

		Phone No. 28335015/28335067 Fax No. 044-28331050/1015 email : ccu-cexchn@nic.in
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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE
TAMILNADU & PUDUCHERRY ZONE
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI – 600 034

C.No.I/11/02/2017-Infra

Dated: 07.12.2017

TENDER NO. 01 /2017

**NOTICE INVITING e-TENDER FOR SUPPLY, INSTALLATION OF MODULAR STRUCTURES/
WORKSTATION/WALL PANELLING FOR PRINCIPAL CHIEF COMMISSIONER’S OFFICE,
CHENNAI -34.**

e-Tender/Bids are invited from reputed Firm/Company/Manufacturer for supply and installation of modular structures/workstation/wall paneling in the Office of The Principal Chief Commissioner of GST & CX, Tamil Nadu & Puducherry Zone, 26/1, Mahatma Gandhi Road, Chennai-34.

2. Document Download:

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app>, www.centralexcisechennai.gov.in or www.cbec.gov.in as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

TIME SCHEDULE OF TENDER

S.No	Particulars	Date	Time
1	Tender e-publish date	07.12.2017	17:45 Hrs
2	Document download start date	07.12.2017	18:00 Hrs
3	Start date for seeking clarification (on-line)	08.12.2017	10:00 Hrs
4	Last date for seeking clarification (on-line)	18.12.2017	17:00 Hrs
5	Bid submission start date	11.12.2017	17:00 Hrs
6	Bid submission last date	01.01.2018	11:00 Hrs
7	Tender opening date (Technical)	02.01.2018	11:00 Hrs

1. Bid Submission:

- i. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the Annexure VI for online submission of bids.
- ii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with this Office.
5. Intending tenderers are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
6. The rates shall be quoted in Indian Rupees only.
7. The rates will be inclusive of all taxes (including GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

For further details, C. Subramanian, Assistant Commissioner (Infra) may be contacted at 044-28335014.

NOTE: The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

Tender Documents

1. Online tenders are invited from reputed firm/Company/Manufacturer for supply and installation of modular structures/ Work station/ wall panelling in the Office of the Principal Chief Commissioner of GST & Central Excise, Tamil Nadu & Puducherry Zone, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034.

2. Tender Process and uploading of Tender documents: -

- (i) The bid / tender will consist of two parts – Technical bid and financial bid. The bid of all parties whose rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (ii) The offers / bids received incomplete and / or filed after the due date and time shall be summarily rejected.
- (iii) The Technical Bids shall be opened on 02.01.2018 at 11:00 hrs. The bidder or their authorized representative is permitted to be present at the time of the opening of the technical bid.
- (iv) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Joint Commissioner of GST & Central Excise, Office of the Principal Chief Commissioner of GST & Central Excise, Chennai Zone, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034, will be final and binding.

2. Authenticity of the tender document: -

Every page of tender document along with enclosures must be signed by the bidder.

3. **Tender Document** : The tender documents containing terms and conditions along with prescribed proforma / format for furnishing required information / details can be obtained from the Assistant Commissioner (Infrastructure) at 4th Floor, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034, on any working day from _____ to _____. Alternatively the tender can be downloaded from the portal <https://eprocure.gov.in/eprocure/app> and <http://www.cbec.gov.in/htdocs-cbec/tender/tenders-idx>

4. **Earnest Money Deposit [EMD]:**

- (i) Tender documents must be accompanied with non-interest bearing Earnest Money of Rs.50,000/- (Rupees fifty thousand only) in form of Demand Draft in favour of the Pay and Accounts Officer, Central Excise, Chennai payable at Chennai, failing which tender will be summarily rejected.
- (ii) Cheques will not be accepted.
- (iii) No earnest money deposit will be accepted after the due date and time of submission of tender document.
- (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
- (v) No bank commission or interest will be paid on the earnest money deposit.
- (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (vii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of Principal Chief Commissioner of GST & Central Excise, Chennai Zone, the earnest money deposited will be forfeited.
- (viii) Central / State Government and Central / State Government Undertakings are exempted from deposit of Earnest Money.

5. **Refund of Earnest Money Deposit & Performance Security: -**

- (i) Earnest money deposited by the unsuccessful bidder will be refunded to the bidder at the earliest after finalization of the tender. Earnest money deposit of the successful bidder shall be retained towards Performance Security.
- (ii) Further, the performance security will be refunded/ returned to the successful bidder after successful execution of the work.
- (iii) The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Principal Chief Commissioner of GST & Central Excise, Chennai Zone on this account will be final and binding on successful bidder.

6. **Rates: -**

- (i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/ bid/offer must be mentioned in prescribed Proforma in figures and in words in respect of each item separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The bidder shall quote their rate inclusive of all taxes and installation charges.

(iii) The rates have to be shown separately in the financial bid (Annexure B) i.e in BOQ Excel sheet.

7. Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

8. Completion Period :-

(i) Contract has to be completed within a period of 30 days from date of supply order/Award of work.

(ii) Liquidated damage (LD) will be charged @ of 2.50% per completed week or part thereof for delay subject to maximum of 10% of the value of work order.

9. Prescribed format /proforma: -

(i) **Annexure – A** and **Annexure – B** are to be duly filled by the bidder in respect of each item.

(ii) A declaration i.e. **Annexure – C** regarding non-blacklisting or non-convicting by any court of law is to be duly submitted.

10. (a) Documents required to be submitted with Technical Bid Cover:

(i) Scanned Copy of entire tender document **duly signed** by the bidder on all pages.

(ii) Scanned copy of Annexures – A and C with all necessary enclosures.

(iii) Demand Draft / Bank Guarantee of Rs.50, 000/- (Rupees fifty thousand only) in favour of the Pay and Accounts Officer, Central Excise, Chennai payable at Chennai as Earnest Money Deposit.

(iv) GST Registration Certificate

(v) All other supporting documents as required in the tender shall be attached.

(vi) Experience certificate (for details of similar contracts handled by the tendering company /firm/agency for government departments.

(vii) Balance sheet for the last 3 financial years (i.e.2014-15, 2015-16, 2016-17).

(viii) Three years Average Annual Turnover Certificate certified by Chartered Accountant along with Income Tax return copies for 3 years.

(b) Documents required to be submitted with Financial Bid Cover:

(i) Scanned copy of Annexure-B (Financial Bid)

(ii) Scanned copy of Annexure-D (Price/Financial Bid Document)

(iii) Financial bid document in the form of BOQ_XXXX .xls

11. Eligibility criteria for bidder: -

(i) Only those firms/Company/ Manufacturers will be eligible to tender their bids whose annual turnover is at least Rs.50 Lakhs or above in each of the last three financial years.

(ii) Only those firms who have Experience of having successfully completed similar works during last 7 years ending last day of month ending October 2017 should be either of the following: -

(a) Two similar completed works costing not less than the amount equal to Rs.25 Lakhs from government department(Central/State)

(iii) The firm /Company/ Manufacturers should have executed two such orders in at least for two government offices in the last 7 years. The authorized dealer/ franchise / distributor may submit bids on behalf of the firms/ Company/Manufacturer along with valid authorization letter issued by the firms/ Company/Manufacturers to the bidder for this particular tender, to do so. Preference would be given to manufacturers registered with National Small Industries

Corporation (NSIC), Ministry of Micro Small and Medium Enterprises (MSME). [supporting documents to be attached]

12. Validity of the offer / bid: -

The offer / bid of the bidder will be valid for at least for 3 months from the date of opening of Technical bid.

13. Details of tendered items: -

The supply and installation of modular workstation/renovation is to be carried out as per plan given in drawings annexed as Annexure E of this tender document.

PRICE SCHEDULE

(This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value only)

Sl. No	Item Description	Quantity	Units	Estimated Rate in Rs.	BASIC RATE in figures To be entered by the Bidder (inclusive of all taxes) in Rs.	TOTAL AMOUNT inclusive of all Taxes	TOTAL AMOUNT In words
1	2	3	4	5	6	7	8
1	Partitions						
1.1	Fixing 75mm thick wooden partitions strongly/fixing to true ceiling using aluminium hollow section of size 25x50mm with 2mm wall thickness as main vertical members @ 2 feet intermittent spacing and horizontal secondary members @ 2 feet intermittent spacing, fixing on both side with kit BWR water proof plywood of 18mm thickness finished with 1.0mm laminate of approved shade. Laminate colour as per depts. Choice (Make: plywood used should be of BWR grade-kitply Greenply, Sharon, Century. Laminate: Sunmica/Merino/Green)	3700.00	Sqft				
2	Doors & Door Frames						
2.1	Providing & Fixing of 35mm flush doors finished with 1mm laminates on both sides, including all necessary hardware like BB Hinges, Door Closer, Handle & Lock, Doors to have 100x40 mm timber section on wooden frame sizes as below. Door size 3x7 ft	6.00	Nos				
3	FALSE CEILING						
3.1	Gypsum Board false ceiling of 12 mm thickness mounted on heavy duty metal section of ISIS standard finished with 2 coats of acrylic emulsion in roller finish after applying putty, primer and smoothening of board surface (Make: saint gobian IGL board and Channel)	1250.000	Sqft				
3.2	Wooden flooring of 10mm thickness water proof grade with 5mm PU foam underlay with one layer of heavy duty PVC sheets and 75mm carnish of same colour as the flooring	1250.00	Sqft				
4	ELECTRICAL & NETWORKING						
4.1	Electrical – General Lighting Supply and fixing of 36w False ceiling 2x2	32	No.				

	ft LED light fitting's including wiring with 2 run of 2.5 sq. mm with 1 run of 1.5 sq. mm in PVC FRLS heavy duty pipes and all the switches, socket and faceplate, etc for all the rooms & tables includes Termination of lighting wiring at existing D.B. (Make: Wires- Polycab/RR Kabel FRLS / Switches & sockets- MK/anchor roma. Conduits: Aerplast LED Light Fitting: Panasonic/Havells/Philips/Abby or equivalent							
4.2	RAW power points for AC Supply & fixing of raw power points for split AC with 2 run of 4 sq.mm wire and 1 run of 2.5 sq.mm wire in PVC FRLS heavy duty pipes. All the AC points should have metal socket box with proper MCB at locations as per layout design	7.000	Nos					
4.3	Networking for Workstations/Cabin Supply & fixing of 1 Data port using CAT 6, 4-Pair UTP Cable in PVC FRLS conduits within floor/ceiling including I.O. Keystone, freulling and crimping at user end. Suitable faceplate & backbox for all the tables (Makes: AMP/DLINK)	7.00	Nos					
4.4	Providing necessary cabling for telephone/intercom for all the tables and connectivity at required places	5.00	Nos					
Total in Figures								
Quoted Rate in words								

14. Terms and conditions: -

- (i) Minimum warranty period of the supplied items would be **one year** and the same will be effective from the date of handing over to the department.
- (ii) The firm / agency **should not be blacklisted** from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. A declaration regarding non-blacklisting of the firm should be attached in the absence which the tender/bid will be rejected.
- (iii) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Chennai will be final and binding.
- (iv) The department has the right to change the quantity and specifications of the items in the work order as per actual requirement, which may vary depending upon various factors.
- (v) Office of the Principal Chief Commissioner of GST & Central Excise, Chennai Zone, may, without prejudice for breach of any of the terms and conditions of the tender, 10 days after written notice of default sent to the bidder, terminate this contract in whole or in parts
- if he fails to execute the work in full within the time period(s) specified in the tender or any extension thereof granted by , the office of Principal Chief Commissioner of GST & Central Excise, Chennai Zone.

- if he fails to perform any other obligation or,
- if he, in either of the above circumstances, does not cure his failure within a period of 30 days or longer period as specified by the office of Principal Chief Commissioner of GST & Central Excise, Chennai Zone, after receipt of default notice from the office of the Principal Chief Commissioner of GST & Central Excise, Chennai Zone.

(vi) The tendering firm is advised to visit the site of work i.e. 3rd Floor, GST Bhavan, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034, with prior appointment at his own cost and examine it and collect all information that he considers necessary for proper assessment of the prospective assignment. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.

(vii) All labour employed by the Contractor shall be covered by the Workman's Compensation Act. Any death, injury or mishap to the workmen of the Contractor will entirely be the Contractor's responsibility and the Principal Chief Commissioner of GST & Central Excise, Chennai Zone, shall not be liable to pay any damages for the same.

(viii) Contractor shall take adequate/mandatory safety precautions to avoid any accident etc. at site and shall be fully responsible for any criminal & civil liabilities. All safety arrangements are to be made by contractor at his own cost.

(ix) No labour or material rate escalation claims will be entertained from the contractor at any stage.

(x) Removal and disposal of existing enclosures and any expense arising out of it will be fully borne by the contractor. It will not be part of the bid for this tender.

(xi) The contractor shall be fully responsible for any damage caused to the existing building and the contractor will have to refurbish and rectify any such damage at his own risk and cost.

(xii) Child labour strictly prohibited.

(xiii) Only those persons who qualify for technical bid will be considered for financial bid.

15. Payments:

(i) No advance payment will be made for any of the works stated above.

(ii) Further payment module shall be given at the time of placing the work order with the successful bidder.

Annexure – A

(Technical bid for the supply and installation of modular work station)

1	Name of bidder:	
2	Address:	
3	Mobile no./e-mail address of Bidder:	
4	PAN (enclose self attested copy of proof):	
5	GST RC (enclose self attested copy of proof)	
5	Whether blacklisted by any Central / state Government or Central/State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format-Annexure C)	
6	Whether their annual turnover is atleast Rs.50 Lakhs in each of the last 3 financial years? (Attach supporting documents i.e. Audited Annual Account/Income Tax Return of last 3 years)	
7	Whether they have provided/ executed such Orders for two government offices/State/Central in the last 3 years? (Attach supporting documents)	
8	Whether the bidder have capability to provide service after completion of work during warranty period and will be in a position to offer repair contract thereafter?	

It is certified that all the information furnished above is true and correct, that all terms and conditions stipulated in the tender document is acceptable.

Date:

Place:.....

Name and Signature of
bidder with seal

Annexure – B

(Financial bid for the supply and installation of modular work station.)

1. Name of Bidder:

2. Address:

3. Telephone / Mobile No:

4. Rates:

PRICE SCHEDULE

(This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Value only)

Sl. No	Item Description	Quantity	Units	Estimated Rate in Rs.	BASIC RATE in figures To be entered by the Bidder (inclusive of all taxes) in Rs.	TOTAL AMOUNT inclusive of all Taxes	TOTAL AMOUNT In words
1	2	3	4	5	6	7	8
1	Partitions						
1.1	Fixing 75mm thick wooden partitions strongly/fixing to true ceiling using aluminium hollow section of size 25x50mm with 2mm wall thickness as main vertical members @ 2 feet intermittent spacing and horizontal secondary members @ 2 feet intermittent spacing, fixing on both side with kit BWR water proof plywood of 18mm thickness finished with 1.0mm laminate of approved shade. Laminate colour as per depts. Choice (Make: plywood used should be of BWR grade-kitply Greenply, Sharon, Century. Laminate: Sunmica/Merino/Green)	3700.00	Sqft				
2	Doors & Door Frames						
2.1	Providing & Fixing of 35mm flush doors finished with 1mm laminates on both sides, including all necessary hardware like BB Hinges, Door Closer, Handle & Lock, Doors to have 100x40 mm timber section on wooden frame sizes as below. Door size 3x7 ft	6.00	Nos				
3	FALSE CEILING						
3.1	Gypsum Board false ceiling of 12 mm thickness mounted on heavy duty metal	1250.000	Sqft				

	section of ISIS standard finished with 2 coats of acrylic emulsion in roller finish after applying putty, primer and smoothening of board surface (Make: saint gobian IGL board and Channel)							
3.2	Wooden flooring of 10mm thickness water proof grade with 5mm PU foam underlay with one layer of heavy duty PVC sheets and 75mm carnish of same colour as the flooring	1250.00	Sqft					
4	ELECTRICAL & NETWORKING							
4.1	Electrical – General Lighting Supply and fixing of 36w False ceiling 2x2 ft LED light fighting's including wiring with 2 run of 2.5 sq. mm with 1 run of 1.5 sq. mm in PVC FRLS heavy duty pipes and all the switches, socket and faceplate, etc for all the rooms & tables includes Termination of lighting wiring at existing D.B. (Make: Wires- Polycab/RR Kabel FRLS / Switches & sockets- MK/anchor roma. Conduits: Aerplast LED Light Fitting: Panasonic/Havells/Philips/Abby or equivalent	32	No.					
4.2	RAW power points for AC Supply & fixing of raw power points for split AC with 2 run of 4 sq.mm wire and 1 run of 2.5 sq.mm wire in PVC FRLS heavy duty pipes. All the AC points should have metal socket box with proper MCB at locations as per layout design	7.000	Nos					
4.3	Networking for Workstations/Cabin Supply & fixing of 1 Data port using CAT 6, 4-Pair UTP Cable in PVC FRLS conduits within floor/ceiling including I.O. Keystone, freulling and crimping at user end. Suitable faceplate & backbox for all the tables (Makes: AMP/DLINK)	7.00	Nos					
4.4	Providing necessary cabling for telephone/intercom for all the tables and connectivity at required places	5.00	Nos					
Total in Figures								
Quoted Rate in words								

Annexure – C

I, aged about , son/daughter of resident of village..... Distt..... do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of the office of the Commissioner of GST & Central Excise, Audit-II, Chennai, for the supply and installation of modular work station.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

ANNEXURE - D

PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

The Principal Chief Commissioner,

GST & Central Excise,

Tamilnadu & Puducherry,

Chennai.

Dear Sir/Madam,

I submit the Price Bid for_____

and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes (including GST).

Yours faithfully

Signature of
Authorized Representative

Annexure - F

Instructions for Online Bid Submission:

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 “**Online bidder Enrollment**” on the CPP Portal which 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 / 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” 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 they can 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 concerned official, 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 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid
- 10) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) 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.