

Date: ___/___/2020

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH

SECTOR-26, CHANDIGARH - 160019

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e-TENDER NOTICE



E-Tender response invited from experienced agencies for Empanelment to provide Frisking Security service during recruitment examination being conducted by NITTTR, Chandigarh

I	Downloading of e-tender document	Start Date: 30.10.2020 at 3.00 P.M. End Date : 21.11.2020 at 5.00 P.M.
II	Date of submission of e-tender	Start Date: 30.10.2020 at 3.00 P.M. End Date : 21.11.2020 at 5.00 P.M.
III	Physical submission of EMD and eligibility documents	Start Date: 30.10.2020 at 3.00 P.M. End Date : 24.11.2020 at 5.00 P.M.

Detailed Terms and Conditions are available in e-tender document.

The bid document can be downloaded from the website of Chandigarh

Administration <https://etenders.chd.nic.in> and Institute website www..nitttrchd.ac.in

Director

E-Tender response invited from experienced agencies for Empanelment to provide Auxiliary Examination service (Manual Frisking) during recruitment examination being conducted by NITTTR, Chandigarh

1. ABOUT NITTTR, CHANDIGARH

In realization of the need for training better quality technicians to meet the large scale industrialization of the country, the ministry of Human Resource Development (the then Ministry of Education), Government of India established four Regional Technical Teachers' Training Institutes (now National Institute of Technical Teachers Training & Research, NITTTR at Bhopal, Chandigarh, Chennai and Kolkata in 1967. The Institute at Chandigarh is one of these four NITTTRs, started in collaboration with Royal Netherlands Government (upto 1974). It was designed to meet the requirements of developing polytechnic education in the northern region covering the states of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and Union Territory of Chandigarh. The Institute is registered under the Societies Registration Act, 1860 and is managed by a Board of Governors.

The institute started with long term teachers' training programmes for polytechnic teachers in 1967 and was also entrusted with the responsibility of promoting curriculum development work for the states in the region. To improve the competence of teachers for implementing new curricula designed by this institute, short term courses have been offered since 1967. The institute established a Media Centre in 1981 for preparing print & non-print instructional materials.

2. ABOUT TENDER

E-Tender response invited from experienced agencies for Empanelment to provide Frisking security services along with Live attendance monitoring system during multiple examination being conducted by NITTTR, Chandigarh throughout the State.

3. IMPORTANT SCHEDULE AND DETAILS

1	NIT No.	
2	Mode of Submission	Online only
3	Website for Bid Submission	etenders.chd.nic.in/nicgep/app
4	EMD	INR 1 lac only
5	Tender Fee	INR 5000 only
6	Last date & time of Bid Submission	21 /11 /2020 up to 05:00 PM
7	Technical Bid Opening Date & Time	23 /11 /2020 at 03:00 PM
8	Financial Bid Opening Date (Only for those Bidders who will be able to qualify the scrutiny of the Technical Bids)	25/11 /2020 at 11:00 AM
9	Address for Communication	National Institute of Technical Teachers Training & Research Sector-26, Chandigarh-160019, India

4. CONTRACT PERIOD

The contract shall be for a period of two years, extendable for another one year on satisfactory performance, from the date of award of work.

5. DETAILED SCOPE OF WORK

- i. To Frisk the Candidates/ staff at the entry point of the examination center by employing trained manpower for male and female candidate along with HHMD (Hand Held Metal Detector) by having separate enclosure for women candidates from the start of entry of staff to end of examination.
- ii. No person to be allowed entry without identifications including candidates, staff or flying Squad' inspection.
- iii. The Bidder should have adequate infrastructure for providing services for metal detector and manpower to make available at all the Examination venues.
- iv. The Bidder shall be responsible to take all clearances, certificates, licenses and should comply with all statutory obligations required for undertaking/providing services.
- v. Bidder shall maintain strict secrecy and confidentiality and will not divulge any information relating to assignment or examination to any third party, person, individual or boy corporate.
- vi. The Bidder shall be informed atleast a week in advance about exam centre venues by the concerned authorities of NITTTR, Chandigarh.
- vii. No advance payment shall be made to the Bidder, however, whole payment shall be released after submission of satisfactory completion report by the Bidder.
- viii. The Bidder is advised to visit all the centers well in advance of the examination date to get acquainted with the available facilities at the center.
- ix. The Bidder will check all admit cards and then only allow entry to candidates.
- x. Bidder has to perform physical verification of Candidate photo with Admit card at the time of security gate entry.
- xi. The bidder should provide Software solution for the provision of real-time attendance monitoring system through secured web server.
- xii. Separate frisking for female candidates. Only female staff will frisk the female candidates in enclosures.
- xiii. The Metal Detector provided for Frisking should be able to detect any prohibited metallic ornaments/electronic devices at examination centers on the day of examination except admit card and government approved valid identity card.
- xiv. At every center, minimum, one frisking enclosure, 1 female & 1 male staff with metal detector has to be deployed.

Male Frisking Personnel	One per 60 Male Candidates (Minimum 1 per Centre)
Female Frisking Personnel	One per 60 Female Candidates (Minimum 1 per Centre)

- xv. Installation of HHMD, Frisking Enclosure at each & every Examination center at the time of examination conducted by NITTTR, Chandigarh.
- xvi. Plank size of minimum 1x1 feet should be made available at the frisking gate by Bidder so that a candidate could stand on the same for frisking checking.
- xvii. Banner size of 5x4 feet should be placed at the Entry gate with details on 'Things not to carry in Exam'.
- xviii. The Bidder has to submit work completion certificate along with the center details to NITTTR, Chandigarh.
- xix. The Bidder has to ensure that Security guard should wear high-gloss jacket for ease of visibility.

6. INSTRUCTIONS TO BIDDERS

6.1 Sale of Tender documents:

The bidder has to submit Tender fees of INR 5000/- (Five Thousand Only) in form of Demand Draft only drawn in favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh" towards the cost of Tender document along with the Technical Bid, failing which the Tender will be summarily rejected.

6.2 Submission of Tender:

Bidders shall submit the bid through Online mode only, on or before the closing date. Department will not be responsible for any delay in receipt of bids. Any bid received after the closing date and time shall not be entertained. In case, closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received on the next working day at the same time. Technical bid and Financial bid should be submitted separately.

6.3 Period of Contract:

6.3.1 The contract shall be done for a period of two years, from the date of award of work. However, the contract may be renewed for another one year on the basis of performance of work provided that both parties agree on mutual terms and conditions as specified in the contract.

6.3.2 In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, the contract shall be terminated even before the scheduled time after following due procedure of law.

6.3.3 In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority.

6.4 Earnest Money Deposit:

6.4.1 Earnest Money of INR 1,00,000/- (One Lac) only shall be deposited in the form of Demand Draft only drawn in favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh" with the Technical Bid.

6.4.2 Any Tender without EMD in a manner other than what is mentioned above is liable to be rejected at the discretion of Department authorities. EMD should be valid for at least 90 days.

6.4.3 If for any reason, whatsoever, any Bidder withdraws or amends the Bid in any respect within the validity period or fails to enter into a contract for award of work, the entire EMD amount will be forfeited.

6.4.4 Refund of EMD: Earnest Money Deposit will not carry any interest. Earnest Money so deposited by unsuccessful Bidders will be refunded after the signing of contract agreement with successful bidder. EMD of successful Bidder will be refunded after the successful Bidder furnishes the Security Deposit cum Performance Guarantee.

6.4.5 Bidder has to **submit EMD Demand Draft or receipt of successful submission of EMD to the Department in Hard copy, atleast a day or 24 hours before the closing of Last date/time of Bid Submission. If not complied, bid will not be considered for opening and rejected out rightly.**

6.5 Validity of Bids:

The Bidder shall keep the "Financial Bid" valid for acceptance for a minimum period of 120 days after the last date of receipt of the Bids.

6.6 Security Deposit cum Performance Guarantee:

Security Deposit for proper and timely fulfilment of the contract has to be furnished by the successful Bidder within 07 working days from the date of Agreement cum receipt of work order and also required to furnish a guarantee on a stamp paper of 100/- duly attested by a Notary Public to the effect that he shall maintain Secrecy and Confidentiality of the documents.

No exemption will be made.

The Security Deposit cum Performance Guarantee of Rupee 1 Lac only shall be given by furnishing a Demand Draft or Fixed Deposit Receipt issued by a Nationalized/ Scheduled Bank approved by RBI drawn in favour of **favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh"**. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized/ Scheduled Bank.

Security Deposit will be retained by the Department till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the same is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

6.7 Delivery Schedule:

The bidder whose bid is accepted shall arrange to start the services after receipt of Letter of Acceptance / Work Order in a time bound manner as indicated by Department for each job/ project/ examination.

It may be kept in mind that time is the essence of this contract, Bidders may note that award of work will be on a project to project basis – one project being one examination. There may be overlapping of projects in which case the Bidder will have to ensure that there is no shortage of required infrastructure and related accessories or delay in respect of multiple examinations.

6.8 Payment Terms:

- i. No advance payment shall be made under any circumstances to the successful bidder.
- ii. Rate quoted by the bidder shall be exclusive of all incidental cost of Bidder including transportation, handling, and installation.
- iii. No extra costs shall be paid by Department on any additional account to the successful bidder.
- iv. The payment shall be in Indian Rupees and shall be paid only as per following terms of payment.
- v. Payment will be made after the receipt of work completion certificate, along with Invoice complete in all respects. The successful bidder has to sign a detailed agreement within 7 days of receipt of Letter of Agreement on non-judicial stamp paper which shall contain all clauses

including those related to liquidated damages on account of delays, errors, cost and time over-run etc.

- vi. Performance bank guarantee needs to be submitted by successful bidder before signing of agreement between Department and successful bidder.
- vii. In case the bidder fails to execute the Agreement within 15 days from issue of Letter of Agreement, Department shall have liberty to withdraw the bid.
- viii. All payments shall be subject to deduction of applicable TDS.
- ix. The rate quoted should be firm.

6.9 Penalty Term:

- i. In case of any candidate being leftover, intentionally or unintentionally, during Frisking stage at the time of Examination, bidder would be penalized by NITTTR as per below :
 - 50% or less of the total amount payable for the said examination (as decided by the NITTTR, Chandigarh)

6.10 Other Terms & Conditions:

- i. Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.
- ii. Department reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- iii. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the Bidder against the Contract for such quantities as may be decided by the Department.
- iv. All disputes concerning in any way with this tender are subject to Chandigarh High Court's Jurisdiction only.
- v. **Bidder has to bid for all the required services as per the Scope of work of this tender. Partial bid will be rejected.**

6.11 Arbitration:

In the event of any dispute or differences, the matter will be referred to the Director, National Institute of Technical Teachers Training & Research, Chandigarh.

7. QUALIFICATION CRITERIA

Following will be the minimum qualification/eligibility criteria. Each eligible bidder should possess all the following qualification criteria. **All the documents submitted with Technical bid should contain the name & designation of authorized signatory with company seal.** Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The bidder shall be a firm/ company/ proprietorship firm registered under the Indian Companies Act, 2013 or any other statutory Act of GOI.	Copy of relevant Certificates along with <ul style="list-style-type: none"> Name(s) and addresses of the Director(s) and Registration Number may be stated GST Registration certificate PAN card
2.	List of similar work undertaken for Examination projects in the last 3 years as on day of bidding with any Central Govt. / State Govt. / Education departments or PSU.	Copies of Work Order need to be enclosed
3.	The Bidder has to be profitable with Average Annual turnover of INR 8 Crores during the last three financial years i.e. 2016-17, 2017-18, and 2018-19.	Audited balance sheets, ITR and Profit and loss statements, to be certified by Chartered Accountant (CA) of the bidder's organization including Annexure-III
4.	Bidder should have valid ESI and EPF Number valid as on 1st April 2020	ESI and EPF registration certificate along with last 3 month(s) Challan slip
5.	Bidder must have a valid certification of ISO 9001:2015 and ISO 27001:2013 for at least last one year as on day of bidding.	Copy of valid certificates must be enclosed
6.	Bidder should have executed at least 3 work order from 3 different departments of Government importance for the provision of Frisking of candidates through HHMD devices in Examination projects and at least 1 work order for at least 10,000 candidates or more in single shift during last 3 years as on day of bidding.	Copies of Work Order need to be enclosed
7.	The Bidder must have adequate project resources with minimum of 2000 (Two Thousand Only) Hand Held Metal Detector devices.	Proof of purchase with Model No. must be enclosed.
8.	The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ PSU / Government undertaking organization in the last five years.	Undertaking to be submitted on Notary affidavit on INR 100 as per Annexure-II
9.	The bidder should have necessary trained technical manpower to handle the job and proper infrastructure to carry out the work smoothly and efficiently.	Necessary details and documents to be provided.
10.	Letter of undertaking	As per Annexure-I
11.	Tender Acceptance Letter	As per Annexure-IV

8. PROFORMA FOR FINANCIAL BID

Service Description	Price Per Candidate Per Shift
Frisking with HHMD (Hand Held Metal Detector) device as per Scope of Work	

NOTE:

- Price should be quoted as Exclusive of GST only
- Bidder with lowest quote (L1) will be awarded the work
- GST will be applicable as per Central / State Govt. rules / regulations
- Candidates will be applicable as per Admit card generated
- This will remain valid for next 1 year

Yours faithfully,

Name of the Bidder:

Name & Designation of Authorized Signatory:

Signature of Authorized Signatory:

Seal of the Organization:

Date:

Place:

9. PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

i)	Name and Address of the Bidder	
ii)	Contact Person Name Phone No. Mobile No. Email Id.	
iii)	Month & Year of establishment	
iv)	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover (Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	FY 2016-17
		FY 2017-18
		FY 2018-19
vii)	PAN No. / TIN No. / TAN No.	
	GST Registration No.	
	(attach photocopies of Income Tax clearance certificate)	
viii)	Quality Certification No / License if any	
	Details of Issuing Authority	
	Validity of Certificate	
ix)	Activities of the organization	
x)	Since when engaged in providing related services	
xi)	Details of Earnest Money Deposit (EMD) (DD No., Date, Bank, Amount etc.)	
xii)	Details of Tender Fee (DD No., Date, Bank, Amount etc.)	

Date:

Signature:

Name of Bidder:

10. Annexure-I

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To

Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

Sir,

This bears reference to _____ dated ___/___/2020. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

We hereby certify that no terms and conditions have been restricted by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent Department from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on ___/___/2020 at (*place*) _____ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection and/or penalty as decided by NITTTR, Chandigarh.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

11. Annexure-II

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To

Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

Sir,

In response to the Bid _____ dated _____ 2020, I/we hereby declare that presently our Company/Firm _____ is having unblemished record and is not declared ineligible or blacklisted for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central Govt. /State Govt. / Semi-Govt. / PSU/ University/ Educational Institutions/ Organization/ or Court of Law or by CVC as on date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid if any, to the extent accepted may be cancelled.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

12. Annexure-III

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2016-17, 2017-18 & 2018-19 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

S. No.	Details	(1) 2016-17	(2) 2017-18	(3) 2018-19
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Net Worth			

Please attach - Up to date Income Tax Clearance Certificate

- Audited Balance Sheet.

- Profit / Loss statement

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

Name:

Date of sign:

Stamp:

13. Annexure-IV

TENDER ACCEPTANCE LETTER

Date: _____

To

The _____

Sir / Madam,

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

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).

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.

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

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

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

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/ organisation 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)

14. Annexure-V

PROFORMA FOR PERFORMANCE BANK GUARANTEE OR SECURITY DEPOSIT

To

The _____

I. Against Price Agreement concluded by the advice acceptance of the Tender No. Dated /... /20.... Covering supply of..... (Hereinafter called the said contract), entered between the Director, NITTTR

And

..... (Hereinafter called the "Agency"), this is to certify that at the request of the Agency, We (Bank) are holding in trust in favour of the Director, NITTTR the amount of Rs. 1,00,000/- (1 Lac only) to indemnify and keep indemnified the secretary, KPSC against any loss or damage that may be caused to or suffered by the Director, NITTTR by reason of any breach by the Agency or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Director, NITTTR whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Agency and the amount of loss or damage that has been caused or suffered by the Director, NITTTR shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Director, NITTTR.

II. We, (Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Agency, i.e., till (for a period of one year from date of Price agreement) hereinafter called the "said date" and that if any claim accrues or arises against us(Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us (Bank) not with standing the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us..... (Bank) by the Director, NITTTR before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from Director, NITTTR.

III. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Bank) undertake not to revoke this guarantee during its currency without the consent in writing of the Director, NITTTR.

IV. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Agency in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.

V. We(Bank) further agree that the Director, NITTTTR shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Director, NITTTTR against the said contract and to forbear or enforce any of the terms and conditions relating to the said contract and we (Bank) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Agency or for any forbearance and / or omission on the part of the Director, NITTTTR or any indulgence by the Director, NITTTTR to the said Agency or by any other matter or thin what-so-ever, which under the law relating us from our liability in the constitution of the bank or Agency.

Date:

Signature

Place:

Printed Name

(Designation)

(Bank's Common Seal)

15. Annexure-VI

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://etenders.chd.nic.in/nicgep/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.chd.nic.in/nicgep/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which

the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid 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 (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.