

F.No.2.2(1)/2016-G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI-110069

NOTICE INVITING TENDERS

Online bids are invited under two-bid system from firms having experience in development and maintenance of web-based software for Government departments, Public Sector Undertakings (PSU's), Public Service Commissions or Govt bodies/organizations involved in examination work for development of web-based application software for Venue Management System for the various examinations conducted by UPSC. The scope of work along with list of activities to be performed by the selected vendor, details of examinations conducted by the Commission & data layout etc. is given in Annexure-I, IA, IB & IC of this document. Manual bids shall not be accepted.

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

CRITICAL DATE SHEET

Date of Publishing on CPP Portal	08.05.2017
Document Download Start Date	08.05.2017
Document Download End Date	29.05.2017
Bid Submission Start Date	08.05.2017
Last Date & Time for Uploading of Online Tender	29.05.2017
Date & Time for Opening of Technical Bids	31.05.2017
Earnest Money Deposit (EMD)	Rs. 20,000/-

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>'.

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

I. PROCEDURE OF SUBMISSION OF BIDS

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 Telegram/Fax/email or any other mode shall not be considered. No correspondence will be entertained in this matter.

1. Technical Bid

The bidder should submit signed scanned copies of the following documents (documents mentioned at Checklist in Annexure-V) duly signed by the authorized signatory along with the technical bid:-

- (a) Scanned copy of registration certificate 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. Bidders in the form of JV/consortium, Proprietorship or Partnership firms are not permitted.
- (b) Scanned copy of PAN card
- (c) Scanned copies of IT Returns of the firm for the preceding three years including the year 2015-2016
- (d) Scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2015-2016 and certificate from Chartered Accountant (CA) indicating (i) the annual turnover for each of the last three financial years and (ii) the turnover is related only to software development and maintenance and income from any other source is not included in it
- (e) Scanned copy of Earnest Money Deposit (EMD) of Rs.20,000/- or scanned copy of certificate from Kendriya Bhandar, NCCF, DGS&D or NSIC if claiming for EMD exemption
- (f) Scanned copies of work order and completion certificate as proof of having executed minimum 2 (two) web-based projects of software development during the last 5 (five) years in Government departments, Public Sector Undertakings (PSU's), Public Service Commissions or Govt bodies/organizations involved in examination work.

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- (g) Scanned copy of certificate of incorporation of the company as proof that the company/organization is in the business of software development and maintenance for at least 5 (five) years.
- (h) Scanned copy of certificate by the authorized signatory that all terms & conditions of the NIT are acceptable to the bidder (Annexure-II)
- (i) Scanned copy of Declaration as in Annexure-III
- (j) Scanned copy of Checklist as per Annexure-V

2. Price Bid

Schedule of price bid in the prescribed form.

- 3. The **hard copy** of original instruments Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of a Demand Draft/Pay Order/FDR payable to the Secretary, UPSC must be delivered to UPSC on or **before last date/time** of submission of bids as mentioned in **critical date sheet**.

II. ELIGIBILITY CRITERIA

- 1. 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. Bidder in the form of JV/consortium, Proprietorship or Partnership is not permitted. A proof for supporting the legal validity of the bidder i.e. Registration certificate/Certificate of Incorporation of the company shall be submitted.
- 2. The bidder shall have a minimum turnover of Rs. 50 lakh per annum solely in software business. In this regard, the bidder shall furnish copies of audited Balance Sheets of the firm for the preceding three years including the year 2015-2016. Further, the bidder shall submit a certificate from Chartered Accountant (CA) indicating (i) the annual turnover for each of the last three financial years and (ii) the turnover is related only to software development and maintenance and income from any other source is not included in it.
- 3. The bidder shall have executed minimum 2 (two) web-based projects of software development during the last 5 (five) years in Government departments, Public Sector Undertakings (PSU's), Public Service Commissions or Govt bodies/organizations involved in examination work. Copies of Work orders and completion certificates are to be attached with the technical bid.

Dr. K. S. S.

4. The company/organization shall be in the business of software development and maintenance for at least 5 (five) years. Documentary proof in the form of certificate of incorporation of the company will have to be attached with the technical bid.

III. EVALUATION PROCESS

The Tender Evaluation Committee (TEC) will evaluate and compare the bids determined to be substantially responsive. (A substantially responsive bid is one which conforms to all the requirements, terms, conditions and specifications of the tender without any material deviations. Deviations from or objections or reservations to critical provisions such as those concerning EMD, performance security, warranty, applicable law, taxes and duties will be deemed as material deviation.)

1. Technical Bid Evaluation

- (a) The technical bids shall be evaluated on a weighted point system, assessing each bidder's ability to satisfy the requirements set forth in the Tender Document.
- (b) Each of the Technical bids shall be evaluated on a Technical Score (TS) of 100 points.
- (c) Each bidder will be awarded a Technical Score (TS) out of 100 points by the Tender Evaluation Committee based on the parameters given below:-:-

S.No.	Technical Evaluation/Weightage	Max. Point
1	Annual Turnover (sole from software business): (a) Rs.1Crore & above – 10 marks (b) Rs. 50 lakh to 1 Crore – 5 marks	10
2	Experience in Similar Work: (a) Web-based Venue Management System software for conducting examinations in Public Service Commissions or Govt bodies/organizations involved in examination work – 20 marks (b) Web-based software but not Venue Management System for conducting examinations in Public Service Commissions or Govt bodies/organizations involved in examination work – 10 marks (c) Venue Management System software but not web-based for conducting examinations in Public Service Commissions or Govt bodies/organizations involved in examination work – 10 marks	20
3	Minimum 2 web-based projects of software development during the last 5 years: (a) 5 projects or more during last 5 years – 10 marks (b) 2-4 projects during last 5 years – 5 marks	10

Handwritten signature/initials

4	Certification: (a) CMMI 3 or ISO: 27001 – 10 marks (b) ISO 9001 – 5 marks	10
5	Technical Presentation: (a) Understanding of scope of work/Objectives of the assignments – 20 marks (b) Adherence to timeline – 15 marks (c) Multi-user friendly system for already developed projects – 15 marks	50

2. Financial Bid Evaluation

The Commercial Score (CS) will be normalized on a scale of 100, with the lowest score being normalized to 100 and the rest being awarded on a pro-rata basis i.e. the proposal with the lowest total cost will be awarded the highest CS of 100 points. The bidder CS is normalized as follows:-

$$CS = Fm/Fb \times 100 \text{ (rounded to 2 decimal place)}$$

Where;

CS = the normalized CS for the bidder under consideration;

Fb = the absolute financial quote for the bidder under consideration; and

Fm = the minimum absolute financial quote

Absolute financial quote = Total price (inclusive of tax) plus AMC charges for 1 year (inclusive of tax)

3. Final Evaluation:

Final evaluation will be based on a Quality and Cost Basis (QCBS). There will be 70% weightage for the Technical Evaluation and 30% weightage will be given to the Financial Evaluation. The method for calculating the Final Score (FS) is as follows:-

$$\text{Final Score (FS)} = (\text{TS} \times 0.7) + (\text{CS} \times 0.3)$$

The bidder with the highest FS will be awarded the final contract.

IV. OTHER TERMS AND CONDITIONS

1. An Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand Only) shall be deposited in the form of Bank Guarantee/Demand Draft/Pay Order/FDR from a commercial bank payable to the Secretary, UPSC at Delhi/New Delhi. However, Kendriya Bhandar, NCCF and the firms registered with DGS&D/NSIC are exempted from submission of EMD. The documentary

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proof of registration is required to be attached with the bid. Bids without Earnest Money Deposit and in a form other than prescribed above will be summarily rejected. The EMD shall remain valid for a period of forty five (45) days beyond the final bid validity period. The EMD of the unsuccessful bidders will be returned to them without any interest after finalization of the tender. Successful bidder's EMD will be returned without any interest after receipt of Performance Security from the firm. No interest on EMD would be paid by UPSC under any circumstances. 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 its tender.

2. Performance Security: The successful bidder will be required to furnish Performance Security of 5% of the value of the contract in the form of Demand Draft/Pay Order in favour of Secretary, UPSC at Delhi within 10 days of receipt of the supply order. The Performance Security would be retained by the Commission till satisfactory completion of supply, installation and warranty obligations. The Performance Security shall remain valid till 60 (sixty) days of the completion of supply and installation including warranty obligations.
3. The bidder shall meet technical pre-qualifications as per Scope of Work (Annexure-I, IA, IB & IC)
4. Each of the participating firms would be asked to give a technical presentation at the time of evaluation of the technical bids. The date and time for the presentation would be notified to the concerned parties in due course.
5. The firm shall preferably have ISO 9001, CMMI Level 3 or ISO/IEC 27001 certificate.
6. Income Tax: Recoverable at source from the bills, as applicable.
7. The bidder shall not have been penalized or convicted for concealment of income/wealth during the immediately preceding three years. Bidder shall furnish permanent I.T. A/C No. (PAN) and also copies of IT Returns of the firm for the preceding three years including the year 2015-2016. Bidders are also required to furnish a certificate as at Annexure-II that they have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
8. 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, UPSC will have the right to forfeit the EMD, invoke the performance security deposited by the firm and procure the item from other firm at the risk and consequence 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 including custom duties, taxes, freight and

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insurance etc. In case UPSC is forced to procure the material through alternative source and if the cost is lower, no benefit on this account would be passed on to the firm.

9. Liquidated Damages/Penalties: In case the firm is not able to complete the project within the timeframe stipulated by UPSC, liquidated damages @0.5% per day subject to maximum of 15% of the total contract value will be imposed on the firm and deducted from the concerned bill. In case of delay beyond 30 days, UPSC may cancel the work order and forfeit such amount or full amount of the Performance Security of the firm, as deemed fit, besides obtaining service from any other source at the risk and cost of the bidder. The decision of Secretary, UPSC in this regard shall be final and binding.
10. 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 of 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.
11. 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.
12. 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.
13. Delivery Schedule: Three months from the date of award of the contract (including system study, design, development, testing, implementation of software and training of UPSC officials).
14. The successful bidder will be required to impart training to at least 5 officials of UPSC without any additional charge. The training shall preferably be held in UPSC premises and shall cover all the important aspects of the software.
15. (a) Warranty & Support: The successful vendor shall provide warranty for the developed software and support for a period of one year from the date of final acceptance of the software by user Branch (Exam Arrangement) and IS Wing (after getting clearance from user Branch that the requirement has been met), after completing Examination cycle (all Exams/RTs) as indicated at Annexure-IB of Scope of Work. The vendor would be responsible for fixing bugs and deficiencies noted/arising during the Examination cycle and warranty period. During the period of Examination cycle and warranty, the vendor would also be responsible for carrying out modification/customization/changes, if any (without

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additional charge), based on the Commission's requirements. Modification/customization/changes shall cover modification in existing features and process.

15(b) AMC of VMS Software: After the expiry of the warranty period, the successful bidder shall enter an AMC with the Commission initially for a period of one year which is extendable for a further period of another one year at the same terms, conditions and rates. The bidder shall also indicate the cost of AMC after warranty period. The cost of AMC value will be considered for financial evaluation. Separate AMC agreement will have to be entered with the Commission after warranty period along with suitable penalty clause to be imposed. After warranty period, an additional performance bank guarantee of 5% of the value of the equipment to be maintained valid up to expiry of AMC period would have to be furnished.

16. Payment Terms:

- (a) 60% payment would be released after successful development and commissioning of the software by the bidder upon necessary certification as per NIT by IS Wing/user Branch.
- (b) 20% payment would be released after successful completion of Examination/RT cycle (all Exams/RTs as attached at Annexure-IB).
- (c) The remaining 20% payment would be released after completion of all contractual obligations including warranty.
- (d) Payment will be made by taking into account the effective rate of tax as applicable at the time of payment.

17. The identified agency/vendor shall carry out the work as per the Scope of Work and timelines (i.e. 3 months from the date of award of contract) under the supervision of IS Wing of UPSC. The final version of the software would be presented to UPSC for approval. In case of any deficiency noticed and modifications suggested by IS Wing/Examination Branch, the vendor will be liable to complete the same and re-submit the software for final acceptance.

18. The bidder shall handover the original source code of the final accepted version of the software in editable form/form desired by IS Wing along with complete documentation/explanation to IS Wing. A certificate of handing over of software shall be submitted along with the bill. The customized software shall be the property of the Commission and the company shall not divulge/share the information regarding the software with any other organization or third party.

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19. 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, delay in obtaining licences or rejection of applications under the statutes, power failure, accidents or disruption or operations arising from causes not attributable to any mala fide acts of firm, fire or floods.
20. 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.
21. Hypothetical and conditional bids will not be entertained.
22. The bids shall be valid for 180 days from the date of opening of technical bids.
23. In case of any query with regard to this tender, the bidder may get clarification from the following Helpline Telephone 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

SUBJECT: SPECIFICATIONS FOR DEVELOPMENT OF WEB-BASED APPLICATION SOFTWARE FOR VENUE MANAGEMENT SYSTEM.

Union Public Service Commission conducts 16 Examinations (including 3 departmental Examinations) each year. Application Software is required to be developed for Venues Management for all the Examinations.

1. Scope of Work:- To Develop a Web Based Application software for Venues Management System and to generate the desired Reports and Data on various parameters to conduct the examination.
2. Environment:- Server/PC environment. LAN with 5 users with Operating System as Linux, server using PostgresQL as Data base at back end and PHP language at front end.
Hardware 5 PCs and a Server connected in LAN shall be provided by UPSC.
3. Input:-
 - (i) The venue data/other information will be entered from the various centers in the secured environment as per the criteria and stored at UPSC Server for Venue Management System.
 - (ii) Updation of data by various centres in respect of certain parameters and verification by the authority in the secured environment.
 - (iii) Process the above data and generate various reports/data files in the desired format.
4. Output:-
 - (i) List of Activities to be performed by the selected vendor- attached at Annexure-‘IA’
 - (ii) List of Examinations conducted by the Commission- attached at Annexure- ‘IB’
 - (iii) Data layouts requirements are attached at Annexure-‘IC’
 - (iv) There would be around 64 type of outputs/Reports/Letters which be required to be developed by the selected vendor from the data captured. The format of these Reports would be shared with the selected vendor.

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5. Time frame:- 3 months from the date of award of the Order (including System study/design, Development, Testing, Implementation of software and Training).
6. Acceptance Procedure:- Sample data to be entered and to be Processed on the System and the Data/Reports/letters etc in the various formats to be verified by the UPSC. No bug should appear in final version of the Software.
7. General Condition:-
 - (i) Application Software should be suitable for Operation by multi users having only basic knowledge of Computers from deferent nodes.
 - (ii) General familiarity to the level of using Internet/MS Office should be sufficient to work with software to process and generate reports.
 - (iii) Full details of protection / security /correction of data, manipulation of data to be indicated by the vendor.
 - (iv) Software should have absolute security to ensure that no unauthorized correction/manipulation/modification of data is possible. Detailed log of all transaction should appear in a file which should be possible to be viewed by administrative password only.
 - (v) Software should meet the requirement of all the existing Exams and should be capable of handling additional Exams which may be added in future.
 - (vi) Software Developed to be installed on main Server after correctness of processing and implementation of the same on different nodes.
 - (vii) Full and detailed documentation including Source code for operating the system / using of Software and to modify and generate similar reports shall have to be provided.
 - (viii) Software developed shall be property of UPSC.
8. Warranty and Hand Holding:-
 - (i) Developed software is to be installed on Main server and can be accessed by multi users from different Nodes/Centres/venues connected to server.
 - (ii) Vendor has to provide warranty for the developed software and Software support for one year, after completing cycle of Examinations/RTs mentioned at Annexure-'IB', after implementation.

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- (iii) Vendor will also provide two weeks practical on job training on use of Application software systems.
- (iv) During the period of warranty, the vendor/agency will be responsible for carrying out modification/customization/changes based on Commission's requirements.

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Annexure-IA

1. List of Activities for Examination Arrangement Branch for Venue Management System.

1. Addition/Modification/Deletion/Updation of venue information/Exam related information on various parameters on UPSC server through Internet from various authorized centers/venues by using credentials/security provided to them.
2. Verification of venue information/Exam related information submitted by the centres/venues in Venue Data Bank database by UPSC using the centre's / venue's credentials/security.
3. Facilitation of available rooms/infrastructure etc by the centres to calculate the advance money to be transferred to them.
4. Preparation of data for Accounts Branch and transferring money online directly to centres/venues in proper security environment.
5. The details of data required by account office should be sharable accessible to them to process the money transfer.
6. Sharing venue details and preparation of Examination specific venues Data in the desired format (MS_ACCESS) and transferring to I.S.Wing in the format attached through internet.
7. Generation of Data/Reports Exam wise/year wise/centre/Pin code wise etc.
8. Providing facility for searching/sorting of venues/informations in the data bank on various parameters Exam wise/year wise/centre/Pin code wise etc and facilitate communication among UPSC/Coordinator/Centres/Venues through inbuilt mail system.
9. Updation of various statistical informations by the centres/venues.
10. Data Backup policy to keep the data safe and recovery in case data is lost. Backup of Venue Data Bank on various parameters/Criteria.
11. User manual to make users knowledgeable regarding the usage of the software.
12. Some issues related to the Venue Management System can be deliberated at the time of technical clearance and actual development of the System.

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Annexure-IB

LIST OF EXAMINATIONS/RT'S CONDUCTED BY UPSC

1. CIVIL SERVICES PRELIMINARY (CSP & IFSP)
2. INDIAN FOREST SERVICES (MAIN)
3. DEPARTMENTAL LIMITED COMP.EXAM(ie CISF,SO GRADE etc)
4. COMBINED MEDICAL SERVICES
5. NATIONAL DEFENCE ACADEMY(I)
6. NATIONAL DEFENCE ACADEMY(II)
7. I.E.S. EXAM
8. COMBINED GEO-SCIENTIST AND GEOLOGISTS
9. COMBINED DEFENCE SERVICES(I)
10. COMBINED DEFENCE SERVICES(II)
11. I.S.S. EXAM
12. ENGINEERING SERVICES (PRE)
13. CENTRAL ARMED POLICE FORCES
14. CIVIL SERVICES (MAIN)
15. ENGINEERING SERVICES (MAIN)
16. RECRUITMENT TESTS (i.e. APFC, EPFO ETC.)

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(4a) -
Annexure-IC
Layouts and Format
for generation of data
Annex

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[Name_Acct_Holder] [nvarchar](50) NULL,
[F_Chq_dd_No] [nvarchar](10) NULL,
[F_Chq_dd_Date] [datetime] NULL,
[F_Bnk_Name] [nvarchar](50) NULL

3. TABLE [SupBank] (

[Cencode] [nvarchar](2) NULL,
[VenuID] [nvarchar](5) NULL,
[Sub_Center] [nvarchar](3) NULL,
[SupCode] [nvarchar](2) NULL,
[Sup_Name] [nvarchar](50) NULL,
[Sup_Desig] [nvarchar](30) NULL,
[Sup_Address1] [nvarchar](50) NULL,
[Sup_Address2] [nvarchar](50) NULL,
[Sup_Address3] [nvarchar](50) NULL,
[Sup_Address4] [nvarchar](50) NULL,
[Sup_Address5] [nvarchar](50) NULL,
[Sup_City] [nvarchar](40) NULL,
[Sup_PIN] [nvarchar](6) NULL,
[Sup_Email] [nvarchar](50) NULL,
[Sup_PhR] [nvarchar](50) NULL,
[Sup_PhO] [nvarchar](50) NULL,
[Sup_Mob1] [nvarchar](10) NULL,
[Sup_Mob2] [nvarchar](10) NULL,
[Sup_Mob3] [nvarchar](10) NULL,
[AC_No_YN] [nvarchar](1) NULL,
[EankACNo] [nvarchar](16) NULL,
[BankName] [nvarchar](100) NULL,
[BranchName] [nvarchar](100) NULL,
[BankIFSCNo] [nvarchar](11) NULL,
[BankUTRNo] [nvarchar](6) NULL,
[Name_Acct_Holder] [nvarchar](50) NULL

4. TABLE [SubBank] (

[ExamCode] [nvarchar](15) NULL,
[Code] [nvarchar](2) NULL,
[Descript] [nvarchar](20) NULL,
[Sub_code] [nvarchar](2) NULL,
[Sub_Name] [nvarchar](50) NULL,
[Remarks] [nvarchar](50) NULL

5. TABLE [SERVICE] (

[INVCODE] [nvarchar](4) NULL,
[TITLE] [nvarchar](4) NULL,
[NAME] [nvarchar](50) NULL,
[ADDR1] [nvarchar](50) NULL,
[ADDR2] [nvarchar](50) NULL,

Dr. Tejw

[ADDR3] [nvarchar] (50) NULL,
[PIN] [nvarchar] (6) NULL,
[PHO] [nvarchar] (30) NULL,
[PHR] [nvarchar] (30) NULL,
[PHMobile] [nvarchar] (30) NULL,
[ARCODE] [nvarchar] (2) NULL,
[ELIG] [nvarchar] (1) NULL,
[MINIST] [nvarchar] (3) NULL,
[GRADING] [nvarchar] (1) NULL,
[DATE] [datetime] NULL

6. TABLE [RETIRED] :

[RINVCODE] [nvarchar] (5) NULL,
[RTITLE] [nvarchar] (4) NULL,
[RNAME] [nvarchar] (50) NULL,
[DOB] [datetime] NULL,
[RADDR1] [nvarchar] (50) NULL,
[RADDR2] [nvarchar] (50) NULL,
[RADDR3] [nvarchar] (50) NULL,
[RPIN] [nvarchar] (6) NULL,
[RPHR] [nvarchar] (30) NULL,
[RPHMOBILE] [nvarchar] (30) NULL,
[QUAL] [nvarchar] (50) NULL,
[POSTHELD] [nvarchar] (50) NULL,
[DEPT] [ntext] NULL,
[PREEXP] [ntext] NULL,
[RARCODE] [nvarchar] (2) NULL,
[RELIG] [nvarchar] (1) NULL,
[RGRADING] [nvarchar] (1) NULL,
[HINDI] [nvarchar] (1) NULL,
[DFOFENROL] [datetime] NULL,
[RDATE] [datetime] NULL

7. TABLE [MINIST] :

[CODE] [nvarchar] (3) NULL,
[TITLE] [nvarchar] (100) NULL,
[MINISTRY] [nvarchar] (100) NULL,
[ADDR1] [nvarchar] (100) NULL,
[ADDR2] [nvarchar] (100) NULL,
[ADDR3] [nvarchar] (100) NULL,
[Kind_Attn] [nvarchar] (150) NULL,
[Kind_Attn1] [nvarchar] (150) NULL,
[PHONE] [nvarchar] (50) NULL

8. TABLE [INVTRN] :

[EX_Code] [nvarchar] (15) NULL,
[Ex_Year] [nvarchar] (4) NULL,
[INVCODE] [nvarchar] (5) NULL,
[InvName] [nvarchar] (50) NULL,
[inv_mob] [nvarchar] (30) NULL,
[inv_tel] [nvarchar] (30) NULL,
[MINIST] [nvarchar] (3) NULL,
[VenuID] [nvarchar] (5) NULL,
[Centre] [nvarchar] (2) NULL,
[SUB_CENT] [nvarchar] (3) NULL,
[ELIG] [nvarchar] (1) NULL,

DM teju

Co-ord-

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[ CenName] [nvarchar] (20) NULL,
[ Exam_Code] [nvarchar] (15) NULL,
[ Exam_Year] [nvarchar] (4) NULL,
[ cand_acmd] [nvarchar] (6) NULL,
[ Cord_Sup_Name] [nvarchar] (35) NULL,
[ Co_Designation] [nvarchar] (30) NULL,
[ Co_Address1] [nvarchar] (50) NULL,
[ Co_Address2] [nvarchar] (50) NULL,
[ Co_Address3] [nvarchar] (50) NULL,
[ Co_City_State] [nvarchar] (40) NULL,
[ Co_PIN] [nvarchar] (6) NULL,
[E_MailID] [nvarchar] (50) NULL,
[ Phone_Off] [nvarchar] (50) NULL,
[ Phone_Res] [nvarchar] (50) NULL,
[ Mob_Co1] [nvarchar] (10) NULL,
[ Mob_Co2] [nvarchar] (10) NULL,
[ ECS_YN] [nvarchar] (1) NULL,
[ Bank_Ac_No] [nvarchar] (16) NULL,
[ Bank_Name] [nvarchar] (100) NULL,
[ Branch_Name] [nvarchar] (100) NULL,
[ IFSC_Code] [nvarchar] (11) NULL,
[ Name_Ac_Holder] [nvarchar] (50) NULL,
[ UTR_No] [nvarchar] (6) NULL,
[ Cord_Sup_NameB] [nvarchar] (35) NULL,
[ Co_DesignationB] [nvarchar] (50) NULL,
[ Co_Address1B] [nvarchar] (50) NULL,
[ Co_Address2B] [nvarchar] (50) NULL,
[ Co_Address3B] [nvarchar] (50) NULL,
[ Co_City_StateB] [nvarchar] (40) NULL,
[ Co_PINB] [nvarchar] (6) NULL,
[E_MailIDB] [nvarchar] (50) NULL,
[ Phone_OffB] [nvarchar] (50) NULL,
[ Phone_ResB] [nvarchar] (50) NULL,
[ auth_Name] [nvarchar] (35) NULL,
[ Auth_Desg] [nvarchar] (50) NULL,
[ Auth_address1] [nvarchar] (50) NULL,
[ Auth_address2] [nvarchar] (50) NULL,
[ Auth_address3] [nvarchar] (50) NULL,
[ Auth_City] [nvarchar] (35) NULL,
[ Auth_PIN] [nvarchar] (6) NULL,
[ Auth_Email] [nvarchar] (50) NULL,
[ Auth_PhO] [nvarchar] (50) NULL,
[ Auth_PhR] [nvarchar] (50) NULL,
[ Mob_au1] [nvarchar] (10) NULL,
[ Mob_au2] [nvarchar] (10) NULL,
[ Cast_Name] [nvarchar] (50) NULL,
[ Cast_Desg] [nvarchar] (50) NULL,
[ Cast_address1] [nvarchar] (50) NULL,
[ Cast_address2] [nvarchar] (50) NULL,
[ Cast_address3] [nvarchar] (50) NULL,
[ Cast_City] [nvarchar] (40) NULL,
[ Cast_PIN] [nvarchar] (6) NULL,
[ Cast_Email] [nvarchar] (50) NULL,
[ Cast_PhO] [nvarchar] (50) NULL,
[ Cast_PhR] [nvarchar] (50) NULL,
[ File_No] [nvarchar] (25) NULL,
[ Block_Year] [nvarchar] (10) NULL,

```

Dated

[EDATE] [datetime] NULL,
 [ACCEPTED] [nvarchar](1) NULL,
 [ATTENDED] [nvarchar](1) NULL,
 [Date_of_Duty_From] [datetime] NULL,
 [Date_of_Duty_To] [datetime] NULL

9. TABLE [ExamName] (
 [Exam_code] [nvarchar](15) NULL,
 [exam_Name] [nvarchar](150) NULL,
 [No_of_Paper] [nvarchar](2) NULL,
 [No_of_day] [nvarchar](2) NULL,
 [Exam_Date_From] [datetime] NULL,
 [Exam_date_to] [datetime] NULL,
 [Ex_File_No] [nvarchar](50) NULL

10 TABLE [CenterBank] (
 [CenCode] [nvarchar](2) NULL,
 [CenName] [nvarchar](20) NULL,
 [Cord_Sup_Name] [nvarchar](35) NULL,
 [Co_Designation] [nvarchar](30) NULL,
 [Co_Address1] [nvarchar](50) NULL,
 [Co_Address2] [nvarchar](50) NULL,
 [Co_Address3] [nvarchar](50) NULL,
 [Co_City_State] [nvarchar](40) NULL,
 [Co_PIN] [nvarchar](6) NULL,
Co-ord. [E-MailID] [nvarchar](50) NULL,
 [Phone_Off] [nvarchar](50) NULL,
 [Phone_Res] [nvarchar](50) NULL,
 [Mob_Co1] [nvarchar](10) NULL,
 [Mob_Co2] [nvarchar](10) NULL,
 [Bank_Ac_No] [nvarchar](16) NULL,
 [Bank_Name] [nvarchar](100) NULL,
 [Branch_Name] [nvarchar](100) NULL,
 [IFSC_Code] [nvarchar](11) NULL,
 [Name_Ac_Holder] [nvarchar](50) NULL,
 [UTR_No] [nvarchar](6) NULL,
 [Cast_name] [nvarchar](50) NULL,
 [Cast_Desg] [nvarchar](50) NULL,
 [Cast_address1] [nvarchar](50) NULL,
 [Cast_address2] [nvarchar](50) NULL,
 [Cast_address3] [nvarchar](50) NULL,
 [Cast_City] [nvarchar](50) NULL,
 [Cast_PIN] [nvarchar](6) NULL,
 [Cast_Email] [nvarchar](50) NULL,
 [Cast_PhO] [nvarchar](50) NULL,
 [Cast_PhR] [nvarchar](50) NULL,
 [Head_PO] [nvarchar](225) NULL,
 [Post_Master] [nvarchar](225) NULL,
 [PO_Authority1] [nvarchar](225) NULL,
 [PO_Authority2] [nvarchar](225) NULL,
 [PO_Authority3] [nvarchar](225) NULL,
 [SBI_NONsBI] [nvarchar](1) NULL

Duty key

11. TABLE [Center] (
 [Cen_Code] [nvarchar](2) NULL,

```

[Bill_No] [nvarchar] (25) NULL,
[Bill_Date] [datetime] NULL,
[Exam_date] [datetime] NULL,
[Exam_date_to] [datetime] NULL,
[Adv_san_date] [nvarchar] (60) NULL,
[Adv_Paid] [int] NULL,
[Bill_Recvd] [nvarchar] (1) NULL,
[CO_Letter_No] [nvarchar] (25) NULL,
[Co_Letter_date] [datetime] NULL,
[Amt_Spent] [int] NULL,
[Amt_Excess] [int] NULL,
[Amt_Balance] [int] NULL,
[F_Adj_date] [datetime] NULL,
[Head_PO] [nvarchar] (225) NULL,
[Post_Master] [nvarchar] (225) NULL,
[PO_Authority1] [nvarchar] (225) NULL,
[PO_Authority2] [nvarchar] (225) NULL,
[PO_Authority3] [nvarchar] (225) NULL,
[SBI_NONSBI] [nvarchar] (1) NULL,
[FADJYN] [nvarchar] (1) NULL,
[F_Adj_BillNo] [nvarchar] (50) NULL,
[T_R_No] [nvarchar] (20) NULL,
[T_R_Date] [datetime] NULL,
[F_Chq_DD_No] [nvarchar] (10) NULL,
[F_Chq_DD_Date] [datetime] NULL,
[F_Bnk_Name] [nvarchar] (50) NULL

```

12. TABLE [Castodian] (

```

[CenCode] [nvarchar] (2) NULL,
[Exam_code] [nvarchar] (15) NULL,
[Exam_Year] [nvarchar] (4) NULL,
[Cast_Name] [nvarchar] (35) NULL,
[Cast_Desg] [nvarchar] (25) NULL,
[Cast_address1] [nvarchar] (50) NULL,
[Cast_address2] [nvarchar] (50) NULL,
[Cast_address3] [nvarchar] (50) NULL,
[Cast_City] [nvarchar] (35) NULL,
[Cast_PIN] [nvarchar] (6) NULL,
[Cast_Email] [nvarchar] (50) NULL,
[Cast_PhO] [nvarchar] (50) NULL,
[Cast_PhR] [nvarchar] (50) NULL

```

13. TABLE [Authority] (

```

[CenCode] [nvarchar] (2) NULL,
[auth_Name] [nvarchar] (35) NULL,
[Auth_Desg] [nvarchar] (25) NULL,
[Auth_address1] [nvarchar] (50) NULL,
[Auth_address2] [nvarchar] (50) NULL,
[Auth_address3] [nvarchar] (50) NULL,
[Auth_City] [nvarchar] (35) NULL,
[Auth_PIN] [nvarchar] (6) NULL,
[Auth_Email] [nvarchar] (50) NULL,
[Auth_PhO] [nvarchar] (50) NULL,
[Auth_PhR] [nvarchar] (50) NULL,
[Mob_Au1] [nvarchar] (10) NULL,
[Mob_Au2] [nvarchar] (10) NULL

```

J. M. K.



VENUE DATA FORMAT for Transfer - 14(h) -

data to I.S. Wing.

Properties

DateCreated:	18-03-2009 14:53:20	DefaultView:	2
GUID:	{guid {5532249E-1182-4E9C-9F10-4926A82CCB93}}	LastUpdated:	18-03-2009 16:07:49
NameMap:	Long binary data	OrderBy:	Venu.Cencode, Venu.Sub_Sr, Venu.Sub_Cent
OrderByOn:	True	Orientation:	Left-to-Right
RecordCount:	0	Updatable:	True

Columns

Name	Type	Size
Excode	Text	5
Year	Text	4
File_No	Text	25
Cencode	Text	2
Sub_Sr	Text	3
Sub_Cent	Text	3
cand_alot	Text	4
Cand_Admit	Text	4
Venu1	Text	30
Venu2	Text	30
Venu3	Text	30
Venu4	Text	30
Venu5	Text	30
Venu6	Text	30
Venu7	Text	30
Venu8	Text	30
Venu9	Text	30
Venu10	Text	30
Venu11	Text	30
Venu12	Text	30
Nam1	Text	30
Nam2	Text	30
Nam3	Text	30
Nam4	Text	30
Nam5	Text	30
Nam6	Text	30
Nam7	Text	30
Nam8	Text	30
PHR	Text	20
PHC	Text	20
ADVANCE	Long Integer	4
CITY	Text	20
EXPAND	Long Integer	4
Post_sent	Long Integer	4
Post_used	Long Integer	4
Remark1	Text	65
Remark2	Text	65
Remark3	Text	65
Remark4	Text	65
<i>Date</i>	<i>Date/Time</i>	<i>8</i>
<i>Venu-ID</i>	<i>Text</i>	<i>5</i>

By Man

ANNEXURE-II

Tender for Development of web-based application software for Venue Management System in UPSC

We _____
_____ (Name and Address of the firm) have in response to your NIT dated _____ submitted a technical and financial bids for development of web-based application software for Venue Management System in UPSC. As required under the NIT, we hereby certify as under:-

1. That all the terms and conditions of the tender are acceptable to us.
2. That the bid offered by us in response to this tender is strictly as per the specifications prescribed in Annexure-I of the tender document.
3. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
4. That I/We have not been blacklisted by any Government organization.

(Authorized Signatory)
Name and Address of the Firm/Bidder

J. Mehta

ANNEXURE-III

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)

Handwritten signature

ANNEXURE-IV

FINANCIAL BID/PRICE SCHEDULE

S. No.	Particulars (A)	Qty. (B)	Rate (in Rs.) (C)	Applicable Tax		Total Price (incl. tax) (F=C+E)
				As percent of Rate (D)	Amount (E)	
1	Development of web-based application software for Venue Management System in UPSC	1				
2	AMC charges for one year	1				
	Total					

Note:

1. Taxes as applicable at the time of bid submission are to be indicated separately in Column D & E of the Price Schedule. Bidders who do not quote taxes separately shall be treated as non-responsive.
2. Taxes will be taken into account for financial evaluation.
3. One year AMC charge will be considered for financial evaluation.
4. Payment will be made by taking into account the effective rate of tax as applicable at the time of payment.

J. M. S.

ANNEXURE-V

CHECKLIST

S. No.	Particulars	Yes/No	Page No.
1	Whether Registration certificate 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 and that the bidder is not in the form of JV/consortium, Proprietorship or Partnership attached		
2	Whether scanned copy of PAN card attached		
3	Whether scanned copies of IT Returns of the firm for the preceding three years including the year 2015-2016 attached		
4	Whether scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2015-2016 and certificate from Chartered Accountant (CA) indicating (i) the annual turnover for each of the last three financial years and (ii) the turnover is related only to software development and maintenance and income from any other source is not included in it attached		
5	Whether scanned copy of Earnest Money Deposit (EMD) of Rs.20,000/- or scanned copy of certificate from Kendriya Bhandar, NCCF, DGS&D or NSIC if claiming for EMD exemption attached		
6	Whether scanned copies of work worker and completion certificate as proof of having executed minimum 2 (two) web-based projects of software development during the last 5 (five) years in Government departments, Public Sector Undertakings (PSU's) or Public Service Commissions attached		
7	Whether scanned copy of certificate of incorporation of the company as proof that the company/organization is in the business of software development and maintenance for at least 5 (five) year attached		
8	Whether scanned copy of requisite certificate as in Annexure-II duly signed by authorised person attached		
9	Whether scanned copy of Declaration as in Annexure-III attached		

Handwritten signature

(Authorized signatory)

Name and Address of the firm

Tel No. / Mobil 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 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 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.

DM

- 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.

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- 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.



