

## **E-NOTICE INVITING TENDER**

**Name of the Work :**

**Annual maintenance of garden at Trilochaneswar Temple, Jajpur, Odisha**

**Tender Ref. : F. No. 2/2284-W/18-19**



**प्रत्नकीर्तिमपावृणु**

**Government of India  
Ministry of Culture  
Archaeological Survey of India  
Horticulture Division No.IV  
“Puratattva Bhawan”, 3<sup>rd</sup> Floor, Samantarapur  
Bhubaneswar – 751 002, Odisha**

## SECTION – 1

**Table – A : Time and Work Frame**

**Annual maintenance of garden at Trilochaneswar Temple, Jajpur, Odisha**

***Manual bids shall not be accepted.***

### CRITICAL DATE SHEET

01	Name of the work	<b>Annual maintenance of garden at Trilochaneswar Temple, Jajpur, Odisha</b>
02	Estimated tender amount	₹ 8,32,156/-
03	Performance Guarantee / Security Deposit	₹ 49,108/-
04	E. M. D.	₹ 20,804/-
05	Period of maintenance	<b>10 months (June, 18 to March, 19)</b>
06	Date of issue of tender	02/05/2018 at 18.50 hrs.
07	Bid document download start date	02/05/2018 at 18.50 hrs.
08	Date of pre-bid conference for clarifying issues and doubts if any, about specification of material and services projected in bid document	N.A.
09	Start date for submission of filled in tender document	02/05/2018 at 18.50 hrs.
10	Bid submission end date	12/05/2018 at 11.00 hrs.
11	Date of opening of technical/financial bid	14/05/2018 at 11.00 hrs.
12	Date of meeting with bidders post technical bid opening for presentation of document verification	N.A.
13	Validity of bid	90 days from the date of opening of tender

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** for execution of work of **“Annual maintenance of garden at Trilochaneswar Temple, Jajpur, Odisha”**.

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> as per the schedule as 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 (i) Technical Proposal (ii) Financial Proposal respectively. Such proposals are to be submitted online within stipulated time and time as mentioned in the bid document as given in **CRITICAL DATE SHEET**.

Bids shall be submitted only only at CPP website : <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi black & white option which helps in reducing size of the scanned document.

4. **Earnest Money Deposit :**

The hard copy of original instrument in respect of cost of earnest money and cost of tender must be delivered to ‘The Deputy Superintending Horticulturist, Archaeological survey of India, Horticulture Division No.IV, Puratattva Bhawan, 3<sup>rd</sup> floor, Samantarapur, Bhubaneswar-2, Odisha’ 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 interested companies/firms/agencies may deposit/submit the **Earnest Money Deposit (EMD) Rs.20,804/- (Rupees twenty thousand, eight hundred and four only)** in the form of Demand Draft drawn in the favour of ‘Deputy Superintending Horticulturist, Archaeological survey of India, Horticulture Division No.IV, Samantarapur, Bhubaneswar, Odisha’ in the deposit box before 6:00 PM or handed over to Dealing Assistant in the office on the last date of submission in the sealed envelope mentioning the name of the work.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) while cost of tender is to be supplied by all the tenderers.

Tender inviting authority is the Dy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.IV, Samantarapur, Bhubaneswar - 2, Odisha on behalf of the President of India.

5. The successful tenderer will have to deposit performance **security deposit Rs.49,108/- (Rupees forty-nine thousand, one hundred & eight only)** in the form of fixed deposit receipt (FDR) made in the name of the company/firm/agency by hypothecated to the Deputy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.IV, Samantarapur, Bhubaneswar - 2, Odisha covering the initial period of Demand Draft in favour of Dy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.IV, Bhubaneswar, Odisha. The FDR will have to be accordingly renewed by the successful tenderer.
6. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
7. All entries in the tender form should be eligible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender

shall be summarily rejected. However, correction if any, in the Technical Bid Application must be initiated by the personal authorized to sign the tender bids.

8. In case of any of the above provision are violated, the agency shall be liable to be blacklisted from the Government of India.

9. **Description of items in the tender :**

Sl. No.	Sub-head and items of works	Quantity	Rate	Unit	Amount
01	Making necessary arrangements for maintenance of garden including attending all the garden cultural operation in time, i.e. weeding, hoeing, watering, mowing of lawns, clipping of hedge line, spreading of good earth/manure, preparation of flower beds and plantation of sapling, spraying of insecticides and fungicides, cleaning and maintenance of pathways and other related works as directed by the site in charge from time to time in order to maintain the garden in good condition.  12142 sqm / per month x 10 months (June, 18 to March, 19) = 121420 sqm	121420 sqm		sqm	
02	Making necessary arrangements for operating of motor pumping set (1 man) for 7 months i.e. June, 18 & Oct., 18 to March, 19 during working hours (9 a.m. to 5 p.m.) for proper watering of the garden.	7 months		month	
03	Making necessary arrangements for watch and ward of Govt. properties installed at site from 5 p.m. to 9 a.m. in two shifts (1 man per shift) for 10 months i.e. June, 18 to March, 19.	10 months		month	

10. **Address for Communication:**

<b>Contact Person</b>	<b>Sh. P. K. CHOUDHURY Dy. Suptdg. Horticulturist</b>
<b>Address for communication</b>	<b>O/o Dy. Suptdg. Horticulturist, Archaeological Survey of India, Puratatva Bhavan, 3<sup>rd</sup> Floor, Samantarapur, Bhubaneswar – 2, Odisha</b>

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

The tendering contractor / suppliers / firms / agencies should fulfill the following **ELIGIBILITY** requirement and **furnish self attested copies of the following documents only** with technical bid and also **submit the hard copy in sealed cover super scribing the name of work and date of opening.**

Name of tendering company/firm/agency :

<b>Sl. No.</b>	<b>Requirement</b>	<b>Copy of relevant document</b>	<b>Enclosed Yes / No</b>	<b>Page No. of bid document</b>
01	Contractor/Suppliers/Firms/Agencies should be registered with the appropriate registration authority.	Copy o of registration certificate of contractor.		
02	Past experience of similar nature of work during last 7 years ending previous day of last date of submission of tender. a) one work of value not less than 80% of estimated cost) OR b) 2 works each of value not less than 60% of estimated cost OR c) 3 works each of value not less than 40% of estimated cost	Copy of work order with schedule of work.		
03	Contractor/Suppliers/Firms/Agencies should be registered with Service Tax / Sales Tax / GST	Copies of registration certificate/No. along with latest Service Tax / Sales Tax clearance certificate & GST.		
04	Contractor/Suppliers/Firms/Agencies should be registered with EPFO & ESI	Copy of registration along with latest payment receipt.		
05	PAN card / Tin No.	Copy of PAN Card/TIN No.		
06	Income tax return for the last three financial years	Certificate from competent authority.		
07	EMD	Copy of EMD		
08	Tender Acceptance Letter	Prescribed format enclosed		

**(Signature of the Bidder with official seal)**



F. No. 2/2284-W/2018-19  
Government of India

**Office of the Dy. Superintending Horticulturist**  
Archaeological Survey of India  
Horticulture Division No.IV

Puratattva Bhavan, 3<sup>rd</sup> 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 Maintenance	Security Deposit (L1)	Bid submission end date	Date of opening of technical/ financial bid
01	Maintenance of garden at Trilochaneswar Temple, Jajpur, Odisha	₹ 8,32,156/-	₹ 20,804/-	10 months (Jun., 18 to Mar., 19)	₹ 49,108/-	12.05.2018 upto 11.00 hrs.	14.05.2018 at 11.00 hrs.

The complete tender documents can be downloaded / accessed from the website of CPPP <https://eprocure.gov.in/eprocure/app>.

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 or all the tenders by recording sufficient/valid reason thereof.

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

Copy for wide publicity to :

1. The Notice Board, Hort. Divn. No.IV, BBSR.
2. The Web Manager, A.S.I., Tilak Marg, New Delhi (soft copy) to upload the above tender document on website of ASI.

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

### **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 rate for the work in financial bid will be declared **L1**.
- 3) In case of tie in lowest rate, the Contractor/Company/Firm/Agency 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 shall be awarded to L1 bidder.**

### **FORCE MAJEURE :**

Force Majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by Hort. Divn. No.IV, BBSR, Odisha :

“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 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”.

### **ARBITRATION :**

Hort. Divn. No.IV, BBSR, Odisha 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, India.

### **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.

***Contractor's Signature & Seal***

## **TERMS & CONDITIONS FOR THE MAINTENANCE OF GARDEN WORK**

1. The Contractor must engage a minimum 1 man per acre for intensive garden and 1 man per 2 acre for extensive garden, the engaged staff should have experience for garden work. Engaged labour for maintenance work and watch & ward work should not be below 18 years and above 60 years.
2. The contractor shall submit a proof in support of engaged labour having applied for police verification to ensure safety and security of the monuments.
3. (I) 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 P.M. subject to staggering of duty hours as per actual requirement.  
(II) The contractor has to make necessary arrangements for watch and ward in shifts as normal working 8 hours for the proper security and safety to the Govt. property, if any loss to the Govt. property due to negligence of engaged watch & ward staff, the same will be replaced by contractor at his own cost.
4. The lawns, beds, shrubbery and newly planted plant should be cleaned & watered properly & kept free from weeds. Training/ trimming of plants, shrubbery and hedges should be attended regularly and seasonal flower seedlings will be planted and maintained, as per direction of the Dy. Suptdg. Horti. or his representative.
5. Garden garbage/ waste materials which occurs during maintenance of garden works should be thrown outside the garden/ in compost pit as directed by the in-charge of the garden.
6. All the materials like good earth, manure, chemical fertilizer, insecticides, pesticides, seasonal flower seeds, water for irrigation and earthen/ cement pots, T & P, fuel will be provided by the department as and when required and fertilizer/ manure/ plant protection material should be applied as per direction of the Dy. Suptdg. Hort. or his representative.
7. If any damage of the garden/ plants by stray cattle and unauthorized wood cutters for which contractor will be held responsible and penalty will impose.
8. Contractor has no right to make any amendment in the existing landscaping of the garden and also contractor/ firm should not sublet any portion of contract.
9. The contractor will have to make necessary arrangements for clean drinking water, housing, medical facilities and other necessary welfare measures for the laborers engaged for the work at his own expenses.
10. As per 19-D of the agreement is obligatory on part on contractor to provide following information/ statement by 4<sup>th</sup> and 19<sup>th</sup> of every month to the garden in-charge in respect of 2<sup>nd</sup> half of the preceding month and 2<sup>nd</sup> half of current month respectively.
  - a) No. of labour employed by him on the work\_\_\_\_\_.
  - b) Their working hours\_\_\_\_\_.
  - c) Rate of daily or monthly wages paid to him\_\_\_\_\_.
  - d) Nature of work on which employed\_\_\_\_\_.
  - e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made\_\_\_\_\_.
  - f) Wages actually paid for each wage period\_\_\_\_\_.
  - g) The accident that occurred during the said fortnight showing the circumstances under which that happened and the extent of damage and injury caused\_\_\_\_\_.
11. The work can be decreased or increased as per availability of fund and need of work, hence no claim will be made by the contractor to the Dept.
12. The running payment will be made as per the rules of Archaeological Survey of India.
13. 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.
14. If any litigation arises through labour court of labour commissioner & other court etc. on account of litigation through labours engaged by him, the contractor will be fully responsible of all kind of litigation and claim arises out of any litigation, he will be responsible for payment of such claims.
15. The contractor shall abide by the minimum wages clauses revised from time to time.

*Contd....Pg/2*



16. The contractor has to maintain wages register and produce the same as and when required by the competent authorities.
17. The contractor has to furnish the valid labour license from the Licensing Authority of Labour Department if applicable and shall have to comply to all the related labour act and released statutory regulations as applicable.
18. The department will not be held responsible for any incident occurred with labourers engaged by the contractor for work and no compensation will be paid by the department for the same.
19. The contractor will be responsible for loss of any equipment (T&P)/ deliberate damage of equipments installed at site. Cost of such damages, if any, will be assessed at the discretion of the Dy. Suptdg. Hort. and the cost of same will be deducted from his bill.
20. The contract is alive subject to availability of funds, if funds are exhausted, then tender can be terminated at any time after serving one month notice.
21. The earnest money/ security deposit of successful contractor/ firm will be forfeited to the President of India if he fails to comply with any of the condition of the contract and work will be carried out at risk and cost of the contractor/ firm.
22. The instructions of Garden incharge to be carried out promptly by the contractor. In case of any differences of the opinion/ interpretation of specifications, term & conditions, the matter is to be referred to the Divisional Head for his decision, which shall be final and binding.
23. Un-maintained area will be deducted at the time of verification of his bill by the site incharge.
24. The total amount of all items in the tender will be considered for approval by the competent authority.
25. The rates given for works should be inclusive of all taxes, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the Contractors/ Firm.
26. The Contractor/ firm should submit the monthly bill for maintenance of garden to the site in charge for payment.
27. Error/ Omission if any shall be rectifiable with no claim.
28. The Deptt. reserve the option of take away any item of work or part thereof any time during the occurrence of the contract and reallo it to another agency with due notice to the contractor/ firm without liability or compensation.
29. Tender rates are valid for the current financial year i.e. 2018-19 up to 31 March, 2019.
30. Contractor will follow the minimum wages act and liable to maintain the records of labour, required under labour law.
31. (I) Contractor should be registered in Employee State Insurance Welfare Corporation, Govt. of India in light of the Welfare of Labour Engaged by him for execution of work.  
(II) Contractor should be registered in E.P.F. organisation, Govt. of India in light of the Welfare of Labour Engaged by him for execution of work.
32. The contractor has bounded to deducted the (E.S.I. 4.75% + E.P.F. 13.16% + Labour Cess 1% = **Total 18.91%**) month wise of the engaged labour and submit the deducted receipt along with to be paid bill for payment.
33. **G.S.T. will be paid as per applicable rate.**
34. 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.
35. E.M.D. submitted in tender will be released in due course.
36. Undersigned reserves the right to terminate the tender at any time after serving one month notice.

**Accepted**

**Signature of Contractor with Seal.**

**Dy. Suptdg. Horticulturist**  
ASI, Hort. Divn. No.IV, BBSR

## 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", 3<sup>rd</sup> Floor,  
Samantarapur, Bhubaneswar-2, Odisha

**Sub. : Acceptance of Terms & Conditions of Tender.**

**Tender Reference No. : \_\_\_\_\_**

**Name of Tender / Work :**

**Dear Sir,**

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/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).
3. 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.
4. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I/We hereby declare that our firm has not been blacklisted / debarred by any Govt. Depart/Public Sector Undertaking.
7. 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/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.
8. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief.
9. 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 state. Besides, liabilities towards prosecution under appropriate law.

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.