

F. No. 2.2(3)/2017-G.II
UNION PUBLIC SERVICE COMMISSION
(संघ लोक सेवा आयोग)
Dholpur House, Shahjahan Road,
New Delhi -110069

NOTICE INVITING TENDERS

To _____

Dear Sir,

Online bids are invited under two-bid system from reputed firms having necessary experience, expertise, financial and human resources for laying/installation and maintenance of Optical Fiber Cable (OFC) in UPSC. The technical details and Scope of Work are indicated in **Annexure-I** of this document. **Manual bids shall not be accepted.**

Tender documents may be downloaded from UPSC website **www.upsc.gov.in** (for reference only) and CPPP site **<https://eprocure.gov.in/eprocure/app>** as per the schedule given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Date of Publishing on CPP Portal	24.08.2017 at 1700 hrs.
Document Download Start Date	24.08.2017 at 1700 hrs.
Document Download End Date	15.09.2017 at 1500 hrs.
Bid Submission Start Date	24.08.2017 at 1800 hrs.
Last Date & Time for Uploading of Online Tender	15.09.2017 at 1500 hrs.
Date & Time for Opening of Technical Bids	18.09.2017 at 1500 hrs.
Earnest Money Deposit (EMD)	₹41,000/-

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

Bidders 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>’.

Bid documents may be scanned with **100 dpi** with black and white option which helps in reducing size of the scanned document.

GENERAL TERMS & CONDITIONS

1. Procedure of Submission of Bids:

Bids should be submitted through **Central Public Procurement Portal (e-procurement)** only.

The tender shall be submitted online in two parts, viz., **Technical Bid** and **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 offers submitted by Fax/e-mail or any other mode shall not be considered. No correspondence will be entertained in this regard. The **hard copy** of original instruments of Earnest Money Deposit (EMD) of **Rs. 41,000/-** in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be delivered **to UPSC** on or **before the last date/time** of submission of online bids as mentioned **in critical date sheet**.

(i) TECHNICAL BID

The bidder should submit the following documents mentioned in the Check List as at **Annexure – VI** duly signed by the authorized signatory along with the Technical Bid viz. :-

- a) Signed & scanned copy of Registration Certificate/Certificate of Incorporation of the company as proof that the bidder is a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956.
- b) Signed & scanned copy of PAN card;
- c) Signed & scanned copy of ISO Certification;
- d) Signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2016-2017;
- e) Signed & scanned copies of Purchase Orders/ Work Orders in respect of at least three similar projects with aggregate value of Rs. 50 Lakh during the preceding 5 years along with a Purchase Order/ Work Order issued in the year 2012.
- f) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs.41,000/-.
- g) Signed & scanned copy of Technical Compliance Statement as at **Annexure-II** and requisite certificates as at **Annexure-III and Annexure-IV**.

(ii) **PRICE BID**

Schedule of price bid must be submitted in the prescribed format only. The bidder will strictly submit the rate in the proforma prescribed for Price Schedule (**Annexure-V**). Rates should be quoted exclusive of taxes. Taxes shall be quoted separately along with rates.

2. **Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of **Rs.41,000/-** (Rupees Forty One Thousand only) is essentially required to be submitted along with the tender. EMD shall be deposited in the form of a Demand Draft/Pay Order/FDR from any nationalized bank payable to the Secretary, UPSC at Delhi/New Delhi failing which the bid will be summarily rejected. The Kendriya Bhandar, NCCF, the firm registered with NSIC/DGS&D and any organization exempted from submission of EMD under rules are exempted from submission of EMD on submitting the documentary proof. For other bidders, submission of EMD in prescribed form as mentioned above is mandatory.

- (i) The EMD shall be valid for minimum period of 45 (forty five) days beyond validity of the bid.
- (ii) The EMD shall be scanned and uploaded to the e-Tendering website within the period of tender submission and original should be deposited in UPSC.
- (iii) The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender. No interest on EMD would be paid by UPSC, under any circumstances.

3. **Performance Guarantee:** The successful bidder will be required to furnish Performance Security @ 5% of the total contract value. The Performance Security shall be in the form of Demand Draft/Pay Order/Bank Guarantee in favour of Secretary, UPSC payable at Delhi and shall be submitted within 15 days of issue of letter of intent. The Performance Security shall remain valid till ninety days of the completion of all contractual obligations. It should be clearly understood that in the event of the work not being completed as per the Scope of Work, the Performance Security is liable to be forfeited. This will be in addition to the liquidated damages/penalties, if any, which may be imposed as specified in the terms and conditions hereto. The EMD would be refunded to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by UPSC under any circumstances.

ELIGIBILITY CRITERIA

4. Eligibility Criteria given below specify minimum eligibility criteria in various areas to ensure that Bidder has necessary experience, expertise, financial and human resources to successfully supply, implement and provide the desired quality of service. **Bidders/ OEM's not meeting these qualification criterions should not participate in the process of bidding, as bids of those not meeting these conditions will be summarily rejected.** Bidder should fill in point by point compliance and attach relevant documents in serial against each of the clauses below
 - a. The bidder shall necessarily be a legally valid entity either in the form of a **Limited Company or a Private Limited Company registered under the Companies Act, 1956.** A proof for supporting the legal validity of the bidder i.e. Registration Certificate/ Certificate of Incorporation of the company shall be submitted.
 - b. The bidder shall be an **ISO** certified company in the business of providing Supply, Installation, Testing & Commissioning (SITC) of Networking Systems, System Integration and maintenance for at least five years. Documentary proof to be attached with the technical bid.
 - c. The bidder should also have executed at least three similar type of projects with aggregate value of Rs. 50 Lakh in the preceding 5 years. In this regard, the bidder must submit copies of 3 separate Purchase Orders/ Work Orders having aggregate value of Rs. 50 Lakh.
 - d. As a part of SITC, the bidder must have done laying of cable at indoor & outdoor location/site indicating underground OFC laying. Against this, the bidder shall submit copy of Purchase Orders / Work Orders along with the Scope of Work stating this activity.
 - e. The bidder should provide duly signed copy of Authorization letter from Original Equipment Manufacturer (OEM) for back to back support.

OTHER TERMS & CONDITIONS

5. The bidder shall indicate in the Price Schedule (**Annexure-V**) the charges for each item separately. Bids not received in the prescribed format are liable to be rejected.
6. Taxes shall be quoted separately along with rates. Bidders who do not quote tax rates separately will not be considered responsive and their bid will be rejected.
7. Bids will be valid for a minimum period of 180 days from the date of opening of technical bids.

8. UPSC reserves the right to accept or reject all or any of the bids without assigning any reasons. The decision of the Secretary, UPSC would be final and binding.
9. Income Tax: Recoverable at source from the bills, as applicable. Bidders should furnish their permanent I.T. A/c No. (PAN). They are also required to furnish a certificate as at **Annexure-III** that they have not been penalized or convicted for concealment of income/wealth during the preceding three years.
10. **Evaluation of Bids**
 - 11.1 The rates for each item mentioned in the Price Schedule are to be quoted separately and item-wise as per the format given at **Annexure-V**. In case item-wise breakup is not given, the bid will be treated as non-responsive and rejected. Rates should be quoted exclusive of taxes. Taxes as applicable shall be quoted separately along with rates.
 - 11.2 The bid would be evaluated on the overall cost of the complete work inclusive of the taxes.
 - 11.3 The Financial Bid of only those bidders would be opened whose Technical Bids have been approved by the Competent Authority of UPSC after detailed examination of Technical Bid.
11. **Payment Terms:** 90% payment will be made on successful completion of the work including integration with the existing network. Remaining 10% payment will be made after completion of all warranty obligations.
12. **Risk Purchase Clause:** If the firm 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 the tender document and/or execute the work as per prescribed schedule given or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD, invoke the performance security, deposited by the firm and get the work done from other firm at the risk and expense of the firm. The cost difference between the alternative arrangement and firm's bid value will be recovered from the firm along with other incidental charges. In case UPSC is forced to get the work done through alternative sources and if the cost is lower, no benefit on this account would be passed on to the firm.
13. **Liquidated Damages:** The vendor has to execute the work strictly as per scope of work in accordance with the terms and conditions of the tender. In the event of failure to abide by the tender terms & conditions, UPSC without prejudice to any other right or remedy available may recover any such amount suffered as loss from the vendor as ascertained/assessed by this office as liquidated damages and not by way of penalty to be imposed separately at the rate of 1% per week of delay subject to a maximum of 10% of the total contract value.
14. **Warranty Clause:** The vendor will provide free on site comprehensive warranty for a period of one year from the date of successful completion of the work. The warranty shall include all active & passive items provided by the vendor. During warranty, the vendor will repair/replace without any cost to UPSC. During the warranty period all warranty benefits received

by the vendor from the OEMs for any equipment pertaining to third parties will be passed on to the customer. In case the vendor fails to ensure rectification of faults, penalties will be deducted from the bank guarantee. In case the vendor does not provide this information, it shall be deemed that all items/components are covered under warranty.

15. **Arbitration:** Any dispute or difference whatsoever arising between UPSC & the firm out of or relating to the conclusion, meaning and operation or effect of this contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC & the firm. The venue of Arbitration shall be at Delhi.
16. **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.
17. **Force Majeure:** UPSC or the bidder, as the case may be, in case of any failure or omission to complete the contractual liability or having delayed the performance of its work on account of natural calamities such as fires, floods, earthquakes, hurricanes etc. and reasons beyond one's control such as civil strikes, lockouts, strikes, riots, civil war etc. shall not be held responsible for such omission, failure or delay and shall be relieved of their respective obligations to perform provided either party give to the other party a notice within 21 days of the occurrence of such incidence. Either party, as and when it gives notice of *force majeure* shall provide confirmation of such events in the form of certificate from the Government Department or agency or Chamber of Commerce. The parties shall be relieved of their respective obligations to perform hereunder for so long as the event of *force majeure* continues and to the extent their performance is affected by such an event of *force majeure* provided notices as above are given and the event of *force majeure* is established as provided herein above. However, UPSC reserves the right to terminate the contract if the performance against the contract is prevented by the event of strike, lockout etc. for a period exceeding 60 days.
18. UPSC reserves the right to terminate the contract at any time if it is satisfied that the bidder has failed to fulfill its obligations as per the terms and conditions of the contract. The decision of UPSC in this regard would be final and binding on both the parties.
19. The above are broad conditions for the contract to be awarded. The vendor will have to sign detailed maintenance agreement if the contract is awarded to it.
20. The bidder may physically inspect the site/location before bidding, if required.
21. The successful bidder has to carry out a physical survey & submit a final layout diagram. On the basis of which, the actual payment will be made.

22. Any damage caused to existing cabling will be got repaired by Agency on its own & no payment will be made by the Commission.
23. Any queries relating to this tender may be directed to the following Helpline No.: 011-23381141 during office hours.
24. The tender notice is also available on UPSC's website: www.upsc.gov.in.

(R.K. Dixit)
Under Secretary (G-II)

ANNEXURE-I

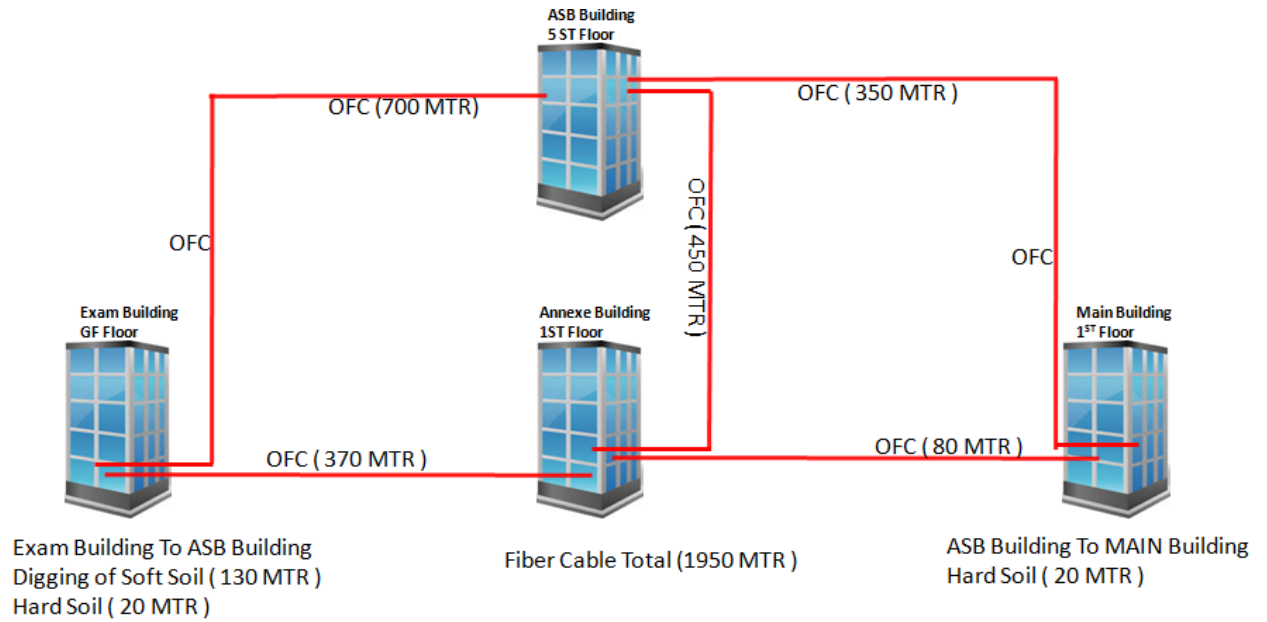
Scope of Work

As a part of modernization of Information Communication Technology (ICT) infrastructure at UPSC, it was decided to connect all the four buildings, i.e. New Building, Annex Building, Main Building and Examination Building with Optical Fiber Cable and create backup plan for existing Campus wide LAN infrastructure along with related IT services. At present, all the four buildings are interconnected through two pair of Wireless Bridges of 300Mbps capacity to provide the data transfer/Internet/LAN connectivity between various buildings.

The agency will be responsible for carrying out the following job for laying of OFC & integrating with existing LAN:-

1. Armoured optical fiber cable 12 core single mode to be supplied and laid as per layout placed at Annexure-I(A).
2. To implement a Gigabit Single Mode Optical Fiber based inter Building network within the UPSC Campus.
3. To connect its existing switches with single mode fiber modules. Campus wide fiber laying should be done ensuring redundancy at the distribution and access level.
4. Suitable route marker (milestones) to be installed at corners after every 50 Meter distance.
5. Ferruling/tagging of fiber and other cables should be done at all the prominent places.
6. The bidder shall carry out excavation and backfilling of trenches. The cable trenches shall be dug as per route plan. The detailed trench drawing will have to be approved by the UPSC before executing the work. The depth of trench shall be at least 2.5 Feet in soil. However, for Road Crossing/Concreted Area, the trench depth shall be 1-1.5 Feet.
7. The Fiber Cable to be laid in Permanently Lubricated High Density Polyethylene (PLB HDPE) Pipes, GI Pipe (if required in Road Crossing).
8. After installation of PLB HDPE Pipes, the backfilling of the trench shall be done to previous level with appropriate compaction. In case, sinking of the filled trench, subsequently, it shall be restored by the bidder at his own cost.
9. The successful bidder will also have to maintain a sufficient stock of OFC cable along with joint kit at UPSC to repair the fault on immediate basis.

ANNEXURE-I(A)



**OFC LAYING DIAGRAM UPSC
(Connectivity)**

TECHNICAL SPECIFICATIONS

LX Module (Gigabit) compatible with Existing switches(Nortel make 5510/5520):

Compatible small form-factor pluggable (SFP) Module 1 Gigabit:

Passive Components : Reputed brand make

All Passive components like OFC cable, Connectors, Couplers, Line Interface Unit (LIU) & Patch cords should be of the same make /Brand.

Optical Fiber Cable-12 Core Single Mode

Type of Fiber	Single Mode
Construction	Multi-Fiber loose tube jelly filled
No. of fibers	12
No. of loose tube	1
Laying	Direct Burial (Underground)/ Outdoor
Strength member	2 Nos. of steel wires
Armour	Electrolytic chrome coated steel
Overall sheath	Polyethylene
Attenuation at 1310 nm	≤ 0.38 dB/Km
Attenuation at 1550 nm	≤ 0.25 dB/Km
Fiber cut-off wavelength	$> 1150 <= 1330$ nm

Optical Fiber Patch cords

Optical Fiber Patch cords should be Single mode with SC connectors on one side and LC connector on the other.

LIU 12 Port and 24 Port

1	Box	19"rack mountable
		Complete powder coating and aluminium Housing
2	Splice Trays	Complete Aluminium Body
		Provision for 12/24 Fiber splices
		Cushioned splice holder
3	Cable Spools	Flame retardant plastic
		Two halves spool design

HDPE Pipe: PLB HDPE Pipe 25 MM with 2.3MM Thickness ISI Mark

Tentative Bill of Quantities (BOQ)

S.No	Supply Items	Make/MODEL	QTY	Unit
Active Item:				
1	LX Module (Gigabit)Compatible with Existing switches (Nortel make 5510/5520)	Nortel(5510/5520) compatible	10	nos
Passive Items:				
2	12 Core Fiber cable(Single Mode)	Reputed branded	1950	Mtrs
3	24 Port LIU with Accessories(SM)	Reputed branded	2	nos
4	12 Port LIU with Accessories(SM)	Reputed branded	2	nos
5	LC-SC fiber Patch Cord(SM) 2MTR	Reputed branded	12	mtr
6	Fiber Pigtail/Connector(SM)	Reputed branded	120	nos
7	40 MM GI Pipe	ISI Marked	50	mtr
8	25 MM HDPE Pipe	ISI Marked	1800	mtr
Installation Items:				
9	Laying of OFC Cable	Work Items	2000	mtr
10	Laying of HDPE Pipe in wall	Work Items	1800	nos.
11	Trenching& Digging in Hard/Soft Soil/Road cutting	Work Items	190	mtr
12	Optical Fiber Termination/Splicing	Work Items	120	nos.
13	LIU Fixing	Work Items	4	nos.
14	Optical Fiber Testing	Work Items	120	nos.
15	Fixing & Integration of Rack	Work Items	4	nos.
16	Commissioning, integration, implementation, testing and configuration of entire system	Work Items	1	job
Spares				
17	LX Module (Gigabit)Compatible with Existing switches (Nortel make 5510/5520)	Nortel(5510/5520) compatible	2	nos
18	12 Port LIU with Accessories(SM)	Reputed branded	2	nos
19	Fiber Pigtail/Connector(SM)	Reputed branded	20	nos

ANNEXURE-II

Technical Compliance Statement w.r.t. Scope of Work

Active Components : Make/Model -----
 Passive Components: Make -----
 OFC Cable : Make -----

Sr. No	Technical Details	Compliance Yes/No	Page No.	Remarks*
1.	Please confirm the acceptance & understanding of deliverables by the bidder with respect to Scope of Work and other terms and conditions of NIT.			
2.	Bidder should have provide duly signed copy of Authorization letter from Original equipment manufacturer (OEM) for back to back support.			
3.	Please confirm that the firm is ISO certified for providing supply, installation & Commissioning of Computer, Networking Systems, Security Control Systems, Surveillance Systems, System integration and maintenance.			
4.	Please mentioned of the make/model of the Active & Passive components.			
5.	Please indicate clearly any deviations in scope of work w.r.t. tender document conditions.			

NOTE1 : All bidders are required to write 'YES' or 'NO' in the compliance column. They are also required to describe clearly in detail, in the technical bid, how they plan to comply the technical scope of work mentioned in the tender bid. They are also required to mention 'Page No' where they have described all above 7 points.

NOTE 2: *Deviation, if any, may be indicated clearly.

ANNEXURE-III

**INVITATION OF BIDS FOR LAYING/INSTALLATION AND MAINTENANCE OF
OPTICAL FIBER CABLE (OFC) IN UPSC**

We _____

_____(Name & address of the firm) have in response to your NIT dated _____ submitted a Technical & Financial bid for laying/installation and maintenance of Optical Fiber Cable (OFC) in UPSC. As required under NIT, we hereby certify as under:-

1. That all the terms and conditions of the tender are acceptable to us.
2. That we fully understand the Scope of Work specified in the NIT and our bid is strictly in accordance with the Scope of Work.
3. That the firm possesses necessary technical expertise to undertake the job as specified in the Scope of Work.
4. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
5. That I/We have not been blacklisted by any Government organization.

(Authorized Signatory)
Name & address of the firm/bidder

ANNEXURE-IV

DECLARATION

I _____ s/o / d/o Shri
_____ hereby declare that none of my relative is/are
employed in Union Public Service Commission (UPSC), New Delhi. In case at any stage, it is
found that the information given by me is false/incorrect, UPSC shall have the absolute right to
take any action as deemed fit without any prior intimation to me

Dated: _____

(Dated Signature of the Bidder
with Stamp of the firm)

ANNEXURE- V

Price Schedule

S. No (1)	Supply Items (2)	Make / Brand	Qty. (3)	Unit (4)	Unit Rate (5)	Taxes		Total = (3) X [(5) + (7)]
						(in %) (6)	(in Rs.) (7)	
Active Items								
1.	LX Optical Module (Gigabit) compatible with existing Nortel (5510/5520) switches.		12	Nos.				
Passive Items								
2.	12 Core Fiber cable(Single Mode)		1950	Mtrs.				
3.	24 Port LIU with Accessories(Single Mode)		2	Nos.				
4.	12 Port LIU with Accessories(Single Mode)		4	Nos.				
5.	LC-SC fiber Patch Cord(Single Mode) 2MTR		12	Mtrs.				
6.	Fiber Pigtail/Connector(Single Mode)		140	Nos.				
7.	40 MM GI Pipe		50	Mtrs.				
8.	25 MM HDPE Pipe		1800	Mtrs.				
Installation Items								
9.	Laying of OFC Cable		2000	Mtrs.				
10.	Laying of HDPE Pipe in wall		1800	Nos.				
11.	Trenching & Digging in Hard/Soft Soil/Road cutting		190	Mtrs.				
12.	Optical Fiber Termination/Splicing		120	Nos.				
13.	LIU Fixing		4	Nos.				
14.	Optical Fiber Testing		120	Nos.				
15.	Fixing & Integration of Rack		4	Nos.				
16.	Commissioning, Integration, Implementation & Testing, Configuration of Entire System		1	Job				
	GRAND TOTAL							

IMPORTANT NOTE:-

1. Taxes shall be quoted separately along with rates. Bidders who do not quote tax rates separately will not be considered responsive and their bid will be rejected.
2. Taxes will be taken into account for financial evaluation.
3. In respect of item no.11 of the above table, the bidder may take into consideration the type of terrain/soil in UPSC premises and quote accordingly. No request for revision of rates will be entertained at a later stage in any condition.

ANNEXURE-VI

CHECK LIST

S. No.	Particulars				Yes/No	Page No.
1.	Whether signed & scanned copy of EMD enclosed as per Clause 2 of the NIT.					
2.	Whether signed & scanned copy of Registration/Certificate of Incorporation enclosed as per Clause 4 (a.) of the NIT.					
3.	Whether signed & scanned copy of Purchase Order/ Work Order issued to the vendor in the year 2012 or earlier as per Clause 5(a) enclosed.					
4.	Whether signed & scanned copies of three separate Purchase Orders(PO)/ Work Orders(WO) with aggregate value of Rs. 50 Lakh as per Clause 4(d) enclosed. If ‘Yes’, furnish details below:-					
	PO/WO	1st	2nd	3rd		
	Page No.					
	Value of PO/WO(in Rs.)					
5.	Whether signed & scanned copy of ISO Certification enclosed as per Clause 4(b.) of the NIT.					
6.	Whether signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2016-2017 enclosed.					
7.	Whether signed & scanned copy of PAN card enclosed.					
8.	Whether signed & scanned copy of Technical Compliance Statement as at Annexure-II enclosed.					
9.	Whether signed & scanned copy of Annexure-III enclosed.					
10.	Whether signed & scanned copy of Declaration as in Annexure-IV.					

(Authorized Name & Address of the Firm)
Tel. No./Mobile No./Fax No.

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 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.
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.
2. 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 Help Desk.

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 in to 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 Document. 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 (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 10) 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.

11) 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 Help Desk. The contact number for the Help Desk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.