

OPEN TENDER NOTICE

Name of the Work : Drilling of 200mm x 150mm dia borewell at Id-gah garden, Panbari, Dhubri, Assam.

Tender Ref. : F. No. 2/2125-W/2017-18

Manual Bids shall not be accepted, bids shall be submitted online only at CPPP website :
<https://eprocure.gov.in/eprocure/app>.



प्रत्यक्षीर्तिसमावृणु

**Government of India
Ministry of Culture**

**Office of the Dy. Superintending Horticulturist
Archaeological Survey of India, Horticulture Division No.IV
Puratattva Bhavan, 3rd Floor, Samantarapur, Bhubaneswar – 751002, Odisha**

Section – 1

Time and Work Frame

CRITICAL DATE SHEET

01	Date of issue of tender	01/09/2017 at 17.30 hrs.
02	Bid document download start date	01/09/2017 at 17.30 hrs.
03	Date of pre-bid conference for clarifying issues and doubts if any, about specification of material and services projected in bid document	N.A.
04	Start date for submission of filled in tender document	01/09/2017 at 17.30 hrs.
05	Bid submission end date	21/09/2017 at 12 noon
06	Date of opening of technical/financial bid	22/09/2017 at 14 hrs.
07	Date of meeting with bidders post technical bid opening for presentation of document verification	N.A.
08	Validity of bid	90 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 and www.asihorticulture.com. 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 time. **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, Bhubaneswar on or Bid opening date/time

as mentioned in Critical Date Sheet. 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 **P. K. CHOUDHURY**
 Dy. Suptdg. Horticulturist

Address **O/o Dy. Suptdg. Horticulturist,**
 Archaeological Survey of India,
 Puratatva Bhavan, 3rd Floor,
 Samantarapur, Bhubaneswar – 2, Odisha

6. **Evaluation Criteria :**

a) 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.

b) The bidder who quotes lowest for supply/work in financial bid will be declared **L1**.

c) 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 alongwith Technical Bid.

d) **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 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 nonperformance 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 Director General, A.S.I. 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.



F. No. 2/2125-W/2017-18
Government of India
Office of the Dy. Superintending Horticulturist
Archaeological Survey of India
Horticulture Division No.IV

Puratattva Bhavan, 3rd Floor, Samantarapur, Bhubaneswar – 751002, Odisha

NOTICE INVITING TENDER

Online e-tender on behalf of the President of India are invited under **Two Bid System** i.e. **Technical Bid and Financial Bid** from approved / eligible firms / contractors from C.P.W.D. / A.S.I. / P.W.D. / MES / Railway / P&T Dept. / Irrigation Dept. and other Govt. / Semi Govt. Dept. for the following work.

Sl. No.	Name of the work	Estimated Amount	E.M.D.	Period of completion	Security Deposit (L1)	Bid submission end date	Date of opening of technical/ financial bid
01	Drilling of 200mm x 150mm dia borewell at Id-gah garden, Panbari, Dhubri, Assam	₹7,33,218/-	₹18,330/-	3 months	₹44,161/-	21.09.2017 upto 12 noon	22.09.2017 at 14.00 hrs.

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

Interested contractors/suppliers/firms/agencies may submit their online tender proposal complete in all respect within the stipulated date and time. 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 of any nationalized bank drawn in favour of Dy. Superintending Horticulturist, A.S.I., Hort. Divn. No.IV, Bhubaneswar on or bid opening date/time. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted bid. The tender without EMD will be rejected summarily.

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

Dy. Suptdg. Horticulturist (I/C)
A.S.I., Hort. Divn. No.IV, BBSR-2

Endtt. No.2/2125-W/17-18-.....Date :

Copy forwarded for information and wide publicity to :

1. The Director General, A.S.I., Janpath, New Delhi.
2. The Director (Hort.), A.S.I., Mall Road, Agra.
3. Executive in-charge of the work.
4. The Notice Board, Hort. Divn. No.IV, BBSR.

Dy. Suptdg. Horticulturist (I/C)
A.S.I., Hort. Divn. No.IV, BBSR-2

TENDER SCHEDULE

Name of the work	Drilling of 200mm x 150mm dia borewell at Id-gah garden, Panbari, Dhubri, Assam
Place of work	Id-gah garden, Panbari, Dhubri, Assam
Estimated tender amount	7,33,218/-
E. M. D.	18,330/-
Security deposit	44,161/-

Sl. No.	Description of work to be done	Total Quantity
01	Drilling for 200mm. x 150mm. dia borewell in alluvial or all kind of soil mixed with kankar, sand, stone or rock by Pneumatic Down Tool Hammering (DTH) Rig/CALXY/ reverse circulation system of rotatory method including cost of labour, equipment and wooden boxes for collection of strata sample of every 10ft. depth complete in all respect. (The length may increase or decrease as per site condition).	150 mtr.
02	Supplying of requisite quantity of following size MS Electro Resistance Welded (ERW) casing/inner casing pipe (TATA make/any other ISI marked brand) and 80 schedule PVC casing pipe confirming to IS4985-2000 (Supreme/Oriplast/Dupol/any other equivalent ISI marked brand) including lowering and other charges for the job in complete. (The measurement of pipe may increase or decrease as per site condition).	
a)	200 mm dia MS casing Pipe	76 mtr.
b)	200 mm dia MS filter Pipe	24 mtr.
c)	300 mm dia PVC (80 schedule) casing Pipe	10 mtr.
03	Supplying and applying of screened and washed pea gravels (6mm. to 10. mm) in to the borewell if necessary for the well as per actual requirement including all charges for the job in complete. The rates are inclusive of cost of labour, transportation with all leads and lifts including loading and unloading charges etc.	6 cum
04	Washing and flushing of the borewell through compressor machine as per actual requirement of the borewell for 12 hrs. till the sand free discharge obtained. Charges are inclusive the cost of all equipment, tools, labour and measurement of discharge of water with V-notch.	12 hrs.
05	Supplying and installation of 5HP, three phase submersible 50mm. dia motor pumping set (Crompton/Kirloskar/any other ISI marked brand) with required head and discharge suitable for the borewell including all other charges for installation.	1 no.
06	Supplying of penal board suitable for 5 HP, three phase motor pumping set containing main switch, starter, voltmeter, ampiremetre and other required articles for complete installation along with labour and other charges.	1no.
07	Supplying and installation of suction pipe (GI TATA medium, ISI marked) of 65mm (2.5") dia tightened and welded with 2 nos. flange to be tightened with nuts and bolts in every 10' (3 mtr.) long pipe for installation with motor pumping set into the well as per actual requirement including all charges for the job in complete.	95 mtr.

08	Supplying of 3 core 2.5 sqmm. copper wire submersible cable (Finolex / any other ISI marked brand) for the electric connection from the borewell to penal board.	110 mtr
09	Providing earthing for the electric connection with the cost of all the material and labour charges i.e. 50mm. dia G.I. Pipe (TATA) tightened with flange, G.I. wire, digging of hole of 2 mtr. depth with giving charcoal and salt etc. for the job in complete.	1 no.
10	Supplying and installation of M.S. Cabin room of size 1.8 mtr. height (excluding roof height) 2.5 mtr. long and 2 mtr. wide of 35mm. x 35mm. x 5mm. angle iron frame in all the four sides with supporting flat 19mm. x 5mm. just in the middle of all sides and the frame of double leaf door should be framed with 19mm. x 5mm. M.S. flat with lock and key system. The cabin will be installed on a cement concrete base of 2.5m. x 2m. x 0.30m at the ratio 1 cement : 1 sand : 2 (20 graded) concrete, the corner (4 nos.) angles of the cabin i.e. 0.30 mtr. extra (excluding the height as specified above) should be installed in the cement concrete base. The work is including all the cost of required materials, manufacture, labour and installation at site and painted with green enamel paint (2 coat).	1 no.

Dy. Suptdg. Horticulturist (I/C)
A.S.I., Hort. Divn. No.IV, BBSR-2

TERMS & CONDITIONS

1. The works 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 rates given for the works should be inclusive of all taxes, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the contractor/firm.
3. In case the material is not as per specifications, the same shall be replaced by the contractor/firm. The Department shall not be responsible for any theft or loss. If required, Department/Govt. can remove the material at the risk and cost of the contractor/firm.
4. No payment shall be made to the contractor/firm if the materials are damaged due to natural calamities before measurement.
5. The material supplied at the site of work should be properly measured and the Department shall not be responsible for any loss before measurement.
6. The competent authority reserves the right to accept or reject any of all the tenders without assigning any reason.
7. The tender must accompany the Earnest Money of Rs.18,330/- in the form of Demand Draft of Nationalized Bank in favour of Dy. Suptdg. Horticulturist, A.S.I., H.D.IV, Bhubaneswar, Orissa. Cheque will not be accepted. Earnest Money will be refunded after successful completion of work.
8. It shall be the responsibility of the contractor/firm to ensure that no damage is caused to Govt. property at the site by his/their vehicle or labour party. Cost of such damages, if any, will be assessed at the discretion of the Dy. Suptdg. Horticulturist and the same will have to be made good by the contractor/firm.
9. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who is duly authorised on behalf of the firm to enter into contract. Otherwise the tender is liable to be rejected.
10. The contractors/firm shall not sublet any portion of contract. Failing which the undersigned shall serve a notice, rescinding the contract, where upon the Earnest Money and Security Money shall be forfeited.
11. Time shall be considered as the essence of the Contract. The entire work must be completed within 3 months from the date of award letter. Failing which the remaining work can be re-allotted to another contractor/firm at the risk and cost of the contractor/firm with due notice to the contractor/firm.
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 A.S.I.
14. The competent authority reserves the right to increase or decrease 30% of the quantity of material/work at any time during the execution of work and before completion of work according to the requirement of the site and no claim whatsoever on this account shall be entertained.
15. Contractors are advised to inspect/examine the site/its surroundings to satisfy themselves before submitting their tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

16. Security Money will be deposited in advance by the contractor/firm whose tender is accepted by the competent authority.
17. All gold, silver, oil and other materials or any antiques and other similar things, which may be found, in or upon the site shall be the property of the Archaeological Survey of India. Contractor/firm shall deliver the same to such persons as the Dept. may from time to time appoint to receive the same.
18. Error/omission if any, shall be rectifiable with no claim.
19. If any litigation arises through labour court or labour commissioner & other court etc. on account of litigation through labourers engaged by him, the contractor will be fully responsible. Moreover, if claim arises out of any litigation, the contractor will be responsible for payment of such claim.
20. No claim whatsoever on account of fluctuations in prices will be entertained.
21. The contractor/firm shall not be entitled to any compensation whatsoever on account of any delay or default in the supply of materials mentioned in the schedule.
22. The contractor shall arrange to his own expenses for clear drinking water, housing, medical facilities necessary for the welfare of the labours employed at his work.
23. Any material left on the site of work after one month from the date of completion of the work shall become the property of the Govt. and no payment shall be made for it.
24. The Dept. reserve the option to take away any item of the work or part thereof any time during the occurrence of the contract and re-allot it to another agency with due notice to the contractor/firm without liability or compensation.
25. 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.
26. Overall rates shall be considered for approval of tender.
27. If more than one tenderer quoting the same rates are received, it will be the discretion of undersigned calling one tenderer to award the work to whom he finds suitable to do the job and his decision will be final and binding on the tenderer.
28. Earnest Money will be forfeited, if the security money will not be deposited within 15 days from the date of issue of letter for signing agreement.

Accepted

Sign. of Contractor

Dy. Suptdg. Horticulturist (I/C)
A.S.I., H.D.IV, Bhubaneswar – 2

TECHNICAL BID

**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING
CONTRACTORS/SUPPLIERS/FIRMS/AGENCIES**

The tendering contractor/suppliers/firms/agencies should fulfill 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
01	Contractor / Suppliers / Firms / Agencies should be registered with the appropriate registration authority.	Copy of Contractor Registration Certificate		
02	Contractor / Suppliers / Firms / Agencies should have past experience of similar nature of work (at least 50% of estimated tender amount) in any State / Central govt. organization.	Copy of work order		
03	Contractor / 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		
04	Contractor / Suppliers / Firms / Agencies should be registered with Labour Department	Copy of Registration with Labour Department		
05	PAN Card / TIN No.	Copy of PAN Card / TIN No.		
06	IT returns for the last three financial years along with proof of annual turnover of the firm for the last three years ending on 31/03/2017.	Certificate from competent authority		
07	Declaration regarding black listing as per format attached.	Declaration in enclosed format		
08	Tender Acceptance Letter	Prescribed format enclosed		

(Signature of the Bidder, with Official Seal)

DECLARATION
(on stamp paper)

1. I....., son/daughter of.....
Signatory of the agency/firm mentioned above, is competent to sign the 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 Govt. of India and Govt. 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 to agree to abide by and fulfill all the terms and provisional of the said conditions annexed hereto so far as applicable, and/or in default thereof 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..... is herewith forwarded in Demand Draft as Earnest Money. If I/We fail to commence the work, specified in the above Memorandum or I/We fail to deposit the amount of security deposit specified in the above Memorandum in accordance with the clause 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 successors in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount to 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

**Dy. Superintending Horticulturist
Archaeological Survey of India
Horticulture Division No.IV, Bhubaneswar**

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

Date : _____

To

The Deputy Superintending Horticulturist,
Archaeological Survey of India,
Horticulture Division No.IV,
"Puratattva Bhavan", 3rd Floor,
Samantarapur, Bhubaneswar-2, Odisha

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 hereby declare the our firm has not been blacklisted / debarred by any Govt. Depart/Public Sector Undertaking.
6. I/We certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect or 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 right 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

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v) 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.
- vi) 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

- i) 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.
- ii) 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.
- iii) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.

- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) 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" 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

- i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. 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.
- v) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule provided with tender document (excel sheet) file, open it and complete the while 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.
- vi) The serve 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.
- vii) 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.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) 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.

- x) 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

- i) 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.
- ii) 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 Help Desk, Mobile No.+91 8826246593, Tel. : The 24x7 Help Desk No.0120-4200462, 0120-4001002.