

GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
5th Floor, Central Revenue Building, Bir Chand Patel Path, Patna – 800001.

C. No. I(15)7-218/Cus/Wel/Utilization/fund/IRS/2017

Date: .11.2017

**Notice for inviting Tenders for Supply, Installation & Commissioning of
Porta Cabins at 04(four) Land Customs Stations at Valmikinagar, Sonbarsa,
Laukaha and Jaynagar under the jurisdiction of Patna Customs
Commissionerate
on <https://eprocure.gov.in/>**

E-tenders are invited from the reputed Manufacturers/Dealers for supply and installation of 05 (five) nos. of 25'x12'x9' size of Porta Cabins as per the technical specification mentioned in Annexure-I & Annexure-II, at 04(four) Land Customs Stations namely at Valmikinagar, Sonbarsa, Laukaha and Jaynagar, as office and system room.

Details of Land Customs Stations where Porta Cabins are to be installed:

Sl. No.	State	Name & address of Land Customs Station	Open area	Size of Porta Cabin to be installed	Number of Porta Cabin to be installed
1.	Bihar	Inspector of Customs, Land Customs Station, Valmikinagar PO & PS –Valmikinagar, Distt.- West Champaran Pin- 845107. Mob. No.08210041617	Available	25'x12'x9'	02(Two)
2.		Superintendent of Customs, Land Customs Station, Laukaha PO & PS –Laukaha Bazar, Distt.- Madhubani Pin- 847421. Mob.No.07632989526	Available	25'x12'x9'	01(One)
3.		Superintendent of Customs, Land Customs Station, Sonbarsa PO & PS –Sonbarsa, Distt.- Sitamarhi Pin-843330. Mob.No.07632989531	Available	25'x12'x9'	01(One)
4.		Superintendent of Customs, Land Customs Station, Jaynagar FCI Road, Near Block Office,	Available	25'x12'x9'	01(One)

		PO & PS – Jaynagar, Distt – Madhubani, Pin – 847226 Tel.No. 06246-222127 Mob.No. 07632989529			
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The tender Enquiry documents can be downloaded from the official website www.eprocure.gov.in (CPP Portal), www.cbec.gov.in and <http://customspatnazone.bih.nic.in/> **from 01.12.2017 onwards**. However, the online bids have to be submitted only on www.eprocure.gov.in. Digitally signed Annexure 'A' and 'C' has to be uploaded in Technical bid with relevant documents, Annexure 'B' in pdf format has to be uploaded in financial bid and Annexure 'D' will be provided to the successful bidder during awarding of tender for furnishing of agreement paper to this office which will be made between the firm and this office. **Last date for submission of bid is 22.12.2017 by 3 PM.**

TERMS AND CONDITIONS:

A) Terms and Conditions for Prequalification, Technical Bids and financial bids:

- 1) The Manufacturer/Dealer should have a well-established company/agency engaged in the supply and installation of Porta Cabins having latest ISO Certificate.
- 2) All the aforesaid items and the installation shall be guaranteed for proper functioning for the period of **one year** from the date of its successful commissioning. The guarantee/warranty of the individual items as per the manufacturer's specification shall be in addition to the overall guarantee of the Porta Cabins of one year. During the period of the guarantee of one year of the porta cabins installed and commissioned, if any or all components are found to be defective, it shall have to be replaced or repaired free of charge (including the cost of transport and visit charge of the representative of service centre or any service charge, if applicable) and any short comings found in the porta cabin as specified shall have to be removed at no extra cost by the Manufacturer/Dealer. The Manufacturer/Dealer shall provide the necessary personnel and tools for fulfilling the above guarantee and also give the emergency numbers of the service centres who shall attend the problems related to the functioning of the said porta cabins installed.
- 3) The Manufacturers/Dealers have to visit the places of installation if required to have the idea/geography of the site as well as site conditions. The submitted bid shall be evaluated presuming that the bidder has full knowledge about the site conditions before submission of the bid and no relaxation on this matter shall be considered by this office at later stage.
- 4) The Manufacturer/Dealer should provide to the department, the complete technical literature specifying all technical details and sketch of all connections of the Porta cabins in a folder.
- 5) Any person who is in government service or any employee of the department should not be a partner, directly or indirectly, with the Manufacturer/Dealer.
- 6) The Manufacturer/Dealer shall submit two different tenders, viz. Technical Bid and Financial Bid.
- 7) The Technical Bid shall contain the number of years of experience of the Manufacturer/Dealer in this field, the make and model of the items, date of manufacture, Specification of the items, GST Registration Number & PAN Number of Manufacturer/Dealer in Annexure 'A'. There shall be no mention of any financial matters such as amount quoted etc. in the Technical bid. Upon observance of any such mention in the Technical bid, the tender will be summarily rejected. The technical bid should also contain a declaration by the Manufacturer/Dealer that he is agreeable to all the terms and conditions as above mentioned and the items are being offered only after being satisfied with the said terms and conditions.
- 8) The Financial bid will be opened only if the Technical bid is found to be satisfactory.
- 9) The Financial Bid shall contain the amount quoted for Porta Cabin of 25'x12'x9' size, in terms of the departmental requirement as mentioned in Annexure-I.

- 10) The Manufacturer/Dealer shall enter into an agreement on the stamp paper with appropriate stamp duty, within 5 days from the date of communication of acceptance of his offer, by this office.
- 11) The Commissioner of Customs (Preventive) Patna reserves the right to the requirement of fulfillment of other conditions, not expressly mentioned in this contract, and to reject any or all tenders without assigning any reason thereof.
- 12) Only those Manufacturers/Dealers should apply who agree to unconditionally abide by the above terms and conditions. Conditional acceptance or proposing modification of any condition/s will invalidate the tender.
- 13) The successful bidder shall not be allowed to sublet/ subcontract the contract to any other contractor.
- 14) Payment of the contract will be released only on submission of Installation Certificate by the Manufacturer/Dealer duly issued by the concerned Superintendent of the LCSs showing satisfactory supply and installation of the items.

B) Earnest Money and Performance Security:

- 1) **Earnest Money Deposit (EMD):** An Earnest Money Deposit, as per aforesaid schedule will have to be submitted while applying for the contract in the form of Demand Draft in favor of Assistant Chief Account Officer, Customs (P) Hqrs., Patna for the amount of **Rs. 15,000/-** without which the quotations will not be considered. **The demand draft in original should be submitted to the Administrative Officer, Customs (P) Hqrs., Patna, 5th Floor Central Revenue Building, Bir Chand Patel Path, Patna-800001 in sealed envelope before opening of technical bid.** However, scanned copy of Demand Draft has to be uploaded as proof of EMD in technical bid folder on CPPP. The EMD amount will be returned to the unsuccessful bidders after the finalization/ completion of tender.
 - 2) **Performance Guarantee (Security Deposit):** The successful bidder will be wholly and solely responsible for any damage/levy/claim will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit **Rs.95,000/- (Rs. Ninety five thousand Only)** as performance security which is non-interest bearing in the shape of Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Assistant Chief Account Officer, Customs (P) Hqrs.,Patna, payable at Patna. The security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the tenderer are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the Manufacturer/Dealer or his employees. This forfeiture will be in addition to any action by the department that the contractor firm any invite upon themselves due to any of the reasons.
- C) **Bid Submission procedure:** Bid shall be submitted online only at CPPP website: <http://eprocure.gov.in>. Service Providers have to follow "Instructions to Bidder for Online Bid Submission" for online submission of bids:

- (a) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document
- (b) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/>, <https://eprocure.gov.in/epublish/> shall not tamper/modify the tender form including 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 tendered is liable to be banned.

- (c) Intending service providers are advised to visit against CPPP website <http://eprocure.gov.in/> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
- (d) **Acceptance of Bid:** The bids shall be submitted in two part system, i.e. Technical bid & Financial bid. Only those bidders who qualify technical criteria, only will be selected for opening of financial bids. The bidder having lowest Rate (inclusive of GST) will be selected as successful bidder and will be awarded contract.
- (e) **Liquidated damage :** The successful bidder is required to complete the project within 2 months of receipt of letter of award. The date will be counted irrespective of the fact whether successful bidder has submitted Performance Guarantee or not. Delay in execution of work without justifiable reason will be subject to liquidated damage @1.5% per week of delay subject to maximum of 10% of the contract amount. However, part delay in execution of work at one or more location, the liquidated damage will be deducted on prorata basis.
- (f) **Payment of Amount :** On successful installation of Porta Cabins at the locations, the payment will be released to the successful bidder.

In case of dispute the decision of the Commissioner of Customs (Preventive) Patna shall be final and binding.

The Commissioner of Customs (Preventive) Patna reserves the right to reject or ignore any bid either in full or part without assigning any reason thereof.

Joint Commissioner
Customs (P) Patna

Technical specification of Porta Cabin

Annexure-I

PORTA CABIN – SIZE 25’x12’x9’, QUANTITY: 5 NOS.		
S.NO	ITEM	SPECIFICATIONS OF EACH PORTA CABIN
1	WALL PANELS	PUF material 50 mm thick sandwiched between 0.5 mm PPGI pre coated steel sheet.
2	ROOF PANEL	30/50MM thick pre coated coloured GI sheet.
3	FALSE CEILING	False Ceiling shall be provided with 9mm thick Mineral Fibre Laminated Tile.
4	JOINTING OF WALLS AND SHEET	The roof panels are joined with the wall panels with internal & external flashings made from PPGI sheets and duly riveted with the wall & roofing.
5	STEEL STRUCTURE	Structure shall be fabricated out of Rectangular Hollow Sections for Columns using 122x61x5.4mm thick bottom and top cord and 40x40x4mm thick intermediate sections. Purlins and runners shall be z shaped with minimum thickness of 1.5mm. The steel structure shall be primer coated with one coat and finish painted with two coats of synthetic enamel paint.
6	ALUMINIUM DOORS	Single Door- 1000 X 2100, Aluminum Door with 8MM Particle Board will be provided with high quality hinges, handle, Door closure, Tower bolt, The door will be fixed with the wall panels with adequately designed screws and other hardwares.
7	SLIDING WINDOW	Six nos. of Aluminum Powder Coated sliding window of size (1000X1200) mm will be provided with complete accessories including window grill and Vertical Blind. Ventilators of size 600MM X 450 mm will be provided with complete accessories. All door & window section shall be of gauge 16 with powder coating of 30 Micron.
8	FLASHING AND HARDWARE	The Prefabricated building shall be provided with U Channel. Internal and external flashing. Silicon Sealants, Rivets. Nuts. Bolts, etc.
9	FOUNDATION	Scope includes excavation for foundation up to minimum depth of 300mm or more below the original ground level i/e dressing and compacting the bottom of the foundation with 100mm thick PCC of 1:5: 10 (1 cement: 5 coarse sand: 10 graded stone aggregate 40mm nominal size) . The brick work (class 50 with Cement Mortar 1:6 (1cement : 6 coarse sand)) shall be carried up to 400mm above existing adjacent road level/ground level i/c filing the entire plinth area with approved soil in layers with all required watering. Compaction and finishing the same with 40mm thick PCC in 1:3:6 (1 cement: 3 coarse sand : 6 graded stone aggregate 20mm nominal size). i.e. finishing and curing. The exiting Foundation work also include excavation, RCC for grouting of the slructural posts, anchor bolts required for site office & Water Tank Structure. All Plaster on exposed brick wall with Cement Mortar in 1:6 (1 cement: 6 coarse sand) shall be in the scope of bidder.

10	FLOORING	The flooring shall be with 600 mm x 600 mill vitrified tiles as per manufacturer specifications of approved make laid on 20mm thick cement mortar 1:4 (1 cement: 4 coarse sand). The flooring shall be made in such a way that the maximum permitted undulation/level difference shall not be more than +/- 2 mm.						
11	ELECTRICAL ITEMS	<table border="1"> <tr> <td data-bbox="574 331 1563 401">300MMx300MM' Ceiling Light - 6 nos (Makes- Wipro / Bajaj)</td> </tr> <tr> <td data-bbox="574 401 1563 470">Ceiling Mounted Fan - 4 nos (Makes -Bajaj / Havells/equivalent)</td> </tr> <tr> <td data-bbox="574 470 1563 510">16 A Power Point - 4 nos (Makes - Anchor)</td> </tr> <tr> <td data-bbox="574 510 1563 550">5 A Power Point - 5 nos (Makes - Anchor)</td> </tr> <tr> <td data-bbox="574 550 1563 619">300 mm dia. exhaust fan - 2 nos. (Make- Havells / Crompton)</td> </tr> <tr> <td data-bbox="574 619 1563 646">DB's and MCB's as required (Makes - Havells)</td> </tr> </table>	300MMx300MM' Ceiling Light - 6 nos (Makes- Wipro / Bajaj)	Ceiling Mounted Fan - 4 nos (Makes -Bajaj / Havells/equivalent)	16 A Power Point - 4 nos (Makes - Anchor)	5 A Power Point - 5 nos (Makes - Anchor)	300 mm dia. exhaust fan - 2 nos. (Make- Havells / Crompton)	DB's and MCB's as required (Makes - Havells)
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DB's and MCB's as required (Makes - Havells)								

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

Date:

To,

Sub:- Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender /Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____

_____ as per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), Schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

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

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

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

6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

ANNEXURE – A

TECHNICAL BID

(Technical bid for supply and installation of 05 (five) Porta Cabins of 25'x12'x9' size at Land Customs Stations at Valmikinagar, Sonbarsa, Laukaha & Jaynagar under Patna Customs Commissionerate)

1.	Name of firm/Company/Agency (Copy of Shop Act/ Company Registration Certificate should be enclosed, if available)	
2.	Name and Address of bidder or firm:	
3.	Mobile no. of Bidder:	
4.	PAN No. (enclose self attested copy of proof):	
5.	GST Registration no. (enclose self attested copy of proof):	
6.	Details of the Earnest Money:-	
	(i) Name of the Bank:	
	(ii) D. D. No. & Date:	
	(iii) Amount:	
7.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
8.	Whether convicted by any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.	
9.	Whether copy of latest and valid ISO certificate submitted. (Copy to be enclosed)	
10.	Documents required to be uploaded	<ol style="list-style-type: none"> 1. PAN 2. GST Registration 3. Latest ISO Certificate 4. Demand Draft of EMD 5. Affidavit about non-blacklisting & non-convicted by any court in India in prescribed format. 6. Copy of Shop Act/ Company Registration Certificate/Dealer's Certificate

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any state; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

The following documents are to be furnished/ uploaded by the tenderer along with Technical Bid as above:

- i) Signed and Scanned copy of proof for payment of Earnest Money Deposit. (The original D.D. for earnest money has to be sent to the Administrative Officer, Customs (P) Hqrs., Patna, 5th Floor Central Revenue Building, Bir Chand Patel Path, Patna-800001 in sealed envelope before opening of technical bid)
- ii) Signed and Scanned copy Certificates like PAN No., GST Registration, ISO Certificate, ESI, EPF Registration etc., if any applicable.
- iii) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- iv) An undertaking (self-certificate in Annexure 'C') that the agency hasn't been blacklisted by a Central/State/ UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned Copy of Technical Bid Format.

ANNEXURE – B FINANCIAL BID

Name & Address of the Bidder :

Description of Item	Location	Make	Amount in Rs.
Supply and installation of 5 nos. of Porta Cabins of 25'x12'x9' size	Land Customs Station, Valmikinagar, Sonbarsa, Laukaha & Jaynagar (Two at Valmikinagar & one each at Sonbarsa, Laukaha & Jaynagar)		
Other misc. charges, in any			
G.S.T.			
TOTAL :			
Amount in words : Rupees			

1. The amount shall be quoted in Indian Rupee only.
2. The amount will be inclusive of all fees, levies, etc. and any revision in the statutory taxes, fees, etc. However, taxes have to be shown separately.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted amount shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
5. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

Signature of Authorized Signatory with date

Name & full address:-
Telephone No.-
Office-
Residential-

ANNEXURE – C

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body nor convicted by any Court of law for violation of any of the provisions of laws for the time being in force in the country.

2. I Son/Daughter/Wife of Shri Proprietor/Partner/Director/Authorized signatory of M/s am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4. The information/documents furnished along with the above application is true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized
Signatory of the firm/Company/Organization

Date:

Office Stamp/Seal

Place:

Annexure – D
(to be furnished by successful bidder)

----- Space for Stamp -----

Contract Agreement for Supply & Installation of Porta Cabins between Office of the
Commissioner,
Customs (Prev.) (Hqrs), Patna

AND

M/s
.....
.....

A. Preamble:

This agreement is made on (..... day of, 2017) between the office of the of the one part and M/s having address , of the other another part (which expression shall unless excluded by or repugnant to the context by deemed to include his in office or assigned of the other part).

B. Whereas:

Office of the Commissioner, Customs (P) Hqrs., Patna (Bihar) has issued letter dated..... awarding the contract to M/s for supply and installation of 05(five) nos. of Porta Cabins of 25'x12'x9' size at Land Customs Stations at Valmikinagar, Sonbarsa, Laukaha & Jaynagar (two at Valmikinagar & one each at Sonbarsa, Laukaha & Jaynagar) under Patna Customs Commissionerate as per terms and conditions stipulated in tender documents dated..... and elaborated in clause 'D' below.

C. Contract:

M/s agrees for supply and installation of 05 (five) nos. of Porta Cabins (As mentioned in the Tender document) on the charges valid as mentioned below:

1. Charges: @ Rs./- (inclusive of all taxes) .
2. Validity of the Contract agreement: The validity of the contract agreement will be from to

D. Terms and Condition for supply and installation of Porta cabins:

1. Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

2. Contract period: -

(i) The period of contract will be upto the end of the current financial year from the date of execution of contract / agreement. The period of contract / agreement may be further considered for extension on request of contractor on the same terms and conditions by the competent authority.

(ii) ----- reserves the right to extend or reduce the contract period.

(iii) ----- can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

4. Billing and Payment: -

(i) The billing shall be done after the completion of supply and installation of the 02(two) Porta Cabins at Land Customs Station, Valmikinagar and 01(one) each at Land Customs Station, Sonbarsa, Laukaha & Jaynagar and upon production of NOC/Installation certificate in lieu of successful commissioning of the said porta cabins.

(ii) The department will not make any advance payment.

5. Forfeiture of Security Deposit : -

The amount of Security Deposit will be forfeited if installations of Porta Cabins at Land Customs Stations at Valmikinagar, Sonbarsa, Laukaha & Jaynagar are not completed by the tenderer.

6. Other Terms and conditions: -

(i) The tenderer has to complete the work at the location within the period of contract.

(ii) If the work is not completed by the tenderer within the period of contract, the bidder will be subject to liquidated damage. Failure to complete the work within extended period, the amount of Security Deposit will be forfeited.

(iv) The liabilities of the officials of this office will be limited to providing space at the places of installation.

- (v) All items, labour, tools etc. as well as transport and handling upto the sites, required for supply and installation of the Porta Cabins, would have to be supplied by the supplier/ dealer to whom the contract is awarded.

7. Jurisdiction of the Court: -

- (i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Patna will be final and binding.

In respect of any Terms and Conditions, if anything is missing, the provisions of tender documents will prevail.

E. Applicable Law:

The contract shall be interpreted in accordance with the Indian Laws.

F. Notice:

Any notice by one party to other pursuant to the contract shall be sent in writing or by telegram or telex / cable / fax and confirmed in writing to the address specified for that purpose in the contract.

A notice shall be effective when delivered or on the notices effective date, whichever is earlier.

For and on behalf of
Office of the Commissioner
Customs (Hqrs.), Patna (Bihar)

For and on behalf of
M/s.....
.....

(Signature)

(Signature)

Mr.

.....

.....

1. Witness

1. Witness

Signature:

Signature:

1. Witness

1. Witness

Signature:

Signature:

ANNEXURE-I: 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 submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CP Portal may be obtained at: <http://eprocure.gov.in/app>.

REGISTRATION 1) Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/epublish/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge. 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key and encryption usage) issue 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 DCS'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 could 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 documents/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 part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate 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 documents.
- 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 date 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 provide 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 bid 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 opens public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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. *****.