



GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING
A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA-201309

Notice Inviting Tender (NIT) from the experienced service providers/manufacturers for supply, installation & commissioning of electric panel at NCMRWF Office Complex, A-50, Industrial Area, Sector-62, Noida.

File No. : D-21013/03/2019-NMRF

Tender published at websites

<http://eprocure.gov.in/epublish/app>

&

www.ncmrwf.gov.in

(For reference only)

Online Tenders under 02 (two) bid system are invited from the experienced service providers/manufacturers for supply, installation & commissioning of electric panel at NCMRWF Office Complex, A-50, Industrial Area, Sector-62, Noida. Work to be done may be seen at Annexure-1.

ELIGIBILITY:

The following requirements should be fulfilled in the Technical Bid.

1. Bidder should have Average Annual Financial Turnover of at least ₹ **1.2 lakhs (Rupees one lakh twenty thousand only)** for every year during the last three financial years. Necessary supporting documents should be submitted by the bidder in this regard.
2. Bidder should have at least 01 (one) similar completed work costing not less than ₹ 320,000/- (Rupees three lakhs twenty thousand only) or 02 (two) similar completed works costing not less than ₹ 200,000/- (Rupees two lakhs only) or 03 (three) similar completed works costing not less than ₹ 160,000/- (Rupees one lakh sixty thousand only) with Central Government offices/ PSUs /Reputed Private Institutes during last 3 financial years ending on March, 2019.
3. EMD of ₹ 8,000/- (Rupees eight thousand only) in the form of Bank Draft/Pay Order/BG in favour of **“Drawing & Disbursing Officer, NCMRWF”** payable at New Delhi.
4. The agency/bidder must not be blacklisted by any Government Office/Autonomous Institute/PSU in any earlier contract and shall submit declaration in prescribed format.
5. Attested Photocopy of PAN/GST No.
6. Attested Photocopies of Income Tax Returns for the last 3 years ending on March, 2019.

Bids will be submitted online in two covers only:-

Technical Bid

1. Self-attested and scanned copy of filled up Technical Bid Format as per Annexure-2 of Tender Document.
2. Self-attested and scanned copy of Tender Acceptance Letter as per Annexure-5 of Tender Document.
3. Self-attested and scanned copy of filled up Prior Experience Form (with work orders) as per Annexure-6 of Tender Document.
4. Self-attested and scanned copy of filled up Declaration Form as per Annexure-7 of Tender Document.
5. Self-attested and scanned copies of Audited Balance Sheets & Income Tax Returns of last 03 years.
6. Self-attested and scanned copies of EMD/Exemption Certificates.
7. Self-attested and scanned copies of Company Incorporation and GST registration certificates.

Financial Bid

1. Price Bid in BOQ_XXXX.xls format.
2. Self-attested and scanned copy of Filled up Price Bid Undertaking as per Annexure-4 of Tender Document.

Critical Date Sheet

Published Date	13 January 2020 (04.00PM)
Bid Document Download / Sale Start Date	13 January 2020 (04.00PM)
Bid Submission Start Date	13 January 2020 (04.00PM)
Pre bid meeting	21 January 2020 (11.30 AM)
Bid Document Download / Sale End Date	03 February 2020 (02.00PM)
Bid Submission End Date	03 February 2020 (02.00PM)
Bid Opening Date	04 February 2020 (03.00PM)
Venue of Pre Bid Meeting	Conference Hall, NCMRWF, A-50, Institutional Area, Sector-62, Noida-201309
Contact Person	Director (Admin.), NCMRWF 0120-2419480 mgupta@ncmrwf.gov.in

- Bidders who wish to be present at the time of opening of tender may present themselves or their authorized representatives who shall bring the bid acknowledgement receipt.
- Financial Bids of only those Service providers/ Agencies will be opened who fulfill the Technical conditions.
- Head (NCMRWF) reserves the right to postpone / and /or extend the date of receipt / opening of quotations or to withdraw the same.

TERMS AND CONDITIONS

1. Tender documents may be downloaded from Central Public Procurement Portal at <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-8 regarding 'Instructions for online Bid Submission'.
2. Bidders can access Tender document on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <http://eprocure.gov.in/eprocure/app>.
3. Tenders and supporting documents shall be uploaded through e-procurement portal only. Hard copies of the bids will not be accepted.
4. **All the annexure mentioned in Technical Bid will be filled properly and signed copies of the same will be uploaded. Bids without properly filled annexure will not be considered for financial opening.**
5. Not more than one tender shall be submitted by one bidder or bidders 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)/Deputy Secretary(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.
6. Bidder **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 bidder is liable to be banned from doing business with NCMRWF.
7. Intending bidders are advised to visit again NCMRWF website www.ncmrwf.gov.in & <http://eprocure.gov.in/epublish/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
8. Applicant contractor must provide Earnest Money Deposit for an amount of ₹ 8,000/- (**Rupees eight thousand only**) in the form of **DD/BG/FDR in favor of D.D.O., NCMRWF payable at New Delhi** obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. All applicable bank charges shall be borne by the applicant and he shall not have any claim whatsoever on this account on Government. In case of re-tendering, the firms which has submitted the EMD in earlier calls will require to submit EMD along with their tender/application in subsequent calls also. Original Instrument of EMD will be submitted to Director (Admin.) on or before Bid Submission End Date & Time failing which bid will not be considered for opening.
9. Bidders, who have NSIC/MSME certificates, will be exempted from paying EMD. Such bidders shall submit attested copy of NSIC/MSME certificate to Director (Admin.) on or before Bid Submission End Date & time, failing which their bid shall not be considered.
10. The successful bidder will have to deposit a Performance Security Deposit of 5 % of Total Contract Value, in the form of Bank Guarantee with **Drawing & Disbursing Officer, NCMRWF, A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA (U.P.)-201309** having validity 02 months beyond the warranty period.
11. The bidder must be a reputed service provider with minimum 03 (three) years experience.

12. Copies of the contracts awarded in support of having rendered similar services to similar other organizations should be enclosed with the quotation.
13. Complete scope of the services to be offered should be mentioned in tender response.
14. The bidder may contact above office on any issues with regard to the above tender on any working day between 14:30 hrs. to 17:30 hrs for clarification, if any. For site visit please contact with Dr. B. Athiyaman, Sc. 'F' at Telephone No.0120-2419406.
15. Copies of the PAN Card/ GST registration etc. may be enclosed with the quotation.
16. Head, NCMRWF reserves the right to accept / reject any response or all the responses. Head, NCMRWF taking note of overall facts and circumstances can change, may add and relax any of the terms and conditions of this tender notice.
17. **Work under the contract should be completed within 45 days of issuing work order.**
18. Contractor shall provide a warranty of minimum of 01 year period for the supply, installation & commissioning of electric panel.
19. Requisite Tools & manpower carrying out the work shall have to be arranged by the contractor.
20. All the bidders are requested to visit and inspect the site before submitting the bid. A pre-bid meeting will be held at NCMRWF office wherein the bidders may suggest any modification/addition for the completion of work.
21. Liquidated Damage Clause: The schedules of delivery and Installation/Commissioning as per P.O/S.O. should be strictly adhered to. In case there is delay either in the delivery or successful completion period, the firm will be liable to pay the liquidated damages @ 1% of the total value of the order per week or part of a week during which the delivery of such stores may be in arrears where delivery thereof is accepted after expiry of the aforesaid period, provided that the total damages so claimed shall not exceed 10% of the total contract price.

22. ARBITRATION CLAUSE:

In the event of any question, dispute or difference arising out of or in connection with the contract, the same shall be settled amicably by mutual consultations. If such resolution is not possible then the unresolved dispute or difference shall be referred to the sole Arbitration by a person appointed by the Head, NCMRWF and shall be conducted at the Jurisdiction of Noida (India) only.

i). In the event of any question, dispute or difference arising under these conditions or any special conditions of contract, or in connection with this contract (except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer appointed by the Head, NCMRWF. It will be no objection that the arbitrator is a Government Servant that he had to deal with the matters to which the contract relates or that in the course of his duties as a Government servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties to this contract.

ii). In the event of the Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, or his award being set aside by the court for any reason, shall be lawful for the Head, NCMRWF to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

- iii). It is further a term of this contract that no person other than the person appointed by the Head, NCMRWF as aforesaid should act as arbitrator and that, if for any reason that is not possible, the matter not to be referred to Arbitration at all.
- iv). The arbitrator may from time to time with the consent of all the parties to the contract enlarge the time for making the award.
- v). Upon every and any such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.
- vi). Subject as aforesaid, the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this clause.
- vii). If the value of the claim in a reference exceeds Rs.1 lakh, the arbitrator shall give reasoned award.
- viii). The venue of arbitration shall be the place from which formal Acceptance of Tender is issued or such other place as the Head, NCMRWF at his discretion may determine.
- ix). In this clause, the expression "Head, NCMRWF "means Head of Department, NCMRWF for the time being and includes if there be no Head, NCMRWF is on leave or is absent from duty or is not available for any reason whatsoever, the officer who is looking after the current duties of Head, NCMRWF in addition to other functions or otherwise.

SCOPE OF WORK

Supply, installing, testing and commissioning factory made and tested LT Panel Indoor type, platform mounted, suitable for 415 Volts 3 Phase and neutral, 4 wire, 50Hz AC supply system having bus bar chamber with insulated Aluminum bus bars of 1000 Amps rating installed on DMC insulators with bus bar chamber. The panel shall be dust and vermin proof, protection class (IP-54) and made of 2.00 mm (14 S.W.G.) thick CRCA mild steel sheet and mild steel Mounting Channel frame work (made out of 75 x 40 mm thick), front opening type with proper ferrule & cable gland, internal wiring with PVC insulated multistranded copper conductor FRLS cable of adequate size but not less than 1.5 sqmm complete. All steel metal works including frame shall be with anticorrosive coating with seven tank process and finally epoxy polyester powder coating of Siemens grey shade 7035. The panel should include the following:-

BUS BAR CHAMBER:-

(a) 1000 Amp TPN, Aluminum conductor, with color coded heat shrinkable sleeve and shall be mounted on non-hygroscopic, non-combustible, track resistant, high strength DMC material, interconnection of all incomings & outgoing.

INSTRUMENT CHAMBER:-

(i) Volt Meter, 96mm, flush type rated 0-500V, Digital type with Volt Meter selector switch- **01 Set**.

(ii) Amp Meter, 96mm, flush type rated 0-1000A, Digital type with C.T's of ratio 1000/5A , and Amp Selector switch- **01 Set**

(iii) R, Y, G Phase indicating Lights LED type 220V AC with MCB 6 A SP C Series- **1 Set of three**.

MAIN INCOMING:-

(i) ACB 1000 Amps 50 KA , 4 Pole 415V AC thermal and magnetic release Fixed type= **01 No**.

OUTGOING:-

(i) MCB 50 Amp 10 KA 3 Pole 'C' Series for Star Delta Starter 15 H.P. (with Contactors 25 A 3 Pole - 2 Nos. 18 A 3 Pole-1 No. , Over load relay 9-15 A , Digital Amp Meter 0-50A with CT 50/5A, Single Phase Preventer, auxiliary Contacts, S/D Timer 0-60 Sec, Start/ Stop Push buttons, Control MCB 6A SP-1 No., On Off Trip Indicating Lights) = **04 Sets**.,

(ii) MCCB 250 Amps 25 KA, 4 Pole 415V AC with thermal and magnetic release with spreader terminals = 04 Sets. (For Chiller Units)

(iii) MCCB 250 Amps 25 KA, 4 Pole 415V AC with thermal and magnetic release with spreader terminals = **02 Sets**. (Spare Feeders)

(iv) MCB 32 Amp 10 KA DP 'C' Series for Light = **01 No**.

MCB 63 Amp 10 KA TPN 'C' Series (Spare Feeders) = **01 No**.

Warranty.

The warranty of system installed shall be for a period of one year.

Note: - The Size of Panel shall be not less than 2225 X 1650 X 900 mm

Factory Inspection of Authorized Manufacturer and Indoor type panels shall be carried out by accepting officer. In Factory Inspection the manufacturer has to present various documents of loyalty: -

- a) Govt. Approved Certificate prevailing that the manufacturing Unit is an approved Industrial Plant of manufacturer and should be in the Name of Manufacturer's Firm.
- b) Valid pollution control license of the manufacturing unit issued by pollution control committee of concerned state/ centre.
- c) CPRI Certification Degree of protection IP-54 (Should have IEC:61439-1-2 & IEC:60529 Tests)
- d) CPRI Certification Short Circuit withstand strength should be 50KA RMS for 1 sec with initial peak of 105KA.
- e) CPRI Certification rated current for short circuit not less than 6000A.
- f) Pre dispatch inspection shall be carried out by the authorized rep. of accepting officer. In case of any deviation from approved drawing, the same will be rejected and fresh LT Panel has to be fabricated by the manufacturer.
- g) Testing shall be done at site after installation and all routine tests like High Voltage, Insulation Resistance & Continuity tests shall be performed/recorded in the presence of authorized rep. of accepting officer.

List of Makes

Main panel	Unilac/ L&T/ Tricolite/ Universal Switch Gear Control/ Adlac.
ACB	L&T/ Siemens / Legrand
MCB	L&T/ Schneider / Siemens/ Legrand
Starter	L&T/ Siemens/ Legrand/ Schneider.
MCCB	L&T/ Siemens/ Legrand/ Schneider

Technical Bid Format

Sr. No.	Particulars	Details
1.	Name of the Vendor	
2.	Full address of the Vendor:	
3.	Telephone no.	
4.	Fax No.	
5.	Email:	
6.	Contact person name and contact no.	
7.	PAN No. self attested copy of the same be attached.	
8.	Service Tax Registration No., self attested copy of the same must be attached.	
9.	No. of assisting Staff working on the roll of the company for this work. Attach the self attested copy of experience.	
10.	No. of similar work experiences in Central Govt./State Govt./PSUs	
11.	Whether the company Black listed by any Organization: Yes/No	

Signature_____

Name of the Authorized Signatory:_____

Seal/Stamp: _____

PRICE BID FORMAT

(for reference only, rates shall be quoted in BOQ only)

Sr.No.	Description of Items	Qty.	Rate	GST	Amount
1.	Supply, installing, testing and commissioning factory made and tested LT Panel Indoor type, platform mounted, suitable for 415 Volts 3 Phase and neutral, 4 wire, 50Hz AC supply system having bus bar chamber with insulated Aluminum bus bars of 1000 Amps rating installed on DMC insulators with bus bar chamber. The panel shall be dust and vermin proof, protection class (IP-54) and made of 2.00 mm (14 S.W.G.) thick CRCA mild steel sheet and mild steel Mounting Channel frame work (made out of 75 x 40 mm thick), front opening type with proper ferrule & cable gland, internal wiring with PVC insulated multistranded copper conductor FRLS cable of adequate size but not less than 1.5 sqmm complete. All steel metal works including frame shall be with anticorrosive coating with seven tank process and finally epoxy polyester powder coating of Siemens grey shade 7035. The LT panel should include the following:-				
2.	<p>BUS BAR CHAMBER:-</p> <p>(b) 1000 Amp TPN, Aluminum conductor, with color coded heat shrinkable sleeve and shall be mounted on non-hygroscopic, non-combustible, track resistant, high strength DMC material, interconnection of all incomings & outgoing.</p> <p>INSTRUMENT CHAMBER:-</p> <p>(j) Volt Meter, 96mm, flush type rated 0-500V, Digital type with Volt Meter selector switch- 01 Set.</p> <p>(ii) Amp Meter, 96mm, flush type rated 0-1000A, Digital type with C.T's of ration 1000/5A , and Amp Selector switch- 01 set</p> <p>(jjj) R,Y,G Phase indicating Lights LED type 220V AC with MCB 6 A SP C Series- 1 Set of three.</p> <p>MAIN INCOMING:-</p> <p>(j) ACB 1000 Amps 50 KA , 4 Pole 415V AC thermal and magnetic release Fixed type= 01 No.,</p> <p>OUTGOING:-</p> <p>(j) MCB 50 Amp 10 KA 3 Pole 'C' Series for Star Delta Starter 15 H.P. (with Contactors 25 A 3 Pole - 2 Nos. 18 A 3 Pole-1 No. , Over load relay 9-15 A , Digital Amp Meter 0-50A with CT 50/5A, Single Phase Preventer, auxiliary Contacts, S/D Timer 0-60 Sec, Start/ Stop Push buttons, Control MCB 6A SP-1 No., On Off Trip Indicating Lights) = 04 Sets.,</p> <p>(jj) MCCB 250 Amps 25 KA, 4 Pole 415V AC with thermal and magnetic release with spreader terminals = 04 Sets. (For Chiller Units)</p> <p>(jjj) MCCB 250 Amps 25 KA, 4 Pole 415V AC with thermal and magnetic release with spreader terminals = 02Sets. (Spare Feeders)</p> <p>(iv) MCB 32 Amp 10 KA DP 'C' Series for Light = 01 No.</p> <p>(v) MCB 63 Amp 10 KA TPN 'C' Series (Spare Feeders) = 01 No.</p> <p>Note: The Size of Panel shall not less than 2225 X 1650 X 900 mm The warranty of system installed shall be for a period of one year.</p>	01 Job			
	TOTAL				
	GST @ 18%				
	Grand Total				

PRICE BID UNDERTAKING

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

To,

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, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of Authorized Representative

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom services were provided by the firm.

Name of the Govt. Department/Ministry/ Agency along with their address and details of contact person to whom services were provided during 2016-17, 2017-18 & 2018-19 (with details)	Details of Work

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

DECLARATION

Declaration letter on official letter head stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

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 / 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/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 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. 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 openers 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 (ie after Clicking “Freeze Bid Submission” in the portal), 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. Bidder can also get help at +91-7878007972 & +91-7878007973.