

OPEN TENDER NOTICE

Name of the Works:

Maintenance of ASI Office Garden, Vijayapurisouth, Archaeological Survey of India, Guntur Dist – 522 001, Andhra Pradesh State

TENDER REF: F.NO. 16/71/2018-19/E-064

Dated: 18/04/2018

MANUAL BIDS SHALL NOT BE ACCEPTED, BIDS SHALL BE SUBMITTED ONLINE ONLY AT CPPP WEBSITE: <https://eprocure.gov.in/eprocure/app>



GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
OFFICE OF THE DEPUTY SUPERINTENDING HORTICULTURIST
HORTICULTURE DIVISION –III,
HEBBAL 2ND STAGE, MYSORE -570017

Section – 1

Table – A- Time and Work Frame

CRITICAL DATE SHEET

1	Date of issue of Tender	23/04/2018 at 18.00 Hrs
2	Bid Document Download start Date	23/04/2018 at 18.00 Hrs
3	Date of pre-bid Conference for clarifying issues and doubts if any, about specification of material and services projected in Bid document	N.A
4	Start date for submission of filled in tender document.	23/04/2018 at 18.00 Hrs
5	Bid submission End date	12/05/2018 at 18.00 Hrs
6	Date of opening of Technical/Financial Bid	14/05/2018 at 11.00 hrs
7	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A
8	Validity of Bid	365 days

Dear Sir,

1. The Archaeological Survey of India invites online Bids in the prescribed form under the **Two Bid system i.e. Technical Bid and Financial Bid**
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid. **Document Download:** Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and www.asi.nic.in as per schedule given in **CRITICAL DATE SHEET**. Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should inter alia indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.
3. **Bid Submission:** Applicants/intending or interested Bidders are invited to submit their proposal after carefully reading the Request for Proposal by providing a) Technical Bid and b) Financial Bid separately mentioning (A) Technical Proposal (B) Financial Proposal respectively. Within stipulated time and date as given in **CRITICAL DATE SHEET**. **Bid documents may be scanned with 100 dpi black & white which reduces size.**

4. Earnest Money Deposit :

The EMD has to be submitted separately in the shape of Demand Draft duly pledged in the name of the Dy. Superintending Horticulturist, ASI, Mysore on or Bid opening date/time as mentioned in Critical Date Sheet. (MSME contractors should send the valid exemption letter, otherwise Bids will not be opened) Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted Bid. **The offer without EMD will be rejected summarily.**

5. Address of Communication:

Contact Person	DY. SUPTDG HORTICULTURIST
Address	Puratatva Bhavan, O/o Dy. Suptdg. Horticulturist, Archaeological Survey of India, Sankranthi Circle, Hebbal 2nd Stage, Mysore-570017(Karnataka)

6. Evaluation Criteria

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest for supply/work in financial bid will be declared **L1**.
3. In case of tie in lowest rate, the Contractor/suppliers/ Firms/ Agencies who has completed more work orders in last 3 years shall be declared **L1**. Copies of work order and completion certificates from employer shall be provided along with Technical Bid.
4. **The work/supply order shall be awarded to L1 bidder.**

7. Force Majeure

Force Majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by Dy. Suptdg. Horticulturist.

“If at any time, during the continuance of this contract, the performance in whole or in part by either by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, strikes, lockouts or act of God(**hereinafter referred to ‘events’**) provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the ASI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its opinion terminate the contract”

8. ARBITRATION

Dy. Superintending Horticulturist and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order, if any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by DG, ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respect by the provision of the Indian Arbitration Act 1996 or later and the rules there under and any statutory modifications or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi.

9. APPLICABLE LAW

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

No.16/71/2018-19
Government of India
Office of the Dy. Superintending Horticulturist
Archaeological Survey of India
Horticulture Division No.III
Puratatva Bhavan, 2nd stage, Hebbal Mysore-17

Dated: 18/04/2018

NOTICE INVITING TENDER

Online E-Tender on behalf of the President of India is invited under **Two Bid System** i.e. **Technical Bid and Financial Bid** from reputed, experienced and financially sound approved/eligible Firms/Contractors/suppliers who have past experience in Archaeological Gardens/Horticulture works of Ancient Heritage Archaeological Monuments as well as buildings and sites and specific to the nature of works/supply mentioned in **SCHEDULE**.

Sl. No	Name of the Work	Estimated Amount	E.M.D	Security Deposit (L1)	Bid submission end date	Dated of opening of Technical & Financial Bid	Period of contract
1	Maintenance of ASI Office Garden, Vijayapurisouth, Archaeological Survey of India, Guntur Dist – 522 001, Andhra Pradesh State	Rs.516471/-	Rs.12900/-	Rs.31000/-	12/05/2018	14/05/2018	01/06/2018 to 31/03/2019

The complete tender documents can be downloaded from website **CPPP** <https://eprocure.gov.in/eprocure/app> and www.asi.nic.in.

Interested contractors/suppliers/Firms/ Agencies may submit their online Tender proposal complete in all respect within the stipulated date and time mentioned in the CRITICAL DAE SHEET. **Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>**

The **EMD has to be submitted separately in the shape of Demand Draft duly pledged in the name of the Deputy Superintending Horticulturist, ASI, Mysore on or Bid opening date/time as mentioned in CRITICAL DATE SHEET.** The offer without **EMD will be rejected summarily.**

The competent authority reserves all the right to accept/reject any or all the tenders by recording sufficient/valid reasons thereof.

(M.H.THANGAL)
DY. SUPTDG. HORTICULTURIST
ARCHAEOLOGICAL SURVEY OF INDIA
MYSORE
Dated 18/04/2018

No.16/71/2018-19-

Copy for information and wide publicity to:

1. The Director General, ASI, New Delhi
2. The Director (Horticulture)I/C, ASI, Delhi
3. Executive in-charge of the works.
4. The Notice Board

(M.H.THANGAL)
DY. SUPTDG. HORTICULTURIST
ARCHAEOLOGICAL SURVEY OF INDIA
MYSORE

SCHEDULE and SCOPE OF WORK

Name of the work	:	Maintenance of ASI Office Garden, Vijayapurisouth, Archaeological Survey of India, Guntur Dist – 522 001, Andhra Pradesh State
Place of Work	:	ASI Office Garden, Vijayapurisouth, Archaeological Survey of India, Guntur Dist – 522 001, Andhra Pradesh State
Estimated Amount	:	Rs.516471/-
E M D	:	Rs.12900/-
Security Deposit	:	Rs.31000/-

SCOPE OF WORK

Sl.No	Description of work to be done	Units	Period of maintenance
1	<p>To provide Man Power for making necessary arrangements for maintenance of Archaeological Gardens including all the garden cultural operations in time i.e. weeding, hoeing, watering, mowing of lawns, clipping of hedges, spreading of good earth/manure, preparation of flower beds and plantation of saplings spreading of insecticides and fungicides. Operation of pump set for watering. Sweeping and cleaning of Gardens i.e. collection of plastic bottles & bags etc., littered by tourists and general public.</p> <p>In extensive area of Garden tree plantation by cleaning of unwanted vegetation from time to time in order to allow more Sunlight and also to make the area free flow of air for proper growth of the tree plants.</p> <p>Maintenance of Roads and Paths – Cleaning of Grass, Removal and disposal of rubbish to a distance of 50 mtrs outside the Garden area. Sweeping and cleaning of Roads and Paths.</p> <p>To Watch and ward duties of Garden Store room, machines and tools.</p> <p>ANY OTHER WORK ASSIGNED BY DEPUTY SUPERINTENDING HORTICULTURIST AND HIS REPRESENTATIVE EXECUTIVE ASSISTANT</p>	1057	01/06/2018 TO 31/03/2019

M.H.THANGAL)
DY. SUPTDG. HORTICULTURIST
ARCHAEOLOGICAL SURVEY OF INDIA
MYSORE

TERMS AND CONDITIONS

1. The work shall be carried out by the contractor/ firm strictly and in accordance with A.S.I specifications as amended from time to time.
2. The normal working hours will be 8 hours a day from 8.00 A.M. to 5.00 P.M. with one hour lunch break from 12.00 Noon to 1.00 PM subject to staggering of duty hours as per actual requirement. The contractor has to make necessary arrangement for watch and ward in shifts as normal working 8 hours for proper security and safety to the Government property, if any loss to the Govt property due to negligence of engaged watch and ward staff, the same will be replaced by **contractor at his own cost**. The garden should be maintained in presentable condition during the period mentioned in the award latter.
3. **The rates of minimum wages notified by Central Labour Commissioner or the rate fixed by State Government for the area and the category i.e unskilled , skilled etc., whichever is HIGHER is admissible in the outsourcing Contract. THE MINIMUM WAGES SHOULD NOT BE LOWER THAN MINIMUM WAGES NOTIFIED BY CENTRAL LABOUR COMMISSIONER: Central Labour Rates as on date is as below, plus ESI, EPF, GST and contractor commission.**
A: Area Rs.553 B: Area Rs.462 C: Area Rs.370
4. **CONTRACTORS Service Charges/Administrative Charges/Commission, quoted by the bidders necessarily has to be OVER AND ABOVE ZERO PERCENT. Further ZERO percent included all derivatives of zero upto 0.9999 and thereof. Any service charge not adhering to the above guidelines should be considered unresponsive and such bid should not be considered.**
5. **Contractor to follow labour act and liable to maintain the records of labour required under labour law.**
6. **All the labourers deployed in this department will be paid their wages on fortnightly/monthly basis by the company/Firm/Agency through individual bank accounts and documentary evidence for making payment through labours saving bank account, receipt of ESI, EPF premium paid by the firm/agency/contractor against each labour will be submitted to the office along with the bill before the end of each month attached with a certificate from the concerned site in charge. The office shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider, besides other legal action.**
7. **Rate should be quoted with all taxes, leads and lifts etc., Nothing extra should be paid over the rates quoted by the contractor/Firm**
8. The tender must accompany with the **Earnest money in the form of Demand Draft/FDR in favour of “Dy. Superintending Horticulturist, A.S.I., Mysore.”**
9. The tender must accompany self attested photocopies of Contractor’s valid Registration Certificate experience of similar nature of work as per schedule attached in any Govt. / Semi Govt. organization (at least 80% of estimated tender amount) and income Tax Return filed for the last three years.
10. The contractors / firm should not sublet any portion of contract.
11. **The contractors / firm should comply the requirement of labour / child labour Act and they will be responsible for violation, if any. Manpower deployed is in between the age of 18 years to 60 years and physically fit to discharge the duties.**
12. The agreement can be closed at any time due to technical reasons or financial complications. In these circumstances no claim shall be made. Dept./ Govt. shall not pay any compensation on this account.
13. The running payment will be made as per rules of Archaeological Survey of India. The firm/agency/contractor should supply the labour as and when required for the work and as per the direction of the site in charge.
14. The tendering Company/Firm/Agency shall replace immediately any of its persons who are found unacceptable to this department because of security risk, incompetence, conflict of interest, improper conduct etc on the instruction of the site in charge.

15. The agency shall depute a coordinator who would be responsible for immediate interaction with the site in charge so that optimal services of the persons deployed by the agency could be availed without any disruption.
16. The selected Company/Firm/Agency shall immediately a substitute in the event of any persons absenting from duty on any day or leaving the job due to personal reasons.
17. It will be the responsibility of the service providing agency to meet transportation, food, accommodation, medical and any other requirement in respect of the persons deployed by it (Agency).
18. The service providing agency shall be solely responsible for the redress of grievances/resolution of disputes relating to persons deployed.
19. The department shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by the service providing agency in the course of performing the function/duties, or for payment towards any compensation. The workmen shall be insured against personal accidents arising out of and during the course of their duties.
20. **The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand to the concerned authority of this office or any other authority under the law. A compliance certificate in this regard will be submitted along with the bills every month.**
21. The contract shall commence within ten days of the date of receipt of acceptance of the work order or within the fifteen days from the date of issue of work order whichever is earlier by the Company/Firm/Agency.
22. Contracting Company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in work under the contract. Any malpractice should render the contracting company/Firm/Agency liable for termination of the contract.
23. Security Money will be deposited in advance by the contractor / firm whose tender is accepted by the competent authority.
24. The Earnest Money and Security deposit of the successful contractor / firm will be forfeited, if he fails to comply with any of the conditions of the contract and work shall be carried out at risk and cost of the contractor / firm.
25. The Contractor should apply for fertilizer/manure/plant protection materials as and when required as per the directions of the Dy. S.H. A.S.I., H.D-III, Mysore , or his representative.
26. Contractor should make necessary arrangement for a experienced person for operating the pump set for watering.
27. Contractor has no right to make any amendment in the existing landscaping of the garden.
28. The department has full right to make any amendment in the existing landscaping of the garden.
29. The undersigned reserves the right to terminate the tender at any time after serving 15 days notice.
30. The payment will be released to the contractor by furnishing the bill after a certification from the concerned Executive Assistant, that the garden has been found in well maintained condition for the given period.
31. Other terms and conditions will be same as are prescribed for contract work.
32. Electricity charges and maintenance of pumping set charges will be paid by the department.
33. The contractor will be responsible for loss/deliberated damage of any equipment/installation at site.
34. The day to day work will be started as per the instruction of the Dy.S.H. A.S.I., H.D-III, Mysore, or his representative.
35. Contractor will be responsible for damage of the garden/plants by stray cattle and unauthorised wood cutters.
36. The contract is subject to availability of funds, if funds are exhausted, then tender can be terminated at any time after serving one month notice.
37. Tools and Implements, plant materials and protection materials will be provided by the Department
38. The lawns should be green and well mowed and free from weeds. The beds should be cleaned and free from weeds. .
39. Regular dressing/trimming of plants, shrubbery, and hedges should be attended regularly.
40. Watering for lawns, beds, shrubbery, etc, done properly.

41. Garbage, waste materials of the garden should be thrown out side the garden or as directed by the local in charge officer.
42. Cleaning and sweeping of Roads and Paths and disposal of the same upto a distance of 50 meters outside periphery at cleaned areas, twice in during monsoon season and twice in remaining period
43. The contractor should keep the area always clean by attending surface dressing of the ground including removing vegetation and in-equalities not exceeding 15 cum deep and disposal of rubbish lead up to 50m and lift up to 1.5m.
44. The newly planted tree plants and existing shrub plants, saplings should be watered properly at regular interval after proper hoeing and preparation of proper rings.
45. **The Agency/Firm/Contractor has to bear with the abrupt repeal of funds by the Government and has to wait till fresh allotment are made. No interest payment for the delay in payment will be made by Archaeological Survey of India.**
46. **Archaeological Survey of India reserves its right to regulate (scale down) hiring of labour and the payment will be as per actual utilization of labour units and the contractor will not have any claim beyond the actual.**
47. **TDS will be collected from respective bills by this office**

NOTE: THE MAINTAINANCE OF GARDENS SHOULD BE STRICTLY UNDER THE DIRECTIONS OF DEPUTY SUPERINTENDING HORTICULTURIST, ARCHAEOLOGICAL SURVEY OF INDIA, MYSORE OR HIS REPRESENTATIVES.

Accepted

(Signature of Contractor)

Dy. SUPTDG. HORTICULTURIST

TECHNICAL BID

**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING CONTRACTORS/
SUPPLIERS / FIRMS / AGENCIES (Technical Bid)**

The tendering Contractors/Suppliers/Firms/ Agencies should fulfil the following ELIGIBILITY requirement and furnish the same with self attested copies of documents with technical bid.

SL.NO	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/ NO	PAGE NO OF BID DOCUMENT
1	Contractors/Suppliers/Firms/ Agencies should be registered with the Appropriate registration authority.	Copy of Registration Certificate.		
2	Contractors/Suppliers/Firms/Agencies should have past experience in Archaeological Garden/Horticulture n works of Ancient Heritage Archaeological Monuments as well as buildings/sites and specific to the items entered in NIT within last 03 years.	Copy of the Work Order		
3	Contractors/Suppliers/Firms/ Agencies should be registered with Service Tax/Sales Tax/GST	Copy of registration certificate/ No. along with latest Service tax/Sales Tax clearance certificate.		
4	Contractors/Suppliers/Firms/ Agencies should be registered with certificate with labour Department, EPFO and ESI	Copy of registrations		
5	PAN card/TIN No.	Copy of PAN card /TIN No.		
6	IT returns for the last three financial years along with Proof of annual turnover of the firm for the last 3 years ending on 31/03/2018.	Certificate from Competent Authority.		
7	Declaration regarding black listing as per format.attached	Declaration in enclosed format		
8	Tender Acceptance Letter	Prescribed Format enclosed		

(Signature of the Bidder, with official Seal)

TENDER FORM
PART B (APPLICATION FOR FINANCIAL BID)
(For providing Man Power/Labour Supply)

**Subject: M.R Work: (CT&P) to Vitthala Temple and Ananthashayana Temple, Group of Monuments, Hampi,
Bellary Dist., State: Karnataka.**

1. Name of Tendering Company/Firm/Agency:
2. Details of Earnest Money Deposit Rs.....DD (No. & Date).....
Drawn on..... Bank.
3. **Rates are to be quoted in accordance with the Minimum Wages Act 1948 as applicable on the date of issue of this tender. A copy of notification may be enclosed.**
4. The rate which is not in accordance of the Minimum Wages Act 1948 as applicable on the date of issue of this tender will not be accepted and the financial bid shall not be considered.
5. The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

Sl. No	Component of Rate	The amount in Rs. Per person per day	
		Semi skilled	Un skilled
i.	Daily Wage Rate including existing dearness allowance(in on accordance of the Minimum Wages Act 1948).		
ii.	Employees provident fund @ 13.16% of (i) above (if applicable)		
iii.	Employees State Insurance @ 4.75% of (i) above (if applicable)		
iv	Contractors service charge..... % of (i) above		
v	Total i+ii+iii+iv above		
vi	Service Tax @ 18% of (v) above or as applicable		
vii	Total of v+vi above		
viii	Total rate per person per day		

Place:
Date:

Signature of Tenderer:
Name:
Seal:

DECLARATION

(on stamp paper)

1. I.....Son/Daughter of Shri.....signatory of the agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking in the last Three (3) Years as on date of opening of this Tender.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/ we am/ are well aware of the fact that furnishing of any false information/ Fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

DECLARATION

Should this tender be accepted I/We hereby do agree to abide to by and fulfil all the terms and provisional of the said conditions annexed hereto so far as applicable and or in default to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions. A sum of Rs. .. (Rupees only) is herewith forwarded in Bank Demand Draft as Earnest Money. If I/we fail to commence the work as specified in the above memorandum or I/we fail to deposit the amount of Security Deposit specified in the Contract of the Memorandum in accordance with the clause applicable of the said conditions of contract I/we agree that the said President or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the Earnest Money absolutely otherwise the said Earnest Money shall be retained by him towards such security deposit. I/we further agree that the said President or his successor in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount as aforesaid.

- Give particulars & number:

- **Signature of Tenderer:**

- Address with TIN & GST No:

- Signature of Witness:

- Address:

- Date:

The above tender is hereby accepted by me on behalf of the President of India.

DEPUTY SUPERINTENDING HORTICULTURIST
ARCHAEOLOGICAL SURVEY OF INDIA
HORT DIVISION – III
MYSORE-17.

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

Date:

To

The Deputy Superintending Horticulturist,
Archaeological Survey of India,
Horticulture Division –III,
Sankranthi Circle, Hebbal 2nd Stage
MYSORE -570017.

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 have 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) I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- 6) . I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official 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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocureoov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" 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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. SifyNCode / 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 login 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 / email 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 or 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 andwhite 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 colored (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 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 Mobile Number - +91 8826246593
Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120- 4001002.