

## OPEN TENDER NOTICE

Name of the Works: Supply of GOOD EARTH to Museum (Front & Rear Side) Garden, Nagarjunakonda, Guntur - Dist Archaeological Survey of India, Andhra Pradesh - 522439

TENDER REF:  
F.NO. 11/90/2017-18/E-89

Dated 19/02/2018

**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 2<sup>ND</sup> STAGE, MYSORE -570017

Section – 1  
Table – A- Time and Work Frame

CRITICAL DATE SHEET

1	Date of issue of Tender	19/02/2018 at 14.00 Hrs
2	Bid Document Download start Date	19/02/2018 at 14.00 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.	19/02/2018 at 14.00 Hrs
5	Bid submission End date	27/02/2018 at 14.00 hrs
6	Date of opening of Technical/Financial Bid	28/02/2018 at 14.00 hrs
7	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A
8	Validity of Bid	30 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](http://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.

**5. 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. 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.**

**6. Address of Communication:**

<b>Contact Person</b>	<b>M.H.THANGAL DY. SUPTDG HORTICULTURIST      0821 2303411</b>
<b>Address</b>	<b>Puratatva Bhavan, O/o Dy. Suptdg. Horticulturist, Archaeological Survey of India, Sankranthi Circle, Hebbal 2<sup>nd</sup> Stage, Mysore-570017(Karnataka)</b>

**7. 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 alongwith Technical Bid.
4. **The work/supply order shall be awarded to L1 bidder.**

**8. Force Majeure**

Force Majeure clause wil 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 un der 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”

**9. 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.

**10. 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: 11/90/2017-18  
GOVERNMENT OF INDIA  
OFFICE OF THE DY. SUPERINTENDING HORTICULTURIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
HORTICULTURE DIVISION NO: III,  
Puratatva Bhavan, 2<sup>nd</sup> Floor, 4<sup>th</sup> Main 2<sup>nd</sup> Stage, Hebbal, Mysore – 17

Dated 19/02/2018

**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 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 works	Estimated Amount	E.M.D	Period of Completion	Security Deposit (L1)	Bid submission End date	Date of opening of Technical/ Financial Bid
1.	Supply of GOOD EARTH to Museum (Front & Rear Side) Garden, Nagarjunakonda, Guntur - Dist Archaeological Survey of India, Andhra Pradesh - 522439	₹.212800/-	₹.5300/-	20 days from the date of award letter	₹.12800/-	27-02-2018 upto 14.00 hrs.	28-02-2018 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](http://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 DATE 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 Dy. Superintending Horticulturist, ASI, Mysore 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.**

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

Endtt. No.11/90/2017-18- \_\_\_\_\_ Date.

Copy forwarded for information and wide publicity to :

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

(M.H. THANGAL)  
DY.SUPTDG.HORTICULTURIST

## SCHEDULE FOR SUPPLY OF MATERIALS

<b>Name of the work</b>	:	<b>Supply of GOOD EARTH to University Complex(Right Side) Garden, Anupu, Guntur - Dist Archaeological Survey of India, Andhra Pradesh - 522439</b>
<b>Supply of materials</b>	:	<b>Within 20 days from the issue of Award of Contract</b>
<b>Place of Supply of materials</b>	:	<b>University Complex(Right Side) Garden, Anupu, Guntur - Dist Archaeological Survey of India, Andhra Pradesh - 522439</b>
<b>Estimated Amount</b>	:	<b>₹.2,12,800/- 224 cum x 950 p/cum</b>
<b>E M D</b>	:	<b>₹.5300/-</b>
<b>Security Deposit</b>	:	<b>₹.12800/-</b>

Sl. No.	Description.	Total Qty. of each to be supplied
C 1	<b>Supply &amp; STACKING of GOOD EARTH</b>	<b>224 CUM</b>
Q N D		

### 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 rates should be quoted with all taxes leads and lifts etc. Nothing extra shall be paid over the rates quoted. Overall rates shall be considered for approval of tender**
3. **Abnormal Low rates may please be avoided in order to execute the work/ supply of quality materials.**
4. No payment shall be made to the contractor / firm if the materials are damaged due to natural calamities before measurement.
5. The competent authority reserves the right to accept or reject any or all the tenders without assigning any reason.
6. **The tender must accompany with the Earnest money in the form of Demand Draft in favor of "Dy. Superintending Horticulturist, A.S.I., H.D-III, Mysore..**
7. 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 authorized on behalf of the firm to enter into contract. Otherwise the tender is liable to be rejected.
8. 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.
9. The contractor / firm should comply the requirement of labour / child labour Act and they will be responsible for violation, if any.
10. Time shall be considered as the essence of the Contract. The entire work must be completed within 20 days 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.
11. 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.
12. Other terms and condition will be same as per prescribed contract work. .
13. The work can be decreased or increased as per availability of fund and need of work. In these circumstances no claims will be made by the contractor. Dept. / Govt. will not pay any compensation on this account.

14. Security deposit will be deposited in advance by the contractor / firm whose tender is accepted by the competent authority.
15. Error / omission if any shall be rectifiable with no claim.
16. No claim whatsoever on account of fluctuations in prices will be entertained.
17. The contractor will have to make necessary arrangements for clean drinking water housing, medical facilities and other necessary welfare measures for the laborers employed at his work.
18. 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.
19. The Department reserve the option to take away any item of the work or part thereof any time during the currency of the contract and real lot it to another agency with due notice to the contractor / firm without liability or compensation.
20. The Earnest Money and Security deposit of the successful contractor / firm will be forfeited, to the President of India 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.
21. E.M.D. and Security deposit will be refunded after completion of tender process.
22. Overall rates shall be considered for approval of tender.
23. If any litigation arises through labour court or labour commissioner & other court etc., on account of litigation through laborers 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.
24. The department will not be held responsible for any incident occurred with laborers engaged by the contractor for work and no compensation will be paid by the department for the same.
25. The contract is subject to availability of funds, if funds are exhausted, then tender can be terminated at any time after serving 15 days notice.
26. The contractor should not enter the premises of the monument/protected area of the Archaeological Survey of India, without the permission of the local Archaeological Survey of India, authorities.
27. The contractor will be responsible for loss/deliberated damage of Monuments/any equipment/installation at site. Cost of such damage, if any, will be assessed at the discretion of the Dy. Superintending Horticulturist, and same will be deducted from his bill.
28. Good earth suitable for cultivation only need be supplied. The soil should neither be alkaline nor acidic in nature. The PH value of good earth should be between 6.7 & 7.5. The earth should be rich in nitrogenous contents & humus. The good earth Dung Manure and River Sand supplied should be free of weeds and clods.
29. Soil testing has to be done before the supply of good earth. The sample of good earth required for testing, shall be supplied free of charge by the contractor/firm. Conveyance, packing etc, of sample shall be borne by the contractor/firm. The soil sample shall be tested only in the Govt. soil testing laboratory.
30. Sample of good earth, Dung Manure and River Sand to the tune of 3 to 4 truck loads should be supplied by the contractors and should be stacked at the site shown near the garden. Approval of tender should be subjected to approval of the sample good earth. This sample good earth should be preserved till the end.
31. Each stack should be made of at least 3 to 4 loads of good earth Dung Manure and River Sand. Check measurements of the stacks should be done in the presence of undersigned or deputed person.
32. Good earth, Dung Manure and River Sand must be supplied within the time limit of 20 days from the date of award letter. Supply should be on as per **“supply at site”** basis.
33. Stocked volume will be reduced by 20% for voids for payment of good earth supplied and 8% for Dung Manure supply.

**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 <b>within last 03 years.</b>	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	Copy of registration labour Department		
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 <b>31/03/2017.</b>	Certificate from Competent Authority.		
7	Declaration regarding black listing as per format.attached	Declaration in enclosed format		
8	<b>Tender Acceptance Letter</b>	Prescribed Format enclosed		

(Signature of the Bidder, with official 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 2<sup>nd</sup> Stage  
MYSORE -570017.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender/Work:-

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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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.

- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid 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.