



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर  
ICAR RESEARCH COMPLEX FOR EASTERN REGION  
(भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

आई.सी.ए.आर. परिसर, पोस्ट – बिहार वेटनरी कॉलेज, पटना – 800014 (बिहार), भारत  
ICAR Parisar, P.O. - Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA  
फोन सं. Phone No. (0612) 2226024, 2228882\*104, फैक्स सं. Fax No.2223956, E-mail: : [purchase.ircer@gmail.com](mailto:purchase.ircer@gmail.com)

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING  
DOCUMENTS FOR PRINTING AND INSTALLATION OF BACKDROP,  
HOARDING AND FLEX BANNER**

**(Technical & Financial Bid as per Schedule of requirement)**

**NOTICE INVITING ONLINE TENDER**

File No. IRCER/17-18/P&S-45(ii)/Mela & Exhibition

Dated :10.01.2019

The ICAR Research Complex for Eastern Region, Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR RCER, Patna Bihar, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Printing and Installation of Backdrop, Hoarding and Flex Banner for “Krishi Kalyan Mela during 10-12 February 2019 at Gandhi Maidan, East Champaran (Motihari).**

**CRITICAL DATE SHEET**

Tender ID ( To be allotted by portal after uploading of tender)	
Tender Reference No.	F.No.IRCER/18-19/P&S-45(ii)/Mela & Exhibition/Hoarding
Date of release of Tender through e-procurement Portal	10.01.2019
Bid Submission Start Date (Online)	10.01.2019
Last date for Receipt of Tender fees and EMD at ICAR-RCER, Patna	30.01.2019
Last Date & time for submission of online Bid	30.01.2019 (02.00 PM)
Date & time for opening of technical Bid	31.01.2019 (03.00 PM)
E.M.D to be paid in the shape of Demand Draft in favour of “ICAR Unit, ICAR RCER, Patna” and Payable at “Patna” obtained from Nationalized Bank only.	Rs. 25000.00 (Rs. Twenty five thousand only)
Tender Document Fee to be paid in the shape of Demand Draft “ICAR Unit, ICAR RCER, Patna” and Payable at “Patna” obtained from Nationalized Bank only.	Rs. 1000.00 (Rs. One thousand only)
<b>Tender fees and EMD should be submitted to the Director, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary Collage, Patna- 14 before bid submission end date and time by Post/Speed Post/Courier only.</b>	
Address for Communication	The Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014
	Sd/- Assistant Admn. Officer

## Details of Items.

Sr. No.	Name of item	Particulars	Quantity
(1)	(2)	(3)	(4)
1	Printing and installation of banners on round-about & may be, on other places in Motihari	Backdrop (40' x 10')	01 No.
2		Event hoarding (36' x 16')	30 Nos.
3		Hording (6' x 4')	30 Nos.
		Hording (10' x 8')	10 Nos.
4		Flex banner (10' x 3') (for display of institution)	150 Nos.
5		B/L (Back Lift) Hoarding (10'x6')	10 Nos.
6		B/L (Back Lift) Hoarding (20'x8')	10 Nos.

- Note:**
1. The item/quantity/area/period may decrease or increase as per need based.
  2. This quantity and period is only anticipated, however, for evaluation of bids, the Rate quoted on the basis of this very quantity will be taken into account.
  3. The finalization of bids will be done on basis of Grand Total not for any individual total.

### IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

**2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**

3. The ICAR RCER, Patna will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.

4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

5. The ICAR RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

**Assistant Administrative Officer (P)**

आई.सी.ए.आर. परिसर, पोस्ट – बिहार वेटनरी कॉलेज, पटना – 800014 (बिहार), भारत  
ICAR Parisar, P.O. - Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA  
फोन सं. Phone No. (0612) 2226024, 2228882\*104, फैक्स सं. Fax No.2223956, E-mail: : [purchase.ircer@gmail.com](mailto:purchase.ircer@gmail.com)

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

#### For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

3. The item shall be in compliance with the specifications mentioned in bid document and shall be of the latest technology, best quality and high standards.

**4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**

5. The Director, ICAR-RCER, Patna, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

6. The Technical Committee constituted by the Director, ICAR RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.

7. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. Motihari, Bihar be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

8. The item should be delivered at Motihari, Bihar and the supplier shall be responsible for any damage during the transit of goods.

**9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**

10. All the communications with respect to the tender shall be addressed to: **The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**

11. The bidders are required to upload documentary evidence in support of the following qualification criteria.

**Mandatory documents to be attached are:**

**1) TECHNICAL BID**

- i. Scan copy Registration certificate.**
- ii. Scan Copy of Goods and Service Tax Number.**
- iii. Scan Copy of Pan Card and Income Tax Return of the financial year 2017-18.**
- iv. Scanned copy of tender fee and earnest money deposit (EMD)/its exemption, if any.**

**2) FINANCIAL BID**

- (a) Price Bid as BoQ.xls**
- (b) Undertaking of Price Bid.**

**Sd-  
Assistant Administrative Officer**

## **TERMS & CONDITIONS OF CONTRACT**

- 1. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
2. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-RCER, Patna.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR-RCER, Patna reserves the right to accept or reject any or all the tenders.
6. Bid Validity: 30 days.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
8. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
9. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only ,** in favour of “ICAR UNIT-ICAR RCER, Patna” payable at Patna.
10. The EMD will be returned to the unsuccessful bidders.
11. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
12. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.1,00,000.00 shall have to deposit performance security at the rate of 5% (five percent) of the contract value within 3 days of receipt of confirmed Purchase/Supply Order.**
13. The Institute reserves the right to reject any or all of the tenders received without assigning any reason.
14. The essence of the contract is timely supply of sufficient quantity and quality items and maintenance of hygiene and healthy sanitary conditions.

15. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.
16. Bids with all information and supporting documents by way of copies of work orders, latest Income Tax Certificate (Last 1 year of Tax paid to be included), Copy of GST, etc. to establish their credentials and track record for fulfilling the experience, financial and ranking system requirements, will be considered. List of offices or organization where the pandal or exhibition stall was constructed/ running, should be enclosed.
17. The experience and financial criteria of the bidding entity shall be taken into consideration for assessment and evaluation.
18. The bidder should not have been black-listed by any organization on any grounds.
19. The ICAR Research Complex for Eastern Region, Patna reserves the right to use in-house information for assessment of capability of bidders. The decision of the Institute regarding the tender will be final and binding.
20. Bidder shall ensure submission of complete information / documents at the first instance itself. The Institute reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
21. Please note that falsification/suppression of information shall lead to the disqualification of the tenderer among other measures as deem fit by Competent Authority of this Institute.
22. Tenders should be complete in all respects and incomplete tenders and tenders not complying with the terms and conditions of the tender document will be summarily rejected without any notice.
23. The **Printing and Installation of Backdrop, Hoarding and Flex Banner** need to be provided **at Motihari, Bihar** or any place decided by the Institute for one occasion of the Programme.
24. Rates of all items should be inclusive of supply of material, labour charges, hire charges of tools & tackles, scaffolding, plant & machinery, any applicable taxes and duties etc. In case of only labour involved items, supply of materials will not be included. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
25. The Contractor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards treatment/compensation of them. The Contractor shall have to comply with the provisions of all prevailing Labour Rules, Wages Act and 1948 Worker's Compensation Act, whichever is applicable. No claim for idle labour will be entertained under any circumstances.
26. The contractor shall make their own arrangement for storage space and godown for their materials, tools &tackles, Plant & Machinery etc.
27. The Contractor shall take all necessary precautions to prevent any damage that may cause towards any host property during the course of execution of the contract and they will be liable to make good the same at their cost.
28. Income tax deduction will be made at source from all payments as per laid down rules of Ministry of Finance.
29. No other terms and conditions are acceptable from the contractor' end if not stipulated in the work order or accepted
30. Penalty as decided by the Institute, will be imposed on the bidder:-
  - i. If there is any dereliction /irregularity in service or delay in service.

- ii.** If the items supplied by the Bidder is substandard / non-quality or insufficient quantity.
31. Penalty will be recovered directly from the bill of bidder and the Institute's decision shall be final.
  32. The firm/organization must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e, various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. Further, in the event of any loss incurred to the Institute due to non-compliance, the contractor shall indemnify the same to the Institute.
  33. The Bidder shall bear taxes, rates, charges, levies or claims whatsoever as may be imposed by the State/ Central Govt's or any local body or authority from time to time.
  34. The firm/contractor shall be solely and fully responsible for lapses, violation and non-compliance, if any of all the statutory dues and the Institute shall in no way be a party to it.
  35. The contract either in full or in part **shall not be sublet or assigned** by the bidder to others under any circumstances. The bidder, whose tender is accepted, should indemnify the Institute against any claim due to non-compliance of any of the terms and conditions of the tender. In the event of the Institute having to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the firm/organization should pay such claim/damages and even if the Institute is called upon to pay such damages, the firm/organization must reimburse the same immediately.
  36. The contractor shall obtain adequate insurance policy in respect of his staff to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
  37. The Bidder shall be deemed for all legal and contractual purposes, as the employer of the staff employed by him/her for carrying out the contract, and such persons will not have any claim for employment in the Institute now or at a future date.
  38. The Bidder shall at all times during the continuance of the agreement and shall follow all directions and instructions given by the Institute and all authorized officials concerning every aspect of service and maintenance. The decision of the Institute would be final in all matters.
  39. For all disputes arising out of non-adherence of any terms stipulated above, the Director of the Institute is the appellant authority and his decision would be final. However, the legal jurisdiction for all matters would be Patna.
  40. The contractor will be responsible for providing all items mentioned in Annexure-I. For any additional items, which the contractor intends to supply, the quantity of such items should be specified while quoting the proposed sale price of such item.
  41. The rates for erecting Hoarding, Welcome Gates, Backdrop, Flex Banner of the particular dimension as indicated above and portraying the picture(s)/words/drawings/designs (to be specified later on, by the Institute, at the time of order) at the particular sites (to be specified later on, by the Institute, at the time of order), should be quoted in enclosed format of Price Schedule on F.O.R. basis (Motihari).

42. The **supply & installation** will have to be completed within **03 days** from the date of receipt of this office supply order. In the case of failure to execute the supply within stipulated period, **penalty will be charged @ 0.05% per day.**
43. For termination of this agreement **03 days notice will be required from either side** in writing.
44. In case of any dispute the matter shall be referred to the DIRECTOR, ICAR-RCER, Patna, and his decision will be final and binding on the Contractor.
45. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part or cancel the same.

**Assistant Administrative Officer**

**Annexure-I**

(On the letter head of the Firm)

<b>Name of the Firm</b>	:			
<b>Tender Reference No.</b>	:			
<b>Name of the Tender/work</b>	:			
<b>Check List</b>				
<b>Sl. No.</b>	<b>Details</b>	<b>Submitted (Yes/No)</b>	<b>If submitted , mention page no. of pdf file</b>	<b>Remarks</b>
<b>1</b>	<b>Registration certificate</b>			
<b>2</b>	<b>Goods and Service Tax Number</b>			
<b>3</b>	<b>Pan Card and Income Tax Return of the financial year 2017-18</b>			
<b>4</b>	<b>Tender acceptance letter</b>			

**Signature of Bidder with Official Seal**

(On the letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.		
2	Goods & Service Tax Registration No.		
3	Bank details:		
	a	Bank Name	
	b	Branch Address	
	c	Account No.	
	d	Type of Account (Current/Savings)	
	e	MICR No.	
	f	RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

**CERTIFICATE ABOUT NON BLACK LISTING**

We.....on this date ----- do hereby  
certify that our company / firm has not been blacklisted by any Government Department /  
Government Educational Institutions / Research Institute(s) on any grounds.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas M/s ..... (hereinafter called the “tenderer”) has submitted their offer dated..... for the supply of ..... (hereinafter called the “tender”) against the purchaser’s tender enquiry No. ....

KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at ..... are bound unto ..... (hereinafter called the “Purchaser) in the sum of .....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2017.

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 90 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

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

Date:

To,

The Director  
ICAR Research Complex for Eastern Region,  
Patna 800 014 (BIHAR) INDIA

Sub: Acceptance of Terms & Conditions of Tender for **Printing and Installation of Backdrop, Hoarding and Flex Banner for “Krishi Kalyan Mela during 10-12 February 2019 at Gandhi Maidan, East Champaran (Motihari).**

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

Name of Tender / Work: - -----

Dear Sir,

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/ organization 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/Autonomous Body/Organization/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/ 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)**

(To be given on Company Letter Head)

Financial Bid/Price Bid Undertaking

UNDERTAKING

1. I submit the Financial Bid for “**Printing and Installation of Backdrop, Hoarding and Flex Banner for “Krishi Kalyan Mela during 10-12 February 2019 at Gandhi Maidan, East Champaran (Motihari)”**” as envisaged in the Tender document of Tender Id \_\_\_\_\_.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

SIGNATURE OF BIDDER & STAMP

## **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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:

<http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal 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 / TCS / 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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” 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 login to 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per 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. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must 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. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **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 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. The contact number for the helpdesk is 1204200462

### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY**

**CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**Assistant Administrative Officer**