



भा.कृ.अनु.प. – खरपतवार अनुसंधान निदेशालय  
ICAR- Directorate of Weed Research  
महाराजपुर, अधारताल, जबलपुर – 482004, (म. प्र.), भारत  
Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA  
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F.No.: 2-204/Estt./2018

Dated the 26<sup>th</sup> October, 2018

### **NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited on behalf of **Director, ICAR – DWR, Jabalpur** from the interested firms under **two bids system for outsourcing the services of Typist/diary/dispatch & related clerical services** at 17 points on contract basis for a period of one year and extendable to one more year subject to satisfactory performance of the vendor and its willingness to continue, as per its requirement. Number of points may vary upto 25% plus & minus, however, payments will be released strictly on actual deployment basis.

**Manual bids shall not be entertained.**

Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

#### **CRITICAL DATE SHEET**

| Tender No.                                 | F.No.: 2-204/Estt./2018  |
|--|--|
| Date and Time for Issue/Publishing         | 26.10.2018, 06.30 P.M.   |
| Document Download/Sale Start Date and Time | 26.10.2018, 06.30 P.M.   |
| Bid Submission Start Date and Time         | 26.10.2018, 06.30 P.M.   |
| Pre – Bid Meeting                          | 05.11.2018, 11.00 A.M.   |
| Bid Submission End Date and Time           | 19.11.2018, 03.00 PM   |
| Date and Time for Opening of Bids          | 20.11.2018, 03.00 PM   |
| Address for Communication                  | Director, ICAR – Directorate of Weed Research,<br>Maharajpur, Adhartal, Jabalpur, Madhya Pradesh<br>– 482004 |

Sd  
/-

Administrative  
Officer

## **General Information and instructions & other terms & conditions of the Contract**

### **CHART OF DUTIES/SCOPE OF WORK**

The services as detailed are to be provided to the Division/Sections/unit/Officers of the Directorate located at Maharajpur, Adhartal, Jabalpur

1. Typing/data entry/diary/dispatch of letters/receipts filing/docketing of papers.
2. Upkeep/arranging of files in different sections.
3. Photocopying of papers, making sets as and when required
4. Maintenance of prescribed registers/formats/bill/vouchers etc.
5. Other miscellaneous work of similar nature as and when allotted by concerned sections/officers

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 3 In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the mentioned time. The Directorate reserves the right to accept or reject any or all the tenders. The interested Firms are required to deposit (in original) **Tender Fee of Rs. 1,000/- (Non-refundable)** in the form of **Demand Draft** prepared in favour of **“ICAR UNIT DWSR”** payable at **Jabalpur** may be addressed to the **Director, ICAR – Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur – 482004** on or before bid opening date and time as mentioned in the Critical Date Sheet. The tenders will not be considered if Tender Fee is not deposited, however exemption may be given as per Government’s guidelines in this regard.
5. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of the amount **Rs. 1,50,000/- (Rupees One lakh fifty thousand only)** in the form of Demand Draft from any of the Commercial Banks in favour of **“ICAR UNIT DWSR”** payable at **Jabalpur** may be addressed to the **Director, ICAR – Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur – 482004** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. The firm should send the Original brochures of the product (if required) and may be addressed to the **Director, Director, ICAR – Directorate of Weed Research, Maharajpur, Adhartal, Jabalpur – 482004** on or before bid opening date and time as mentioned in the Critical Date Sheet.
7. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-DWR, Jabalpur. They can view live bid opening after login on CPPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-DWR, Jabalpur then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

## **TERMS AND CONDITIONS**

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special/other terms and conditions are detailed in the tender forms and its schedules/Annexures. Please submit your rates online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules/Annexure.
2. **An earnest money of Rs.1,50,000/- (Rupees One lakh fifty thousand only) must be deposited in the form of Demand Draft payable to "ICAR UNIT DWSR" payable at Jabalpur. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited, however exemption may be given as per Government's guidelines in this regard. The EMD will be refunded to the unsuccessful tenderers as promptly as possible, whereas in the case of successful tenderer EMD will be refunded after deposition of Security deposit @ 10% of the contract value in form of Demand Draft / Bank Guarantee/FDR.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The ICAR-DWR, Jabalpur is not bound to accept the lowest or any other tenders. The bid of those tenderers shall be summarily rejected who quote unviable rates or zero agency charge etc. Other conditional Tenders will not be accepted.
6. **An amount @ 10% of the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-DWR, Jabalpur. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. The GST or any other tax applicable as per the rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department as per prescribed rate by the Govt. TDS/surcharge shall also be deducted at source from the bills of the successful contractor as per rule.
9. Director, ICAR-DWR, Jabalpur reserves the right to reduce or terminate the period of contract or to extend its duration (upto one year) in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

10. Decision of Director, ICAR-DWR, Jabalpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of this Directorate. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
11. Acceptance by the Directorate will be communicated by FAX / Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter etc. should be acted upon immediately.
12. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever any staff/supervisor is to go on leave under intimation to this office.
13. Changing of staff /Supervisor should be intimated to this office. The work shall be executed strictly as per the schedule of work and instructions of the In-charge, Sanitation and Sectional In charges.
14. The staff provided should also maintain secrecy and discipline in the premises of Institute.
15. The Contractor shall keep a complaint register with his supervisor and it shall be open for verification by the authorized officer of ICAR-DWR, Jabalpur for the purpose. All complaints should be immediately attended to by the agency.
  - a.) The agreement is terminable with one month notice on either side.
  - b.) The contractor shall not sublet the work.
  - c.) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
  - d.) The selected agency shall provide necessary personnel for ICAR-DWR, Jabalpur as per Labour Acts prevalent in the Madhya Pradesh State. The agency shall employ good and reliable manpower with good health within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, by the ICAR-DWR, Jabalpur, the ICAR-DWR, Jabalpur shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
  - e.) **The person so provided by the agency under this contract will not be the employee of the ICAR-DWR, Jabalpur and there will be no employer-employee relationship between the ICAR-DWR, Jabalpur and person so engaged by the contractor in the aforesaid services.**
  - f.) **Payment for outsourcing the services of Typist/diary/dispatch & related clerical services will be made monthly upon submission of pre-receipted bill on actual manpower deployment basis.**
  - g.) The contract will be awarded to the lowest quotee based on the rates/service charge quoted by the firm as per financial bid (to be quoted online in BOQ). In case of two or more tenders quote same rates/Service Charge, the tenderer having cumulative turnover for the last three years will be given preference.

- h.) The rates to be quoted should include cost of each and every item including transportation cost, and manpower cost etc. based on **prevailing minimum labour wages prescribed by the Central or State Govt. whichever is higher**. The ICAR-DWR, Jabalpur shall not bear any extra charge on any account whatsoever i.e. Uniform, Liveries, OTA, etc.
- i.) The contractor will discharge all its legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-DWR, Jabalpur from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws of Central or State. In case of any dispute, the decision of the Director, ICAR-DWR, Jabalpur shall be final and binding on the contractor.
- j.) Income Tax/TDS will be deducted from the payments due for the work done as per rule.
- k.) The contractor must employ adult worker only. Employment of child labour will lead to the termination of the contract.
- l.) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
- m.) **Risk Clause:** ICAR-DWR, Jabalpur reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
- n.) The work at this Directorate should be supervised by providing a Supervisor.
- o.) Work should be executed during working hours on working days or as and when required.
- p.) The service charges/rates quoted by the Agency should be fixed for the period of the Contract and no request for any change/modification shall be entertained before expiry of the period of the Contract unless the same is warranted for enforcing statutory instructions like revised minimum wages issued by appropriate Government under minimum wages act 1948.

### **LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:**

- 1) If the allotted work is not done properly as per the satisfaction of the official by the contractor and there is no improvement in the work even after giving written order by institute then tender/contract will be cancelled after giving fifteen days notice to the contractor. The security deposit of the firm will also be forfeited. The defaulter firm will be debarred from applying in any of tender of the Directorate for the next one year.
- 2) An amount equivalent to two days of contract amount, subject to a minimum of Rs.2000/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by ICAR-DWR, Jabalpur and if no action is taken within 24 hour liquidated damages clause will be invoked.
- 3) Any misconduct / misbehaviour on the part of manpower deployed by the agency will not be accepted and such person(s) will have to be replaced immediately.

### **Other terms & Conditions:**

1. In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & MP Act' 1952 needs to be specified along with other labour laws, names of contractors covered under the EPF & MP Act. The same can be searched and downloaded from the website – [www.epfindia.gov.in](http://www.epfindia.gov.in).
2. Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in this particular office is required to be submitted before releasing the payments to the contractor.
3. At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
4. Workers may be guided to obtain e- passbooks from EPFO website.
5. If the tenderer requires interpretation of any clause, the decision of the Director, ICAR – DWR, Jabalpur shall be final and abiding.
6. The contractor will ensure timely payment of wages strictly as per Minimum Wages Act (as applicable from time to time by Central Government) to the deployed manpower, contractor should deposit the wages directly into the bank account of deployed manpower. The stamped copy of the advice sent to bank should be attached with the bill. Contractor shall maintain the record of their attendance, deposition of ESI, (if applicable), EPF etc. and submit such record to the authorized Officer of the Directorate regularly every month along with the bill. During the contract period, no accommodations will be provided by ICAR- DWR, Jabalpur to the contractor and his deployed workers.

7. The GST or any other tax which is as per the rule of the Central/State Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department **as per the rule**. TDS/surcharge shall also be deducted at source from the bills of the successful contractor as per rule.
8. The contractor shall issue a monthly wage slip to the workers with the details of payment and deductions.
9. The contractor will provide and maintain specified FIRST AID BOX at the premises and observe rules and laws as required by Contract Labour (R&A) Act, 1970 and contract Labour (R&A), Rules 1971 and as amended from time to time.
10. The successful Contractor/Agency will have to enter into an agreement Deed on Stamp Paper for execution of job/manpower contract on the above terms & conditions of the contract before start of contract.

The Director, ICAR-Directorate of Weed Research, Jabalpur reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-DWR, Jabalpur shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

#### **LEGAL OBLIGATIONS:-**

All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the contractor, He shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments:-

- a. The contract Labour (Regulation & Abolition) Act., 1970
- b. The contract Labour (Abolition & Regulation) Central Rules, 1971
- c. The Minimum wages Act., 1948
- d. The Employer's Liability Act., 1947
- e. The Payments of wages Act., 1936
- f. The Factories Act., 1948
- g. The Workmen's Compensation Act., 1923
- h. The Employees Provident Funds and Misc. Provisions Act.,1952
- i. The Payment of Bonus Act., 1976
- j. The Equal Remuneration Act., 1976
- k. The Industrial Disputes Act., 1947

## Annexure-I

### Technical Bid (To be submitted on CPP Portal)

1. Name of the Firm/Agency
2. Constitution of the Firm/Agency
  - Indian Companies Act 1956/2013
  - Indian Partnership Act, 1932: (please give names of partners)
  - Any other Act, if not, the owner
3. Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
4. Scanned copy of ESI Registration Certificate issued by appropriate Govt. Department.
5. Scanned copy of EPF Registration Certificate issued by appropriate Govt. Department.
6. Scanned copy of Registration Certificate under Shop & Establishment Act-1948.
7. Scanned copy of Goods and Service Tax Registration no. of the firm, please attach scanned copy of GST/Service Tax challan for the latest three month also.
8. Scanned copy of PAN Number
9. **Last 3 years experience** of the firm in the field of providing such services in Central Govt. establishments/State Govt./ Autonomous bodies/ Corporations/ Public Limited/ Govt. Undertakings (As per Annexure-IV)
10. Scanned copy of duly certified copies of the satisfactory services/ work order copies where the tenderer is providing such services for the **last three years** of which atleast one should be of the running contract.
11. Scanned Copy of Annexure –III and Tender Acceptance Letter (Annexure-V).
12. **Scanned copy of Income Tax Returns for the last three years.** Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant showing **Minimum turnover of the firm not less than Rs. 50 lakh (Rupees Fifty lakh only) during the last financial year.**
13. Nos. of such workers (Typist/diary/dispatch & related clerical services), supervisors registered under ESI & EPF separately. Minimum 25 nos. (Staff, supervisor) required with their ESI & EPF contributions. Scanned copy of Documentary proof of vouchers [***j.e. challan for the latest three month***] may be attached.
14. Certificate mentioning whether blacklisted or not.

**Note: Duly filled checklist & Annexures are required, failing which CA has the right to reject the tender.**



## Annexure-II

### FINANCIAL BID:

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for providing the services of Typist/diary/dispatch & related clerical services at ICAR – Directorate of Weed Research, Jabalpur, Madhya Pradesh – 482004.

| S.N. | Detailed Description of Work   | Number of person | Units            | Per person per month agency commission/charges. The Agency commission will not be changed in any case. |
|------|--|------------------|------------------|--|
| 01.  | Per person per month Agency Commission/Charges rate offered for providing the services of Typist/diary/dispatch & related clerical services as per chart of duties/scope of work in accordance with the highest standards of Allied Services and as per terms and conditions specified in the Tender, specially covered all applicable Acts.<br><b>Nature of Work: Skilled</b><br><b>Detail of wages</b><br><b>Minimum wages: Rs.389/-</b><br><b>EPF: 13.15%</b><br><b>ESI: 4.75%</b><br><b>GST: As per rule</b> | 1                | <b>per month</b> | ..... (Rs. In figure)<br>.....<br>.....<br>..... (Rupees in words)                                     |

\* Note: PLEASE QUOTE YOUR RATE for AGENCY CHARGES/COMMISSION only. Other statutory charges viz EPF, ESI & GST will be paid extra as per rules.

❖ Further minimum wages/ EPF/ESI/GST will be revised as per Govt. of India, as may be applicable, from time to time.

Note: The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. 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. **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-DWR, Jabalpur.



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**FORM FOR SUBMISSION OF DETAILS FOR PAYMENT OF BILLS THROUGH E-PAYMENT**

Name of the Firm :

Registered/Postal Address :

|     |                                     |  |
|-----|-------------------------------------|--|
| 1.  | Permanent Account Number (PAN):     |  |
| 2.  | GST Registration Number:            |  |
| 3.  | <b>Bank Details:</b>                |  |
| 3.a | Bank Account No.                    |  |
| 3.b | Account Holder Name                 |  |
| 3.c | Bank Name                           |  |
| 3.d | Bank Branch Name & Address          |  |
| 3.e | Type of Account (Saving/Current)    |  |
| 3.f | Mobile Number of Vender             |  |
| 3.g | Bank IFSC Code/MICR Code/ RTGS Code |  |

Please get the above details verified from your bankers.

**CERTIFICATE**

Certified that the information at S.No.1 to 4 are correct.

Signature of branch manager with seal

Signature of bidder with Seal

**Details of the Minimum 3 years experience/work done**

| S. No. | Name of Client Deptt./ Organization & Name of Contact person with Ph. No. | Period |    | No. of Staff | Remarks If any or Page No. |
|--------|---|--------|----|--------------|----------------------------|
|        |   | From   | To |              |                            |
| 1.     |   |        |    |              |                            |
| 2.     |   |        |    |              |                            |
| 3.     |   |        |    |              |                            |

**Authorized Signatory  
Full Name of Bidder with Address & Date**

Signature of bidder with Seal

**TENDER ACCEPTANCE LETTER**

*(To be given on Company Letter Head)*

Date:

To,

.....  
.....

**Sub: Acceptance of terms and conditions of tender.**

**Tender Reference No.:**

**Name of tender/work:-**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

1. 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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

**INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are requested 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:**

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online Bidder Enrolment”** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- 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:**

- 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.

- 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.
- 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:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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:**

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as ‘Offline’ to pay the tender fee / EMD as applicable and enter details of the instrument.
- 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.

- Bidders are requested to note that they should necessary 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 changes. 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.
- The server time (which is displayed on the bidder’s 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.
- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- 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:**

- 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.
- 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.

**ANNEXURE – VII**

Check list for uploaded documents:

| S. No. | Document to be uploaded   | Scanned Copy Uploaded |    |
|--------|---|-----------------------|----|
|        |   | YES                   | NO |
| 1      | Tender fee and Earnest Money Deposit  |                       |    |
| 2      | Firm's registration certificate   |                       |    |
| 3      | PAN Card & GST Registration No.   |                       |    |
| 4      | EPF/ESI Registration Certificate  |                       |    |
| 5      | Duly-filled/signed Annexures – III & V  |                       |    |
| 6      | Last three year experience certificate as per Annexure-IV                                 |                       |    |
| 7      | Certificate Income Tax return / Certified balance sheet as per technical bid point no. 12 |                       |    |
| 8      | Remaining points of the Technical bid   |                       |    |