

F.No.D-15014/ 12 /2016-G.IV
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD,
NEW DELHI-110069

Notice Inviting E-Tender

Online bids are invited for single bid system for procurement of 19 Stationery Items for three years. Online tender in respect of supply of 19 Stationery Items of which work specific details are indicated in Annexure-A to this document. Estimated cost of tender is approximately Rs. 12,90,000/- (Rupees Twelve Lakh Ninety Thousand only) spread over a period of three years. Manual bids shall not be accepted.

Tender documents may be downloaded from UPSC web site www.upsc.gov.in(for reference only) and CPP site <https://eprocure.gov.in/e> procure/app as per schedule as given in Critical Date Sheet as under:

1. General Terms and Conditions

Critical Date Sheet

Published Date	21.03.2017
Bid Document Download/Sale Start Date	21.03.2017
Clarification Start Date	22.03.2017
Clarification End Date	10.04.2017
Pre Bid Meeting	Not applicable
Bid Submission Start Date	22.03.2017
Bid Submission End Date	11.04.2017 at 1500 Hrs
Bid Opening Date	12.04.2017 at 1530 Hrs

Bids shall be submitted online only at CPPP Website: <https://eprocure.gov.in/eprocure/app>

Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>(Annexure-F).

Procedure of Submission of Bids

The tender shall be submitted online bid in single part viz., price bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The Bids submitted by Telegram/Fax/email or any other mode will not be considered. No correspondence will be entertained in this regard.

2. Documents to be submitted

The following documents are to be furnished by the bidders alongwith the tender form i.e. Annexure B:

- a) A self Attested Scanned copy of PAN Card.
- b) A self Attested Scanned copy of IT Returns of the firm/proprietor for the year 2015-16.
- c) A self Attested Scanned copy of Earnest Money Deposit (EMD) of Rs.39,000/-.
- d) A self Attested Scanned copy, in case registered with NSIC or DGS&D, of the registration certificate.
- e) A self Attested Scanned copy of Sales Tax/VAT registration certificate along with TIN Number
- f) Scanned copy of list of owner/partners of the firm and their contact telephone number along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.
- g) A self attested Scanned copy of details of the firm as per Annexure-C
- h) Scanned copy of undertaking in performa prescribed is placed at Annexure-D

2.1 The bidder should submit scanned copies of the documents mentioned at the checklist as at **Annexure-E** duly signed by the authorized signatory.

3. Bid:-

3.1 Scanned copy of quoted rate should be uploaded , in the prescribed format as per Annexure-B. Unstamped and/or unsigned bids will not be entertained.

4 Earnest Money Deposit:

- a) The hard copy of original Earnest Money Deposit (EMD) of Rs.39,000/- (Rupees Thirty Nine Thousand only) in the form of Demand Draft/Pay order/FDR payable to the Secretary, UPSC must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet. The firm registered at NSIC/DGS&D and any organisation exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in the prescribed form mentioned above is mandatory.

- b) The EMD should remain valid for a period of 225 days i.e. forty five days beyond the final bid validity period of 180 days.
- c) The EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of this tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, **its EMD will be forfeited**
- d) The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender. The EMD of the successful bidder would be released after the receipt of Performance Security. No interest on EMD and performance Security will be payable by UPSC under any circumstances.

5. Bid should remain valid for acceptance of this office for a period of six months from the date of opening of the Bids.

6. Performance Security

- a) The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security @ 5% of the contract value for which bid is accepted in the form of Account payee Demand Draft/Pay Order/Fixed Deposit Receipt from a Commercial Bank in an acceptable form in favour of Secretary, UPSC at the time of award of contract.
- b) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- c) Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- d) Performance Security will be forfeited if the firm fails to perform any of the terms and conditions of the contract, besides it may also be black listed.
- e) In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm or from both in case recoverable amount exceeds amount of Performance Security.

7. The bidders should quote their unconditional rates strictly as per the tender format. Cutting/overwriting, if any, should be countersigned. Each page of the tender should be duly stamped and signed by the authorized signatory.

8. Other Terms and conditions:

- a) The bids shall remain valid for acceptance of this office for six months from the date of opening of Tenders. The bids with lesser validity period will be summarily rejected.
- b) Hypothetical and/or conditional bids will not be entertained.

- c) The Stationery items would be purchased, generally, on quarterly basis. However, in emergency, the suppliers can be asked for immediate supply of the required item(s) . The expenses for sending the stationery items to this Office shall be borne by the firm only.
- d) The Stationery items should be delivered at Gen-IV Section of UPSC, Ayog Sachivalaya Building, Shahjahan Road, New Delhi within 12 days from issuing of supply order. All the expenses for sending the stationery items to this Office shall be borne by the concerned firm only.
- e) The rates quoted should remain valid and firm for a period of three years from the date of letter of intent awarding the contract. However, the contract can be extended for a further period upto one year at the discretion of this office on same rate and same terms & conditions.
- f) The quantity indicated in the price schedule is tentative only. The quantity of the items to be procured may be increased or decreased in accordance with the requirement of this Office.
- g) The owner/firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent case. The Mobile Number should also be given.
- h) Any bidder found to be supplying sub-standard/duplicate/spurious/expired or likely to be expired products will be summarily blacklisted and its Performance Security/EMD will be forfeited.
- i) Secretary, UPSC, reserves the right to reject goods which donot conform to the specifications.

9. Evaluation of Bids:-

- (a) Bids will be evaluated by an authority authorized by the competent authority of this office on the basis of documents furnished with the bid. Decision of the Competent Authority with regard to acceptability of the bid should be binding on all the bidders and cannot be challenged. No correspondence in this regard will be entertained.
- (b) The selection of L-1 will be on the basis of NPV+all applicable taxes as on date of evaluation. However, the payment to L-1 vendor will be made on the basis of year-wise rate quoted by the vendor along with the effective rate of taxes as applicable at the time of placement of supply order. Since the rate of discounting is pre-disclosed, the calculation of NPV has been illustrated in the proforma of financial bid at annexure B.
- (c) Evaluation of the financial bids will be done separately for each item of purchase and the rate contract will be given to lowest evaluated responsive tender (L-1) separately for each item of purchase.

(d) Rate of VAT/ST, if any, should be quoted separately in the Price Schedule. Otherwise, it will be presumed that the rate quoted is inclusive of ST/VAT/Govt. levies and no further request for enhancement of rates shall be considered.

(e) In case of any variation in the rate inclusive of VAT and rate exclusive VAT, the rates inclusive of VAT will only be considered in financial evaluation. No correspondence on this issue will be made to the concerned firm.

10. Consignee and Delivery Schedule: The Stationery items should be delivered at Gen-IV Section of UPSC, Ayog Sachivalaya Building, Shahjahan Road, New Delhi within 12 days from issuing of supply order. All the expenses for sending the stationery items to this Office shall be borne by the concerned firm only.

11. Liquidated Damages_:- In normal circumstances, Stationery items should be supplied strictly as per the schedule mentioned in the supply order. However, in urgent cases, items are to be supplied immediately. In case of delay in supplying the material, a Liquidated Damage will be imposed @ 1% per week of total cost of unsupplied Items- subject to a maximum of 10% of the total cost of unsupplied items – shall be liable to be imposed upon the defaulting firm by this office. In case of delay beyond 10 days, this office will be at liberty to procure the concerned item(s) from any other Agency at the risk and cost of the supplier and also it will result in the forfeiture of the Performance Security/EMD.

12. Risk Purchase Clause: If the supplier after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of these tender documents, or fails to supply the material as per delivery schedule given or at any time repudiates the contract, the UPSC shall have the right to forfeit the EMD/ the performance security if deposited by the supplier and procure the stores from other agencies at the risk and consequence of the supplier. The cost of such procurement will be recovered from the supplier alongwith other incidental charges including custom duties, taxes, freight and insurance etc. In case UPSC is forced to procure the material through alternative sources and if procurement price is lower, no benefit on this account would be passed on to supplier.

13. Arbitration: Any dispute or difference whatsoever arising between UPSC and the firm out of or relating to the conclusion, meaning and operation or effect of the contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions or Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC and the firm. The venue of Arbitration shall be at Delhi.

14. Jurisdiction: Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto the contract shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.

15. Force Majeure: The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including but not limited to acts of God, war, riots, embargoes, strikes, lockouts, act of any Government Authority, delays in obtaining licenses or rejection of

application under the statutes, power failure, accidents or disruption or operations arising from causes not attributable to any malafide acts of supplier, fire or flood.

16. Payment will be made against bills presented soon after receipt of material in good and satisfactory condition and after verification of the material supplied conforming to the approved quality & specifications.

17. The bidder will submit a undertaking that he has not quoted lower rates than UPSC in any other Ministries/Govt. organizations. The undertaking should be submitted in performa prescribed at Annexure D.

18. Each bidder will have to certify that all the terms and conditions are acceptable to him.

19. The Secretary, UPSC reserves the right to accept or reject any bid in full or in part without assigning any reason thereof. The decision of the UPSC in this regard shall be final and binding on the firm.

(R.K Dixit)
UNDER SECRETARY(G.IV)
TEL NO. 23388418

(R.K Dixit)
UNDER SECRETARY (G.IV)

Important Note for Bidder: These items are proposed to be procured as indicated in clause 8 of Tender Notice; Sample of these items may be seen in G.IV Section of this office on any working days from 22.03.2017 to 10.04.2017 from 1000hrs to 1700 hrs

Stationery Items proposed to be procured

Sl.N o	Items & its specification (Unit in Nos. where not specified)	Tentative requirement for three years
		in units
1	Note Book Spiral , Ruled, A 8 size (5.5'' X8.5'') Neelgagan No.66 Brand only	6000
2	Note Book Spiral , Ruled, A8 size (5.5"X8.5"), 40 sheets; Swastic/Shipra/Hans Brand only	6000
3	Short Hand Note Book, standard size, (160 pages) Swastic/Neelgagan/Hans/Shipra Brand only	4050
4	Writing Pad Ruled A 8 size (5.5'' X8.5''), 40 Sheets , Swastic/Shipra/Hans Brand Only	2700
5	Self Stick Note Pad (Flag) , (1''X3''X3'') Colour, pad of 50 sheets of three different colours (total 50X3 sheets) (in pads) De'mat/stic-on/3M Brand	7500
6	Self Stick Note Pad (3''x3'') Yellow /Green/Blue/Pink) pad of 100 Sheet, (In Pads) Oddy/Kores/3-M	2250
7	Paper Cutter, Big Size (as per Office Sample)	1050
8	Stapler , Kangaroo, HD 10 D	960
9	Stapler 24/6 , Kangaro HD -45	510
10	Stapler Pin for Kangaro, HD-10D (Box of 20 pkts) in Boxes	330 Boxes (each Box containing 20 pkts)

Sl.No	Items & its specification (Unit in Nos. where not specified)	Tentative requirement for three years (in units)
11	Stapler Pin for Kangaro HD-45 (Box of 20 Pkts) in Boxes	240 Boxes (each Box containing 20 pkts)
12	Docket Punch(Single),Kangaro	750
13	Scissors 9'' Gem/Godrej Brand	540
14	Luxor Sign Pen, Code 921 , (Blue, Black,Red and Green)	10800
15	Hi Tech , Pilot Pen, 0.5 (Blue , Black, Red and Green) as per office Sample	23400
16	Glue Stick 15 Gram, Kores (Red)/ Fevistick	3600
17	Gem Clip 26 MM (Pkt of 100 pieces) as per Office Sample	3150
18	Sutli Jute, (In Kg) (as per office Sample)	480
19	Stamp Pad Ink, 30 ML , National /Ashoka	600

TENDER FORM/PRICE BID
TENDER FOR SUPPLY OF 19 STATIONERY ITEMS

Date.....

To

Shri R.K Dixit
Under Secretary (G.IV),
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-69.

Ref: Your Tender Enquiry Document No.....Dated.....

We, the undersigned have examined the above mentioned tender enquiry document and seen the specimen of each item. We now offer to supply and deliver the required Stationery items in conformity with the specification and rate given here under:

Table

Sl. No	Items & its specification	Tentative requirement	Quoted Rate	Quoted Rate	Quoted Rate	TAX (VAT/ST)		Quoted Rate	Quoted Rate	Quoted Rate
			(excluding of taxes) (in Rs.)	(excluding of taxes) (in Rs.)	(excluding of taxes) (in Rs.)			(including of taxes) (in Rs.)	(including of taxes) (in Rs.)	(including of taxes) (in Rs.)
		in units	per unit	per unit	per unit			per unit	Per unit	per unit
			Ist Year	II nd Year	III rd Year	%age	Amt (Rs)	Ist Year	II nd Year	III rd Year
A	B	C	D	E	F	G	H	I=(D+H)	J= (E+H)	K=(F+H)
1.	Note Book Spiral , Ruled, A 8 size (5.5'' X8.5'') Neelgagan No.66 Brand only	2000 per year								
2	Note Book Spiral , Ruled, A8 size (5.5"X8.5"), 40 sheets; Swastic/Shipra/Hans Brand only	2000 per year								

Table Continued..

Sl. No	Items & its specification	Tentative requirement	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	TAX (VAT/ST)		Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)
		in units	per unit	per unit	per unit			per unit	Per unit	per unit
			Ist Year	II nd Year	III rd Year	%age	Amt (Rs)	Ist Year	II nd Year	III rd Year
A	B	C	D	E	F	G	H	I=(D+H)	J= (E+H)	K=(F+H)
3	Short Hand Note Book, standard size, (160 pages). Swastic/Neelgagan/Hans/Shipra Brand only	1350 per year								
4	Writing Pad Ruled A 8 size (5.5'' X8.5''), 40 Sheets, Swastic/Shipra/Hans Brand Only	900 Per year								
5	Self Stick Note Pad (Flag), (1''X3''X3'') Colour, pad of 50 sheets of three different colours (total 50X3 sheets) (in pads) De' mat/stic-on/3M Brand	2500 per year								
6	Self Stick Note Pad (3''x3'') Yellow /Green/Blue/Pink) pad of 100 Sheet, (In Pads) Oddy/Kores/3-M	750 per year								

Table Continued...

Sl. No	Items & its specification	Tentative requirement	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	TAX (VAT/ST)		Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)
			per unit	per unit	per unit	%age	Amt (Rs)	per unit	Per unit	per unit
			Ist Year	II nd Year	III rd Year			Ist Year	II nd Year	III rd Year
A	B	C	D	E	F	G	H	I=(D+H)	J= (E+H)	K=(F+H)
7	Paper Cutter, Big Size (as per Office Sample)	350 per year								
8	Stapler , Kangaroo, HD 10 D	320 per year								
9	Stapler 24/6 , Kangaro HD -45	170 per year								
10	Stapler Pin for Kangaro, HD-10D (Box of 20 pkts) in Boxes	110 boxes (each Box containing 20 pkts)per year								
11	Stapler Pin for Kangaro HD-45 (Box of 20 Pkts) in Boxes	80 boxes(each Box containing 20 pkts) per year								

Sl. No	Items & its specification	Tentative requirement	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	Quoted Rate (excluding of taxes) (in Rs.)	TAX (VAT/ST)		Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)	Quoted Rate (including of taxes) (in Rs.)
		in units	per unit	per unit	per unit	%age	Amt (Rs)	per unit	Per unit	per unit
			Ist Year	II nd Year	III rd Year			Ist Year	II nd Year	III rd Year
A	B	C	D	E	F	G	H	I=(D+H)	J= (E+H)	K=(F+H)
12	Docket Punch(Single),Kangaroo	250 per year								
13	Scissors 9'' Gem/Godrej Brand	180 per year								
14	Luxor Sign Pen, Code 921 , (Blue, Black,Red and Green)	3600 per year								
15	Hi Tech , Pilot Pen, 0.5 (Blue , Black, Red and Green) as per office Sample	7800 per year								
16	Glue Stick 15 Gram, Kores (Red)/Fevistick	1200 per year								
17	Gem Clip 26 MM (Pkt of 100 pieces) as per Office Sample	1050 per year								
18	Sutli Jute, (In Kg) (as per office Sample)	160 per year								
19	Stamp Pad Ink, 30 ML , National /Ashoka	200 per year								

Note: Rate of taxes if any should be quoted separately. Otherwise it will be presumed that the rate quoted is inclusive of all taxes.

For deciding the L-1 firm, the following factors will be taken into consideration:

The of discounting for year-wise quote will be taken as 10%. Therefore, the L-1 will be decided on the basis of the NPV which will be calculated as below:

$$NPV = \{ Y1 + Y2/(1+0.1) + Y3/(1+0.1)^2 \}$$

NPV stands for net present value

Y1 stands for rate quoted for 1st year

Y2 stands for rate quoted for 2nd year

y3 stands for rate quoted for 3rd year

Example-1: if the rate quoted is Rs 40/- for first year (Y1), Rs 50/- for second year (Y2), and Rs 60/- for third year (Y3), then NPV will be as under:

$$\begin{aligned} NPV &= 40 + (50/1.1) + (60/1.21) \\ &= 40 + 45.45 + 49.59 \\ &= 135.04 \end{aligned}$$

Example-2 : if the rate quoted is Rs 40/- for first year (Y1), Rs 30/- for second year (Y2), and Rs 20/- for third year (Y3), then NPV will be as under:

$$\begin{aligned} NPV &= 40 + (30/1.1) + (20/1.21) \\ &= 40 + 27.27 + 16.53 \\ &= 83.8 \end{aligned}$$

The selection of L-1 will be on the basis of NPV+all applicable taxes as on date of evaluation. However, the payment to L-1 vendor will be made on the basis of year-wise rate quoted by the vendor along with the effective rate of taxes as applicable at the time of placement of supply order.

2. Copy of Pay Order/Demand Draft/Banker's Cheque/FDR No.....dt.....of amount Rs.....drawn on (name of the bank) in favour of Secretary, UPSC is submitted herewith as EMD. Other documents/papers required as per the tender enquiry document are also submitted herewith.

3. If our bid is accepted, we undertake to supply the goods as mentioned in the Bid at the rate quoted in the bid in accordance with terms and conditions of the aforesaid Tender Enquiry.

4. We also submit herewith the following documents/papers in respect of our firm as required in aforesaid Tender Notice:-

a) Details of our firm in prescribed format i.e. Annexure-C of the Tender Notice, on the Letter Head of our firm.

b) A self attested copy of latest Income Tax Return for the Assessment year _____(year to be indicated)..

c) A self attested copy of Sales TAX/ VAT registration Certificate.

d) A self attested copy of PAN of the firm/Proprietor(s).

e) Other documents as required in the Tender Notice.

5. We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Enquiry.

6. We agree to keep our bid valid for acceptance for a period of six months from the opening of the tender. We also accordingly confirm to abide by this bid upto the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

7. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

8. We accepts all terms and conditions of the aforesaid Tender Enquiry.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign tender for and behalf of

.....

(Official Seal of the firm)

Note: a) Official seal of the firm and signature of authorised signatory is to be appended on each page of the price schedule.

b) Overwriting, if any, should be countersigned by the authorized signatory.

TENDER FOR SUPPLY OF 19 STATIONERY ITEMS

DETAILS OF THE FIRM

(on the Letter Head of the firm)

1. Name of the firm : _____
2. Office Address : _____

3. Tel No. : _____
4. FAX No. : _____
5. Details of Directors/Partners/Proprietor of the firm:
6. Name(s) :
7. Residence Address(s) :
8. Mobile No.(s) :
9. Sales Tax Registration No./TIN: _____
(Copy of Registration certificate to be enclosed)
10. PAN No. of the Firm/Proprietor: _____
11. It is certified that our firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.
12. It is certified that none of our near relative is working in the Union Public Service Commission.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign tender for and behalf of

.....

(Official Seal of the firm)

TENDER FOR SUPPLY OF 19 STATIONERY ITEMS

UNDERTAKING

We, _____
_____ (name and address of the firm) have in
response to NIT of Union Public Service Commission dated _____ certify as under:

“The rate quoted for the items are not exceeding the rate quoted by us for any other
Ministries/Govt. Organizations for similar items.”

(Authorized Signatory)

Name & Address of Firm/bidder

With rubber seal

CHECK-LIST

SNO	Particulars	Yes or No
1	Duly filled in Tender form	
2	Duly filled in Bid in the prescribed format (Annexure B)	
3	Copy of PAN Card	
4	Copy of IT Returns of the firm/proprietor for the year 2015-16.	
5	Copy of Instrument of Earnest Money Deposit of Rs.39,000/-	
6	Sales Tax/VAT registration certificate along with TIN Number	
7	In case registered with NSIC or DGS&D, a self attested copy of registration certificate.	
9	Details of the firm as the Annexure-C on the letter head of the firm	
10	Scanned copy of Bank details of the firm for receiving payment	
11	Undertaking in Annexure D	

(Authorized Signatory)

Name and Address of the firm

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION

- 1) Bidders are required to enroll 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 Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

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

SUBMISSION OF BIDS

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

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

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

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

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard

BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

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

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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

ASSISTANCE TO BIDDERS

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

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.