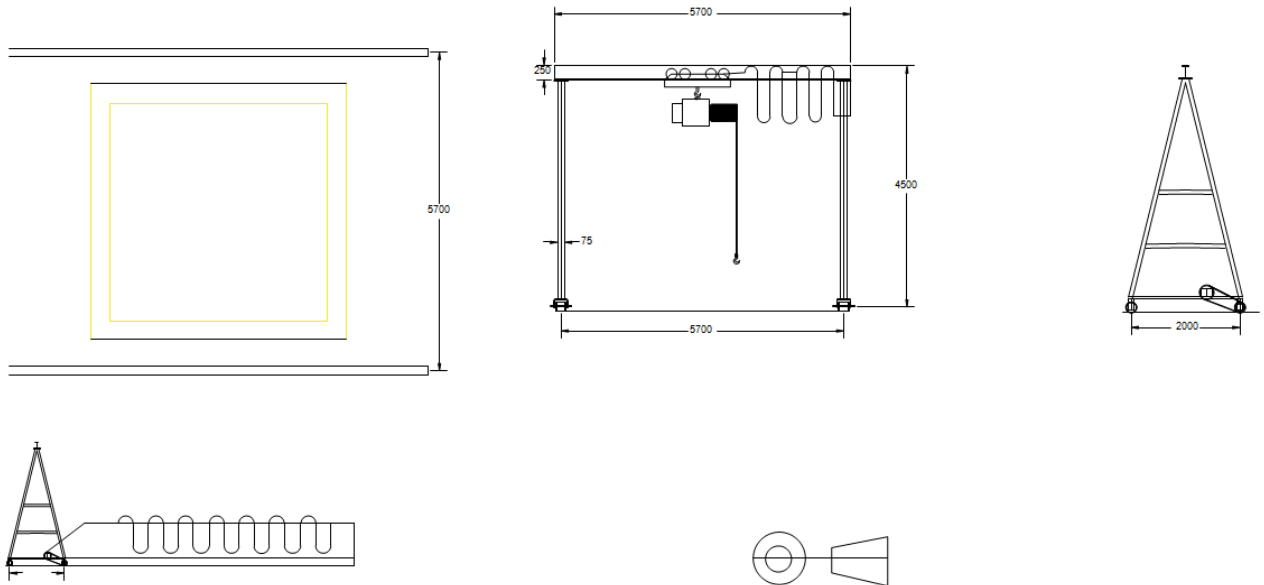
SCHEME	INTERIOR and EXTERIORS
Primer Coat Asian Paint	Zinc Rich Epoxy primer 15-20 microns Pure milky white

- d) INNER PANELLING AND STUFFING: All joints and corners should have neat and smooth finish with corrosive resistance paint. All Joints will be covered or made continuous without any visible gaps.
- e) INCOIS DECALS: INCOIS decals and the Department name (Ocean Observations and Data Management Group [ODG]) should be painted on the side walls of the frames and on EOT. Details will be provided at the time of placement of order.
- f) INSPECTION : The EOT will be inspected by INCOIS representative at the supplier works before commencement of interior stuffing works and also after completion of the EOT before dispatch. Supplier should accept to make minor changes in the EOT structure with no additional cost implication.
- g) EOT MOVEMENT: The EOT should be remotely operational by wireless card. There should not be jerking movement in the movement of crane and wire hoist.
- h) Electrical work : The electrical work need to be done as per the supervision of the scientist/ Site engineer. All the material should be ISO standard.
- i) Item wise detailed list:

S.NO	DESCRIPTION	Units	Qty
1	Supply, installation ,testing ,commissioning of rope wire hoist (capacity: 1 ton, with 12 mtrs wire rope	Each	1
2	Supply, Installation ,Testing , Commissioning Electrical TrolleyCapacity:1 ton	Each	1
3	Supply, Installation, Testing, Commissioning Gear Motor with gear box (Reputed make or equivalent)	No's	2 or more (structure should move easily)
4	Supply, Installation, Testing, Commissioning of Wheels 200 Dia With Gear Treading	No's	As per the site demand (structure should move)
5	Supply ,laying, commission of Electric wire 12 corex2.5sq.mm (Reputed make or equivalent)	Mtrs	As per the site demand/condition
6	Supply, laying, commission of Electric wire 4 corex2.5sq.mm (Reputed make or equivalent)	Mtrs	As per the site demand/condition
7	Supply, Installation of Electric Cable Caring Tray	Set	As per the site demand/condition
8	Supply ,Installation, Testing, Commissioning of Structure 1200 Kg(Ms-2062 or higher grade)	Kg's	~1200
9	Supply, installation ,testing, commissioning of track 40 sq rod with base plate	Kg's	~200
10	Supply, Installation, Testing, Commissioning of Junction Box	Each	As per the site demand
11	Paint(milk white) (Reputed make or equivalent) (1 coat red-oxide,2 coat enamel paint)	Entire structure	Entire structure
12	Supply, installation, testing, commissioning of wireless remote control equipment with wireless remote Progressing	2	both base structure and crane structure Entire movable structure

Layout illustration

All dimensions in MM



4. Eligibility Criteria

Only those bidders fulfilling the following criteria should respond to the tender.

- The bidder must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted).
- The bidder should have an average annual financial turnover of Rs. 2.40 lakhs or more during the last three years ending March 31, 2018. The bidding companies should be profit making /earning company at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
- Vendor should have well established service / support centre in Hyderabad or the successful vendor should provide assurance to establish Service/Support in Hyderabad within 10 days , in case of placement of order. 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).
- Vendor should have competence and adequate experience in Supply, Installation and Commissioning of Movable Electrical Overhead Travelling (EOT) and should submit the documentary evidence for the same along with details of past experience.
- Vendor should have experience similar nature and magnitude; viz " Supply, Installation and Commissioning of Movable Electrical Overhead Travelling (EOT)" as described earlier; which should be inclusive of supply of all spares and consumables. Vendor should indicate full details of past experience (or work in hand) in terms of details of client, period of contract, contract value, work order/purchase order copy.
- 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.6.40 lakhs or two works of value Rs. 4.80 lakhs or three works of value Rs. 3.20 lakhs. Client certificates / PO to be enclosed in this regard. (Copies of POs, Work Completion Certificate / Experience certificate / letter stating that project is on-going specifying the status of work along with the P.O Number to be attached as proof).

- Earnest Money Deposit (EMD).
- Consortium is not allowed.

NOTE:

- Offers of bidders who do not fulfill the eligibility criteria or who fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- No further communication in this regard will be entertained.

5. Contents of Proposal:-

(i) Techno Commercial 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 - cum - Eligibility as per details mentioned in 3(i)

S No	Description	Make and Model if any	Complied (Yes / No)	Documentary/brochure Proof Attached (Yes / No)	Remarks, if any
1.	Rope wire hoist (capacity: 1 ton, with 12 mtrs wire rope				
2.	Electrical TrolleyCapacity:1 ton				
3.	Gear Motor with gear box				
4.	Wheels 200 Dia With Gear Treading				
5.	Electric wire 12 corex2.5sq.mm				
6.	Electric wire 4 corex2.5sq.mm				
7.	Electric Cable Caring Tray				
8.	Structure ~1200 Kg				
9.	Track 40 sq rod with base plate				
10.	Junction Box				
11.	Paint(milk white)				
12.	wireless remote control equipment with wireless remote Progressing				
13.	The bidder must be a Company registered under				

	Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted.)				
14.	The bidder should have an average annual financial turnover of Rs. 2.40lakhs or more during the last three years ending March 31, 2018. The bidding companies should be profit making/earning company at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.				
15.	Vendor should have well established service / support centre in Hyderabad or the successful vendor should provide assurance to establish Service/Support in Hyderabad within 10 days , in case of placement of order. 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).				
16.	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. 6.40 lakhs or two works of value Rs. 4.80 lakhs or three works of value Rs. 3.20 lakhs. Client certificates / PO to be enclosed in this regard. (Copies of POs, Work Completion Certificate / Experience certificate / letter stating that project is on-going specifying the status of work along with the P.O Number to be attached as proof.)				
17.	Earnest Money Deposit (EMD).				
18.	Signature on all the pages of the tender document, including addendum, if any,				

	issued by INCOIS.				
19.	Compliance to the "Scope of the Work" mentioned in Section 2 and "General Terms and Conditions" mentioned in Section 6.				
20.	Compliance to the detailed specifications given at Section 3. (Please mention the Make and Model/Version offered against each of the line item. Detailed Specification sheet from OEM to be attached).				
21.	Client side contact details of completed / on-going Work orders of similar nature.				

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.	Item Description	Qty	Units	Please confirm whether prices are Quoted in commercial bid for all the items or not. (Yes/No) Please do not mention prices here.
1	Supply, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories along with one year warranty at INCOIS, Hyderabad	1	Set	

(ii) 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) Terms and Conditions:-

SNo.	Details
1.	Quotation: Quotation have to submitted online in the e-tender portal i.e., http://eprocure.gov.in/eprocure/app only.
2.	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/Completion Period: Supply, Installation, Testing & Commissioning is to be

	completed within 30 days from the date of issue / dispatch of order
5.	Warranty Period: 01 year from the date of supply, installation, commissioning & acceptance of the same. Any defects noticed in the items/components during the warranty period shall be rectified by the vendor immediately without any additional charges. In addition to above, vendor should do quarterly servicing and should submit Joint log Report, service reports during the warranty period.
6.	Payment Terms: 90% will be released upon delivery, Installation, commissioning and acceptance of the material by INCOIS. balance 10% will be paid after successful completion of warranty period or against submission of advance bank guarantee from a nationalized bank for the like amount valid for a period of 1 year 2 months. <i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i>
7.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
8.	Earnest Money Deposit (EMD) : An amount of Rs. 16,000/- has to be submitted by way of Demand Draft from any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad". The Scanned copy of the Demand Draft is to be uploaded to the CPP Portal while submitting the offer. <i>The original DDs should reach to INCOIS on or before 1430Hrs of August 19, 2019. Offers received without EMD will be summarily rejected.</i> <i>If a bidder wishes to provide the EMD through BG , the BG (with validity 90 days from the date of opening of tender + 60 days claim period) has to be sent /forwarded directly by the issuing bank to INCOIS and must reach INCOIS on or before 14 30Hrs of August 19, 2019</i> Contractors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only <u>if the Contractor is manufacturing/providing/supplying the tendered products/services for this particular tender.</u> A copy of valid registration certificate should be submitted along with the technical bid. This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder .
9.	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". Vendors registered with <u>Ministry of Micro Small and Medium Enterprises (MSME)</u> /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only if the vendor is manufacturing /supplying/providing the servicing for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid. Tender fee/Tender document cost/DD received towards the tender is non refundable.
10.	If any bidder withdraws his tender after bid is opened, with in 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 entire or part of Earnest Money Deposit.

11.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same are 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 in 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.
12.	Please note that any falsification/suppression of information could lead to the disqualification from the tender.
13.	The successful bidder should commence the services immediately upon receipt of contract/order or from the date as decided by INCOIS and this will be binding on the bidder.
14.	If any loss or damage is caused to INCOIS property by your workmen, the cost of the same will be recovered from the agency/contractor
15.	The authorized person who signs the tender should indicate his/her e- mail ID and Telephone No. for prompt communication, if required.
16.	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
17.	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. 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.
18.	Force Majeure Clause: If the execution of the contract 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.
19.	Bidder shall carryout the work directly themselves till the completion of work and not through power of attorney.
20.	The bidder shall sign and upload the Bids with the exact name and address of the firm, for which is submitted. The Only signed and stamped bids shall be uploaded by authorized officer of the firm.
21.	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.
22.	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.
23.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of bidder ineligible.
24.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before issue of work order / during the currency of WO and bidder shall not have any claim whatsoever on this account. INCOIS also reserves the right to split the tender and award to separate bidder(s) if

	necessary and bidder shall not have any claim whatsoever on this account.
25.	Termination Clause: Director, INCOIS reserves the right to terminate the contract either whole or part of contract with one month notice.
26.	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.

7. Technical Clarifications:-

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 require clarifications on certain points in this Document before submitting their Proposal, such queries or clarifications on tender document, if any, may be submitted by the firms (via e-mail) on or before 1500 Hrs of 31.07.2019. Note: Firms may submit a consolidated query only once. e-mail: pattabhi@incois.gov.in & shivaprasad.s@incois.gov.in; E-mail subject should be mentioned as "Queries on tender for " Supply, Installation and Commissioning of one Movable Electrical Overhead Travelling (EOT) crane along with electrical hoist rope, other necessary accessories and 1 year warranty at INCOIS, Hyderabad". All the clarifications will be consolidated and clarified to the bidders and corrigendum/addendum will be uploaded in the tender portal and added in the tender column at INCOIS Web site (if required only).

8. Contact/Delivery Address:-

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, Telangana., India
Phone No.:040-23895008 / 23886008, Fax No.: 040-23895001 / 23892910
e-mail: pattabhi@incois.gov.in / shivaprasad.s@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, Telangana, 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 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.