



ESSO
INCOIS: PUR:38/2018



16.05.2019

Request for Proposal for "Providing of a turnkey solution of Eddy Covariance Flux System (ECFS) at INCOIS , Hyderabad along with 01 year standard warranty and 04 years CAMC"

Dear Sirs,

On behalf of Director, ESSO-INCOIS tenders are invited in "Two Bid System" (Techno Commercial Bid and Price Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with similar works on "Providing a turnkey solution of Eddy Covariance Flux System (ECFS)". 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	:	Providing of a turnkey solution of Eddy Covariance Flux System (ECFS) at INCOIS , Hyderabad along with 01 year standard warranty and 04 years CAMC
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	:	Two Bid; Cover I - Techno-Commercial Bid, EMD of Rs 3,00,000/- or USD 4,300/- Cover II - Price Bid in the prescribed format.
4.	Clarifications end date	:	On or before 1500 Hrs of May 28, 2019
5.	Bid submission due date online	:	On or before 1500 Hrs of June 17, 2019
6.	Bid opening date	:	On or before 1500 Hrs of June 18, 2019
7.	Bid validity	:	90 days from the date of opening of tender
8.	Delivery Period	:	Within 150 days from the date of issue/dispatch 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 the 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.040-23886000, Fax No.040-23892910

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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 research and Ocean modeling.

INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, 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 Providing a turnkey solution of Eddy Covariance Flux System (ECFS) with 1 year standard warranty and 4 years CAMC to be delivered at INCOIS, for mounting in a research ship

2. Scope of Tender

Scope of the work is to Providing a turnkey solution of Eddy Covariance Flux System (ECFS) with 1 year standard warranty and 4 years CAMC to be delivered at INCOIS, Hyderabad.

3. Deliverables

Material component		
One complete set of Eddy Covariance Flux System with the following sensors/components		
1	Open path CO2 and H2O analyzer and all necessary accessories (One integrated with the ECFS and one spare unit)	2 No.s

2	Three dimensional (3d) sonic anemometer and all necessary accessories (One integrated with the ECFS and one spare unit)	2 No.s
3	Motion sensor pack and all necessary accessories	1 No
4	Data logger and all necessary accessories	1 No
5	Data visualization and processing unit and all necessary accessories	1 No
6	Rechargeable battery based powering unit and all necessary accessories	1 No
7	Operation and maintenance manual & Troubleshooting manual (both Hardcopy and softcopy); Software for operation, data acquisition and visualization, all calibration sheets	1 set
Service component		
4	3 days free training after delivery at INCOIS on how to use the ECFS system and basics of data processing and presence of service engineers of successful vendor onboard the ship at the time of installing the system in the ship for the first time	
5	Comprehensive AMC for total system for 4 years period after completion of 1 year standard warranty	

4. Technical Specifications

4. a) Generic Specifications for ECFS system

One complete eddy covariance unit will be fixed and mounted on ship.

General Specifications:

- The broad scope of supply is to deliver a turnkey solution for a shipboard Eddy Covariance Flux System (ECFS) at INCOIS, Hyderabad which will be later installed in a research ship (ie. on a moving platform). In general, the system should consist of a fast response Infra Red Gas Analyzer (IRGA), Sonic Anemometer, motion sensor pack, a battery backed rechargeable uninterrupted powering system, a data logger/Data Collection Platform (DCP) ,a laptop based data visualization / processing system with all necessary application software's installed and all other necessary and related accessories. The vendor should demonstrate to the satisfaction of INCOIS scientists that the system is fully integrated and records all the data from the sensors /components at prescribed frequency rates in the data logger/DCP and readable through the laptop based visualization /processing system.
- ECFS should comprise of separate CO₂/H₂O Analyzers and 3D sonic anemometer to avoid errors due to eddy distortion. Also system software should take care for the corrections due to separation between both CO₂/H₂O sensor and Sonic anemometer.
- A fully integrated system in turnkey mode will only be accepted.
- The vendor should ensure that all sensors /components of the ECFS system are properly integrated into data logger/Data Collection Platform (DCP).
- Different sensors as mentioned in spec should be provided with complete accessories i.e. connectors, cables and mounting fixtures, any calibration materials/chemicals etc. The integration of the sensors with the DCP will have to be ensured by the firm. All the software's that are necessary for the ECFS system for processing the data should be properly installed in the data visualization/processing unit.
- 3-day free training should be provided to the INCOIS personnel at INCOIS on the operation and maintenance of the ECFS system and also on how to read/ process/ interpret the data from the ECFS system.
- One year standard warranty should be provided to the entire system. 2+2 year CAMC should also be provided.
- The responsibility of procuring individual sensors / components of the ECFS system from third party sources, if any, rests solely with the successful vendor.
- Proper short-circuiting and load protection should be provided to the ECFS system.
- The IRGA, sonic anemometer and motion sensor pack are to be fixed at the top of a ship mast, and the datalogger and powering system are to be fixed at the bottom of the mast in an enclosure. Hence the vendor should ensure that there is minimum of 15m wire length between the systems and the datalogger / powering unit.

11. The vendor should provide in the proposal schematic wiring diagram of the system with the technical specifications of the individual components explained.

4.b) Specifications for the sensors / components of the ECFS

I. Open path CO₂ and H₂O Infra Red Gas Analyzer (IRGA).

The following technical specifications must be complied for the IRGA

- Detection method : Non Dispersive Infrared (NDIR) Technology, Absolute
- Measuring Range : 0-3000 ppm for CO₂ or better
0-60 ppt for H₂O or better
- Accuracy : Within 1% of reading for CO₂
Within 2% of reading for H₂O
- Bandwidth : 5, 10, or 20 Hz or more, user-selectable
- Gain Drift : ±0.1% of reading/°C (CO₂) and
±0.3% of reading/°C (H₂O)
: ±1.1 x 10⁻⁴ mol CO₂ /mol H₂O and
- Cross sensitivity : ±0.1 mol H₂O/mol CO₂
- Output Options : Ethernet
- Power Consumption : 5-12 W nominal
- Power Requirements : 10.5 to 30 VDC or better
- Operating Temperature Range -20° to +50°C
- Must be interfaced with Interface Unit with Inbuilt Flux Calculation Module along with GPS on the eddy covariance system along with 3D Sonic Anemometer.
- It should be compatible with all standard baud rates between 2400 and 115200.
- System should have built in Barometric Pressure Sensor.
- Vendor should provide the necessary carrying case, head mounting kit, other mounting fixtures, calibration certificate, user manuals etc.

II. Sonic Anemometer

- Should have robust stainless steel external construction
- Anemometer should be lightweight, precision 3D anemometer offering sonic temperature, speed of sound and U,V & W vector outputs. Also should have provision to measure omni-directional 3D measurement technology.
- Anemometer should have user selectable data output rate up to 32Hz.
- **Operating Temperature Range:** -30° to +70°C
- It should be compatible with all standard baud rates between 2400 and 115200.
- Vendor should provide the necessary carrying case, calibration certificate, mounting fixtures, user manuals etc

Measurement

- Sampling Rate : 30Hz or better
- Formats : UxVyWz

Wind Speed

- Measuring Range: 0 to 45m/s
- Resolution : 0.01m/s

Direction

- Range : 0 to 359°
- Resolution : 1°
- Accuracy : 0.5 ° @ 12m/s

Sonic Temperature

- Range : -30 °C to + 50°C
- Resolution : 0.01 °C

Speed of Sound

- Range : 300 to 370m/s

- Resolution : 0.01m/s
- Accuracy : <+/-0.5% @ 20 °C

Digital Output

- Communication : RS232, 422,485

III. Motion Sensor Pack

The vendor should comply with the specifications given below.

- Integrated Sensors ;
 1. Triaxial accelerometer
 2. Triaxial gyroscope
 3. Triaxial Magneto meter
 4. Pressure altimeter
 5. Temperature Sensor
- It should be compact, light weight and with corrosion resistant body.
- Data Output :
 1. IMU Output : Acceleration, Angular rate, Magnetic field, Ambient pressure
 2. Computed outputs:
 - i. Extended Kalman Filter (EKF) : Filter status, Timestamp , linear and compensated acceleration, Bias compensated angular rate, gravity-free linear acceleration,
 - ii. It should output data in 1-50 Hz range (user selectable provision).
- Sensor Specification Table

IMU SENSOR	Accelerometer	Gyroscope	Magnetometer
Measurement range	±8 g	300°/sec	±2.5 Gauss
Non-linearity	±0.02 fs	±0.02% fs	±0.3% fs
Resolution	<0.1 mg	<0.003°/sec	
Noise density	25 µg/√Hz (2 g)	0.005°/sec/√Hz (300°/sec)	100 µGauss/√Hz
Alignment error	±0.05°	±0.05°	±0.05°
Vibration induced noise		0.072°/sRMS/gRMS	
IMU filtering	Digital sigma-delta wide band anti-aliasing filter to digital averaging filter (user adjustable) scaled into physical units		
Sampling rate	1 kHz	4 kHz	50 Hz
IMU data output rate	1 Hz to 1 kHz		

- Pressure Altimeter Specification in build to IMU
 1. Range : -1800 m to 10,000 m
 2. Resolution : < 0.1 m
 3. Sampling rate : 25 Hz
- Output Data from IMU to be Acquired on the Analyzer
 1. Attitude accuracy : EKF outputs: ±0.25° RMS roll and pitch, ±0.8° RMS heading (typ) , CF outputs: ±0.5° RMS roll and pitch, ±1.5° RMS heading (typ)
 2. Attitude heading range : 360° about all axes
 3. Attitude resolution : < 0.01°
 4. Attitude repeatability : 0.2° (typ)
 5. Calculation update rate : 500 Hz
 6. Computed data output rate : EKF outputs: 1 Hz to 500 Hz: CF outputs: 1 Hz to 1000 Hz
- Operating Parameter :
 1. Power source : +4 to + 36 V dc V dc
 2. Power consumption : 500 mW (typ)

3. Mechanical shock limit : 400g (calibration unaffected)
4. Communication : USB 2.0 (full speed), RS232 (9,600 bps to 921,600 bps, default 115,200)

Note: Vendor may propose suitable USB to Ethernet (OR) RS232 to Ethernet Converter to transfer Data to the Analyzer.

- Vendor should provide the necessary carrying case, calibration certificate, user manuals etc

IV. Data logger / Data Collection Platform (DCP)

- Only proven datalogger should be proposed for the ECFS system and the online link of the technical specifications of the datalogger should be included in the proposal. Certified user feedback of the proposed datalogger from three users must be included in the proposal. INCOIS reserves the right to technically disqualify any vendor, if any known technical issues pertain to the datalogger proposed, might compromise the scientific objectives of the ECFS system.
- The offered data logger should be compatible with the IRGA, Sonic anemometer, and motion sensor pack. Vendor should ensure that all these sensors/components of the ECFS is properly integrated into the datalogger and should demonstrate it to INCOIS scientists to their satisfaction.
- It should be programmable to collect data at a maximum frequency rate of 20Hz or higher. Datalogger/DCP should collect the data without any frequency variations with time until the frequency range is changed by the operator. Any known issues in this regard with respect to the datalogger will be considered at the time of technical evaluation of the proposal.
- The Real time Data logger should be enclosed in a Hoffman NEMA-4X & IP66 rated enclosure made of FRP composite material.
- The vendor should ensure that real time datalogger is accommodating all the above listed sensors.
- The normal time clock of the system should be derived from TCXO with accuracy of 3.0 ppm/yr. The accuracy of this clock should be better than 10 seconds in six months period.
- The Real time Data logger should have a free RS232- port with a maximum of 115,000 or better baud rate , one 485 port with a maximum 230000b/s baud rate capable of having communication with external devices /data processing/ visualization system. Also, it should be possible to access the datalogger through this port.
- The datalogger should have a minimum of 2 USB ports for data retrieval and expandable for addition of I/O boards, Memory module, and communication module.
- The system should have in-built memory of at least 4GB SSD or better non volatile memory (facility to store about 20 lakh data records for minimum duration of one year). It should have provision to download and store data from all the sensors on a USB card including date and time information.
- Shall be functioning in standalone mode without interacting with the Data Visualization unit and log the data
- System should have provision for remote data access through wifi and mobile, also should be able to provide error notifications directly on mobile devices.
- Working voltage 9V to 30V with power consumption of 70W or better
- The datalogger should have watchdog timer to reset the system and restore the previous set-up in case of real-time processor resets and power glitch
- Short circuit and over load protection should be provided to the datalogger system
- Vendor should provide the necessary carrying case, mounting fixtures, calibration certificate, user manuals etc

V. Data Visualization / Processing Unit

- The vendor should provide a laptop based data visualization/processing unit, which can be connected to the DCP to see, download and process the data from sensors. Vendor should ensure that the sensor set-ups/configurations should be able to change through this unit according to the requirements of the operator.

- The system should have a RAM size of 16GB or better, disc size of 512GB or better, processor of 2.9 GHz Intel Core i7 or comparable one, for efficient storage and processing of the data and a display unit size of minimum 15 inches.
- The system should be able to connect to the Real time Data logger / DCP to access all the ECFS data via Wi-Fi/wired Ethernet.
- The data collected from the IRGA, Sonic anemometer and motion sensor pack should be automatically flushed out to the datalogger / DCP at the same sampling rate fixed by the operator, upon connecting with it through wifi / LAN and should be stored there
- All necessary software's necessary to process individual ECFS sensors (both custom made and OEM supplied) should be provided with the system. There is an additional requirement of averaging the individual data at the user specified intervals. The software provided should comply with that.
- It should be light weight to easily carry to field for data checking/processing. Also the processing unit should have an in built battery backup of more than 7 hours to ensure the use of the system in open deck of the ship away from power sources for long hours.
- Vendor should provide the necessary carrying case, calibration certificate and calibration materials/chemicals, user manuals etc. if any.

VI. Battery backed, rechargeable, uninterrupted power unit

- The vendor should provide a battery supported , rechargeable, uninterrupted power unit for the ECFS. Once fully recharged, the unit should have the capacity to power the ECFS continuously for a minimum of 10 days. Based on the power requirements of the sensors proposed by the vendor for the ECFS, an energy budget analysis should be provided and should demonstrate that the battery backed power unit has the capacity to power the ECFS for minimum 10 days continuously.

5. Environmental conditions

The whole ECFS system should be able to operate at optimal efficiency and withstand in the following environmental conditions.

- Storage Temperature: -30°C to 50°C
- Operating Temperature: -20°C to 50°C
- Humidity: 10% to 100% [most of the time, RH will be above 80%]
- Wind speed: Up to 50 m/s [gusts can reach up to 90 m/s]
- The system should be hermetically sealed to avoid ingress of dust, rain and moisture.
- Corrosive environment.

6. Eligibility Criteria

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

- The bidders should be either registered Indian or Foreign firm with experience of having supplied, installed and calibrated research quality weather system instruments in India/abroad. If the quote is from a foreign firm it should be through an Indian partner who meets the above experience criteria. The bidder as consortium can also quote, if meeting the required qualification/criteria. In this case each of the partners should have specified annual turnover.
- Each OEM is allowed to bid directly or through a single system integrator (SI) / Bidder for this tender.
- The bidder should provide profile of their company including its infrastructure, technical manpower and their expertise.

- 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.
- 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.
- If the Bidder had formed an association, each member of the association may be evaluated as per the qualification/eligibility.
- 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.
- The bidder and consortium companies must be a Company registered under Indian Companies Act 1956 or may be reputed foreign firm.
- 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.
- 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, 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 as applicable.
- Where the Bid 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.
- Earnest Money Deposit (EMD)
- 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.
- 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.
- The bidder should have an average annual financial turnover of Rs. 0.45 Crores 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 India with trained manpower in maintaining the infrastructure covered under this tender. The details of location of service / support centre is to be submitted.

- Tenderer must submit Quotations with 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.

NOTE:

- Proposals 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.
- The bids submitted without EMD as per clause 6 of General Terms and Conditions will be summarily rejected and no further communication in this regard will be entertained.

7. Contents of the Bid: The quote should be submitted in two 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.

- I. Corporate Profile (Date of Incorporation of the Company & Certified Registrations, Technical Manpower Details, Clientele list, Overall turnover of the last three financial years etc.)
- II. Track Record for previous projects executed of Similar Nature/Magnitude and user Feed-Back, if any
- III. Plan of Execution Proposed.
 - Over view of the project
 - Deliverables and Timeframe for Project Execution
 - Warranty & Post warranty Operational Maintenance Strategy.
 - Technical Details (Specifications of ECFS system and its sensors' / components details).
- IV. Details of line items being supplied along with Model Number/Part Number.
- V. Technical Compliance Statement against our specifications.
- VI. The bidder should sign all the pages in the copy of the tender including addendum, if any, issued for this tender for acceptance to all the terms and conditions and the same should be submitted in Technical Offer only.

NOTE:

- Technical bid should contain filled-in following Table, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.

Table-1: Technical Compliance Statement

SI No	Particulars	Make and model	Compliance status (YES / NO)	Details of documents attached / Remarks if any
1)	Is the proposed Infra Red Gas Analyzer (IRGA) for the ECFS comply the technical specifications in 4b?			
2)	Is the proposed Sonic Anemometer for the ECFS comply with technical specifications in 4b?			
3)	Is the proposed motion sensor pack for the ECFS comply with technical specifications in 4b?			
4)	Is the proposed datalogger / DCP for the ECFS comply with technical specifications in 4b?			
5)	Have you provided certified feedbacks from three previous users of the proposed datalogger/DCP for the ECFS?			
6)	Is the proposed datalogger/DCP compatible with IRGA, sonic anemometer and motion sensor pack?			
7)	Do you provide any custom software for reading/interpreting data from the datalogger/DCP? If yes, please provide details in the remarks section			

8)	Do you provide the schematic wiring diagram of the ECFS system with the technical specs of the individual components explained?			
9)	Do you provide Wi-fi or LAN provision for Data Visualization / processing unit to connect with the datalogger / DCP?			
10)	Is the processing unit's technical specs (RAM and disc size, processor, battery capacity etc) comply with the specs provided in section 4b?			
11)	Is the battery backed powering system is automatically recharging upon providing power from the ship?			
12)	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			
13)	Details of the Consortium if any			
14)	The bidder should have an average annual financial turnover of Rs. 0.45 Crores 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 India with trained manpower in maintaining the infrastructure covered under this tender. The details of location of service / support centre is to be submitted.			
16)	Tenderer must submit Quotations with 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.			
17)	Earnest Money Deposit (EMD)			

(ii) Commercial Bid: It should be a separate document from the technical proposal and should be filled in the .xls format provided with the e-tender on-line only.

- Price should be quoted as per the format of .xls given in price bid. Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid i.e., BOQ (Bill of Quantities) .xls file should not be changed in any case.
- Financial quote should consists 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.)
- Technical bid should contain filled in Table -1 Technical Compliance Statement 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.
- Price bid is to be submitted on-line in enclosed price bid format only. Price bids submitted in any other formats will be summarily rejected.
- If the order is placed on foreign firm, Price quoted should be on INCO term CIP, Hyderabad, India.
- Else price quoted should be on INCO term Door Delivery, FOR, INCOIS, Hyderabad only.

- The price of the 4 years CAMC cost s will be considered in price bid for arriving L1. However placement of orders for additional CAMC will be at the discretion of INCOIS.

8. Price Bid format:

S.No.	Description	Qty	Unit price (Rs./USD)	Total price (Rs./USD)
Material component				
1	Infrared Gas Analyzer (IRGA) and all related accessories	2 No.s	Please do not quote price here	
2	Sonic anemometer and all related accessories	2 No.s		
3	Motion sensor pack and all related accessories	1 No.		
4	Datalogger / DCP and all related accessories	1 No.		
5	Data Visualization and Processing Unit	1 No.		
6	Software for data acquisition / reading / processing the data	1 No.		
7	Operation and maintenance manual & Troubleshooting manual. (both Hardcopy and softcopy);	1 set		
Service component				
8	Comprehensive AMC for the 2 nd year for total system (after completion of 1year warranty)	1 year	Please do not quote price here	
9	Comprehensive AMC for the 3 rd year for total system	1 year		
10	Comprehensive AMC for the 4 th year for total system	1 year		
11	Comprehensive AMC for the 5 th year for total system	1 year		

NOTE: All related accessories should be specifically mentioned in the respective columns in the price bid

9. Technical terms & conditions:

The Technical documentation (Manual) – one set hard copy and soft copy having detailed instructions for Installation, Operations, Maintenance and trouble-shooting is to be delivered along with the delivery of the material.

The vendor should provide OEM warranty support during warranty & CAMC period from the date of installation & commissioning as part of this tender.

The vendor shall be responsible for replacing any defective part / parts (consumable / non-consumable) without any extra cost to INCOIS during the warranty period.

The vendor shall be responsible to provide necessary spare parts upgrades and updates for various firmware/software's released by OEM from time to time without any extra cost to INCOIS during the warranty , CAMC period.

The Firm has to provide a plan for post-warranty support for operational maintenance of the system to be taken up on yearly basis. These details may be provided in the Price Bid only.

Service clause - Annual Maintenance & Repair operations:

- I. For the defects noticed during the entire service period, replacement/rectification should be arranged free of cost as well as the system calibration . The to and fro freight charges shall be borne by the supplier during warranty & CAMC period. The vendor should attend for preventive maintenance service once in 6 months.
- II. The vendor shall be responsible to provide necessary updates for various firmware/software released by OEM from time to time without any extra cost to INCOIS during the warranty /CAMC period.

SLA (Service level agreement)

Service clause: The vendor should have sufficient spare items for the maintenance of ECFS system. In case of any problem/break-down of the system, the problem has to be rectified within 10 working days, on the condition that the system is available for the vendor to inspect and start the service / repair work.

If the problem is not rectified in the specified time, the penalty clause will be applicable as following. The number of days are counted from the date when the system is available for the vendor to inspect and start service / repair work, based on consultation with the vendor and INCOIS.

Penalty clause:

1	Number of days	Penalty
2	11 - 14 days	5% of yearly CAMC charges
3	15-20 days	10% of yearly CAMC charges
4	21-30 days	50% of yearly CAMC charges
5	>31	100% of yearly CAMC charges

In event of award of work, a SLA will be executed between contractor and INCOIS. The SLA which should comprise of Technical & General terms of the tender, warranty terms offered by the successful bidder and accepted by INCOIS and any other conditions mutually agreed by both the parties within 30 days of AOC. Contractor should attend this office , along with a non judicial stamp of the value of Rs. 200/- accordingly.

10. Technical Evaluation Criteria

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

- Completeness of the Proposal
 - Financial Status of the Firm
 - Project Management Strategies
 - Technical Compliance of the Products Quoted
 - Price & Acceptance to Payment Terms
- The purpose of two bid system (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar service rendered elsewhere and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
 - In the event of seeking any clarification from various bidders by INCOIS, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case, if a bidder fails to quote for a particular item, it amounts to non-compliance and such bid will not be considered for further evaluation. Further, during this process, if any bidder indicates the price during the clarification, such bids also will not be considered for further evaluation.
 - On the due date, Technical bids will be opened.
 - The bids submitted together will be examined vis-a-vis the tendered specifications and evaluation is made accordingly.
 - Bids complete in all respects will qualify for further evaluation.
 - After completion of technical evaluation, the commercial bid of the technically qualified bidders will be opened through e-Portal.

11. Commercial Evaluation Criteria

- Generally the contract is awarded to the technically qualified eligible bidder whose bid has been determined as the lowest evaluated commercial bid.
- The price of the 4 years CAMC cost s will be considered in price bid for arriving L1. However placement of orders for additional CAMC will be at the discretion of INCOIS.
- 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 tenders/ bids at any time prior to award of contract, without assigning reasons thereof, and without thereby incurring any liability to the affected Bidder or Bidders.

Foreign bidders have to give quote/price on the Inco term of CIP, Hyderabad, India basis

12. 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 two 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 150 days from the date of issue/dispatch of order
5.	Warranty clause: 1 year standard warranty of the Equipment will start from the date of Acceptance of the system at INCOIS. CAMC: 2nd year, 3rd year, 4th year, 5th year will be at the discretion of INCOIS
6.	Earnest Money Deposit (EMD) : An amount of Rs. 3,00,000/- or USD 4,300/- 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 June 17, 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 June 17, 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 if the Contractor is manufacturing/providing/supplying the tendered products/services for this particular tender. 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 .
7.	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 Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only if the vendor is manufacturing and supplying 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.
8.	Security Deposit: Successful bidder has to submit 05% of the Order value (Material component) towards Security Deposit by means of Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a period of 7 months . The EMD submitted by the successful tenderer shall be converted as Security Deposit and the balance amount required for 05% of order value to be submitted in the form of Demand Draft / Bank Guarantee for the purpose of fulfillment of the contract. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.

9.	Performance Guarantee: In case of placement of CAMC order, Successful bidder has to submit 5% of the CAMC Order value towards Performance Guarantee by means of Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a period of 5 years, and 60 days from the date of supply & acceptance of the material or commencement of standard warranty period. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.				
10.	SD/PG is liable to forfeiture in the event of : a. Withdrawal of order during validity period of the contract b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions. c. Any unilateral revision made by the successful bidder during the validity period of the contract.				
11.	ECFS system acceptance: The vendor should supply the ECFS system at INCOIS, Hyderabad, and should provide 3-day free training to INCOIS personnel at INCOIS on the operation and maintenance of the ECFS system and also on how to read/ process/ interpret the data from the ECFS system. ECFS system will be accepted (a) only if the vendor stick to the technical specifications mentioned in the tender document and (b) once the vendor demonstrates the working of the system in laboratory / ground conditions during the training time, to the satisfaction of INCOIS scientists.				
12.	<p>Payment Terms:</p> <p>For Indian vendors:</p> <table border="1" data-bbox="312 893 1374 1429"> <tr> <td data-bbox="312 893 624 1162">Delivery of equipment</td> <td data-bbox="624 893 1374 1162">90% will be released upon delivery, and acceptance by INCOIS. Invoice, Test Certificate, Pre-shipment inspection/QC passed certificate and Warranty Undertaking. 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 01 year 02 months</td> </tr> <tr> <td data-bbox="312 1162 624 1429">CAMC for a period of 4years (2nd, 3rd, 4th & 5th year) for total system</td> <td data-bbox="624 1162 1374 1429">Placement of orders for CAMC will be at the discretion of INCOIS. 100% of the cost payable on yearly basis (upon completion of preventive maintenance service and any calibration if required once in 06 months) against submission of the invoice along with service report in original and subject to satisfactory performance.</td> </tr> </table> <p>For Foreign Vendors: For the Foreign items, Wire transfer of funds for 70% of material value will be done upon receipt and acceptance of material, 20% of material value upon successful installation and balance 10% completion of 1 year standard warranty.</p> <p>Payments for CAMC: Placement of orders for CAMC will be at the discretion of INCOIS.</p> <p>The CAMC charges will be paid yearly after completion of maintenance period and any calibration if required (yearly basis) against submission of the invoice along with service report in original and subject to satisfactory performance.</p> <p><i>No advance payment will be allowed and no other payment terms will be considered.</i></p>	Delivery of equipment	90% will be released upon delivery, and acceptance by INCOIS. Invoice, Test Certificate, Pre-shipment inspection/QC passed certificate and Warranty Undertaking. 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 01 year 02 months	CAMC for a period of 4years (2 nd , 3 rd , 4 th & 5 th year) for total system	Placement of orders for CAMC will be at the discretion of INCOIS. 100% of the cost payable on yearly basis (upon completion of preventive maintenance service and any calibration if required once in 06 months) against submission of the invoice along with service report in original and subject to satisfactory performance.
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CAMC for a period of 4years (2 nd , 3 rd , 4 th & 5 th year) for total system	Placement of orders for CAMC will be at the discretion of INCOIS. 100% of the cost payable on yearly basis (upon completion of preventive maintenance service and any calibration if required once in 06 months) against submission of the invoice along with service report in original and subject to satisfactory performance.				
13.	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.				
14.	<i>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</i>				

	<i>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.</i>
15.	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.
16.	INCOIS is partially exempted from Custom duty under Notification No. 51/96 dated 23.7.1996
17.	Price bid is to be submitted on-line in enclosed price bid format only. Price bids submitted in any other formats will be summarily rejected. <u>Price quoted should be on Inco term CIP, Hyderabad basis, if the order is be placed on foreign firm. Insurance should be obtained for 110% of value from warehouse of origin to warehouse of destination basis.</u>
18.	If the quote is offered on High Sea Sale basis, price should be inclusive of clearance charges, Nominal Customs Duty applicable for Duty Exempted items under notification 51/96, Transportation charges including unloading. Standard format of High Sea Sales Agreement will be signed by INCOIS upon submission of the same by the contractor. Documents such as DSIR Registration Copy, Customs Duty Exemption Certificate duly signed by the Head of the Institute and Authorization will be provided by INCOIS. The complete responsibility to deliver the material at designated sites lies with the successful bidder only (including payment of nominal customs duty (approx @5.13% at present), clearance of the material and delivery at designated sites), if the order is to be placed on Indian firm on 'High sea Sales basis'.
19.	Price quoted by Bidder should remain firm during the entire period of contract and no escalation in any form will be considered by ESSO-INCOIS. No extra will be paid by ESSO-INCOIS and neither any exemption certificate will be issued.
20.	Bidders should fill and submit the technical compliance sheet along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
21.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
22.	All relevant above documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
23.	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.
24.	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.
25.	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
26.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
27.	The vendor shall be liable and responsible for any defect in the composition or substance and defect in the workmanship or process of manufacture and defect in the design of goods, shall make good by free replacement or repairs defects which under normal use appear therein or arise from defective composition or substance of material defective workmanship or process of manufacture and defective design as per the reliability/warranty clause.
28.	Liquidated Damages Clause: In case the supply/delivery/services is delayed and delay is attributed to the successful bidder 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

	<p>10% of the services/material not executed.</p> <p>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</p> <p>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.</p> <p>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,</p> <p>e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS.</p>
29.	<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>
30.	<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 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.</p>
31.	<p>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 ESSO-INCOIS, then ESSO-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.</p>
32.	<p>The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered work.</p>
33.	<p>The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered work, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.</p>
34.	<p>Where the Bid 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.</p>
35.	<p>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.</p>
36.	<p>Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.</p>
37.	<p>INCOIS reserves the right to alter the scope/or reduce enhance quantum of work, 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.</p>
38.	<p>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</p>

Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone
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13) 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 **28.05.2019** *Note: Firms may submit a consolidated query only once.* e-mail: pattabhi@incois.gov.in/ praveen.b@incois.gov.in; E-mail subject should be mentioned as "Procurement of Eddy Covariance Flux system"

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- 23895007
E-mail: pattabhi@incois.gov.in / praveen.b@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

BANK GUARANTEE FORMAT FOR BID SECURITY:

Whereas.....¹ (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of(name and / or description of the goods) (hereinafter called "the Bid").
KNOW ALL PEOPLE by these presents that WE(name of bank) of(name of country), having our registered office at(address of bank) (hereinafter called "the Bank"), are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") in the sum of ____for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____day of _20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to _____from the date of submission of the bid and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

Name of the Bidder

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.