

F. No.: 1-3(1)/2020-G.II
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
Dholpur House, Shahjahan Road,
New Delhi-110069.

Dated: _____

NOTICE INVITING TENDER

Online bids are invited under two-bid system for tender for binding of **Documents/Books/ Registers** for three years from the bidders having annual turnover of at least **Rs 5.00 Lakhs** during each of the preceding three years. Specific details of the tender are mentioned in Annexure-I to 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 the **CRITICAL DATE-SHEET** as under :-

CRITICAL DATE-SHEET

Date of Publishing on CPP Portal	23.06.2020
Document Download Start Date	23.06.2020 (1500 hrs)
Document Download End Date	14.07.2020 (1800 hrs)
Bid Submission Start Date	23.06.2020 (1500 hrs)
Last Date & Time for Uploading of Online Tender	14.07.2020 (1800 hrs)
Clarification Start Date	23.06.2020 (1500 hrs)
Clarification End Date	30.06.2020 (1700 hrs)
Date & Time for Opening of Technical Bids	16.07.2020 (1200 hrs)
Earnest Money Deposit (EMD)	Rs 80,000/-

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

Bidders are advised to follow the instructions provided on the Central Public Procurement Portal for the e-submission of the bids online through the CPP 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 keeping in view the following points:-

- 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 80,000/-** in the form of a Demand Draft / Pay Order / FDR drawn in favour of Secretary, UPSC **must be delivered to Under Secretary (G-II), Room No. 208A-ASB, UPSC** on or before the last date/time of submission of online bids as mentioned in critical date sheet.

(i) TECHNICAL BID

The bidders should submit the following documents mentioned in the Checklist as at Annexure-V duly signed by the authorized signatory along with the Technical Bid viz. :-

- a) Signed & scanned copy of PAN card;
- b) Signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2018-2019;
- c) Signed & scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2018-2019;
- d) Signed & scanned copy of the certificate from a Chartered Accountant (CA) indicating the annual turnover of the firm for each of the preceding three years;
- e) Signed & scanned copies of at least 2 work orders during the preceding 5 years.
- f) Signed & scanned copy of Registration Certificate/Certificate of Incorporation of the company.
- g) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs 80,000/-
- h) Signed & scanned copy of requisite certificate as per Annexure-III and declaration as per 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 Bid (**Annexure-II**).

Rates should be quoted excluding taxes. The rate of applicable tax, if any, must be quoted separately.

2. **Earnest Money Deposit:-**

(i) An Earnest Money Deposit (EMD) of **Rs 80,000/- (Rupees Eighty 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. Firms which are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of MSME or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from submission of EMD on submission of documentary proof. For other bidders, submission of EMD in prescribed form as mentioned above is mandatory. **In case hard copy of the EMD is not received by due date, the bid will be summarily rejected.**

(ii) The EMD shall be valid for a minimum period of 45 (forty five) days beyond validity of the bid.

(iii) The EMD shall be scanned and uploaded to the e-Tendering website within the period of tender submission and original must be deposited in UPSC (must be delivered to Under Secretary (G-II), Room No. 208A-ASB) by the last date & time of submission of bids.

(iv) The EMD of the unsuccessful bidders would be returned to them after finalization of the tender. No interest on EMD would be paid by UPSC, under any circumstances.

(v) **Forfeiture of EMD:-** The EMD shall be forfeited

- (a) if the bid is withdrawn by the bidder- i) at any time prior to its rejection or
ii) before or after its acceptance is communicated to the bidder.

3. **Performance Guarantee:-** The successful bidder will be required to furnish Performance Security @5% of the annual contract value for each of the three years. The Performance Security shall be in the form of Demand Draft/Pay Order/FDR/Bank Guarantee in favor of Secretary, UPSC payable at Delhi. The Performance Security would be retained by the Commission till satisfactory completion of work for each of the three years. 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 (at Annexure-I) and terms & conditions of the tender, 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. The bidder must have experience in the field of binding work for at least 5 (five) years. In this connection, copies of at least 2 (two) work orders during the preceding 5 years must be enclosed with the technical bid.
5. The bidder must have a turnover of at least Rs 5.00 Lakhs per year during each of the preceding three years. In this regard, the bidder shall furnish copies of audited- Balance Sheets of the firm for each of the preceding three years including the year 2018-2019. Further, the bidder shall submit a certificate from a Chartered Accountant (CA) indicating the annual turnover of the firm for each of the preceding three years.

OTHER TERMS & CONDITIONS

6. **The contract shall be valid for 3 (three) years** from the date of award of the contract subject to the following conditions :-
 - (i) UPSC, at its discretion, may terminate the contract by giving one month's notice.
 - (ii) UPSC, at its discretion, may extend the contract for a further period of up to 1 (one) year on the same terms, conditions & 3rd year rate.
7. The bidder shall indicate in the Price Bid the yearly unit rate for each item separately for each of the three years. Rates shall include all charges related to transportation/unloading of materials, if any, to UPSC. Bids not received in the prescribed format are liable to be rejected.
8. Rates should be quoted excluding taxes. The rate of applicable tax, if any, must be quoted separately.
9. Binders deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Property/person.
10. If any information furnished by tenderer(s) is found to be incorrect or false at any time, the tender will be liable to be terminated and the EMD/Performance Security will be forfeited.

11. The annual requirement of items under binding works is tentative which may increase or decrease at the sole discretion of UPSC.
12. Binding work must conform to the Scope of Work given at Annexure-I.
13. **Evaluation of Bids:-**
 - (i) **Evaluation of Technical Bids:** Evaluation of Technical Bids shall be done on the basis of technical bid documents.
 - (ii) **Evaluation of Financial Bids:-**
 - (a) The financial bids of only those bidders would be opened whose technical bids have been approved by the Competent Authority of UPSC after detailed examination of the technical bids.
 - (b) Financial evaluation will be done by taking into account the rates quoted (exclusive of taxes) for all items for all the three years. The selection of L-I will be on the basis of NPV (Net Present Value) as per details given in Annexure-II. However, payment will be made on the basis of year-wise unit rates quoted by the vendor plus applicable taxes, if any.
 - (iii) **Evaluation under non-acceptance of the offer:-**

If the L-I selected bidder refuses to accept the offer, his EMD will be forfeited and offer shall be made to the L-2 bidder at the quoted rate of the L-I bidder. In case of non-acceptance by L-2 bidder, the same process will be repeated at the quoted rate of the L-I bidder till the last eligible bidder is exhausted. If no bidder is available even after the above process or no response from the bidders, the tender process will be considered failed and retendering will be done.
14. Bids will be valid for a period of 180 days from the date of opening of technical bids.
15. Hypothetical, conditional or incomplete bids are liable to be rejected summarily.
16. 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.
17. Income Tax: Recoverable at source from the bills, as applicable. Bidders should furnish their permanent I.T. A/c No. (PAN). Bidders shall also provide copies of IT Returns of the firm for the preceding three financial years including the year 2018-2019. 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.

18. **Delivery:** Delivery of the bound materials shall be made directly to the User Section, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069 within 15 days of issue of work order. However, in emergency, the firm may be asked for immediate supply of the bound material and the expenses for sending items to this office shall be borne by the concerned firm only.
19. **Payment Terms:** The payment, after the entire work being done by the firm, would be released on submission of the Bill along with the certificate of the concerned User section/staff/official to the effect that the services rendered by the firm were satisfactory.
20. **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 scope of work and terms & conditions of the tender document and/or execute the work as per prescribed schedule given or at any time repudiates the contract, 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.
21. **Liquidated Damages:** Job should be completed within **15** days of receipt of each requisition from the users, failing which a penalty @ **0.5%** for each day subject to maximum **10%** of the monthly bill of that particular month may be imposed and deducted from the concerned bill. In case of delay beyond 15 days, the UPSC may forfeit such amount or full amount of the Performance Security of the firm as deemed fit besides getting the work done from any other source at the risk and cost of the bidder. Decision of Secretary, UPSC shall be final and binding.
22. **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.
23. **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.
24. **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.

25. In the event of non-satisfactory performance (like failing to execute the job within the stipulated time, or leaving the job incomplete or refuse to complete the work or taking more than the schedule fixed time) by the successful bidder, UPSC will have the discretion to terminate the contract by giving one month's notice and to award it to any other firm and recover such amount from the successful bidder as may be decided by Secretary, UPSC having regard to the loss/damage suffered by this office. The decision of the Secretary, UPSC in this regard shall be final and binding on the parties.
26. Any queries relating to this tender may be directed to the following Helpline No.: 011-23381141 during office hours.
27. In view of the ongoing COVID-19 pandemic, the vendor must ensure that all its personnel deployed in UPSC adhere to the latest guidelines issued by the Government of India on prevention, sanitization, social distancing measures etc.
28. The tender notice is also available on UPSC's website: www.upsc.gov.in.

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

**Specifications & S.O.R. and Scope Of Work under
Tender for Binding of Documents/Books/Registers**

Specifications & Schedule Of Requirement (S.O.R.): -

S. No.	List Of Items To Be Covered Under The Contract	Annual Tentative Requirement
1.	Register & Books up to 8 X 5 inch	500
2.	Register & Books between 8 X 5 inch & 9.5 X 6.5 inch	150
3.	Register & Books 9.5 X 6.5 inch	150
4.	Register & Books 10 X 6 inch	50
5.	Register & Books Between 10 X 6 inch & 12 X 9.5 inch	30
6.	Register & Books 12 X 9.5 inch	150
7.	Register & Books 13 X 8.5 inch	150
8.	Register & Books between 10.5 X 14 inch & 18 X 14 inch	600
9.	Register & Books 14.5 inch X 19.5 inch	50
10.	Pay Bill Registers	50
11.	Black Printing on Books in English	10
	in Devanagari	10
12.	Golden Printing on Books in English	10
	in Devanagari	10
13.	Printing of Cover Page of O.M. Dossiers (A4 size)	30
14.	Spiral Binding of Hand Books of Examination (A4 size)	14500
15.	Spiral Binding other than Hand Books of Examination up to 100 pages,	1300
	101 - 200 pages,	1000
	201 - 300 pages,	500
	301 pages and above	200
16.	Document Binding (All sizes)	9500
17.	Pay Bill Voucher	500

Note :- The annual requirement of items under binding works is tentative which may increase or decrease at the sole discretion of UPSC.

Scope Of Work:-

- a) Scope of Work shall cover the specifications & S.O.R. table at ANNEXURE-I.
- b) Binding should be durable.
- c) All documents received by the Binder are to be examined/pre-arranged properly before binding. Torn leaves/sheets, if any, are to be neatly repaired.
- d) Each set of sheets are to be first fully covered/stitched along with brown paper before binding it with hard bound cardboard.
- e) The defective material/work if found should have to be replaced/redone by the Binder at his own cost.
- f) The entire work orders, if feasible, shall have to be executed within UPSC premises within a given reasonable time schedule ensuring strict confidentiality.
- g) The bidder may also be required to execute the work on non-working days i.e. week-ends and gazetted holidays. In exceptional cases, when it is not feasible to execute the work in UPSC premises due to some technicalities, it may take the work to its workshop with the permission of Under Secretary (G-II). In such cases, no transportation charges would be paid to the bidder by UPSC.
- h) Contractor shall be responsible for any loss, theft and damage to the material to be bound either in UPSC premises or taken to his workshop outside UPSC. The contractor shall replace the lost, theft or damaged materials with the new one duly bound or as the means decided by the UPSC shall be recoverable.
- i) The material used for the execution of binding works must be of good quality. No payment will be made for the bound material to the firm, if binding material i.e. binding cloth, rexine, leather, hardbound cardboard etc. has not been used accordingly.
- j) The quality of service of the Binder will be reviewed periodically.

ANNEXURE-II

Proforma of Price Bid

The bidder is required to upload the Price Bid on the CPP portal in BOQ format only. Price Bid in any other format will not be accepted. Following is the general format of the Price Schedule:-

(Financial Bid)

S. No.	Item	Rate per unit (in INR)			Taxes, if any
		1 st Year (Y1)	2 nd Year (Y2)	3 rd Year (Y3)	
1.	Register & Books up to 8 X 5 inch				
2.	Register & Books between 8 X 5 inch & 9.5 X 6.5 inch				
3.	Register & Books 9.5 X 6.5 inch				
4.	Register & Books 10 X 6 inch				
5.	Register & Books Between 10 X 6 inch & 12 X 9.5 inch				
6.	Register & Books 12 X 9.5 inch				
7.	Register & Books 13 X 8.5 inch				
8.	Register & Books between 10.5 X 14 inch & 18 X 14 inch				
9.	Register & Books 14.5 inch X 19.5 inch				
10.	Pay Bill Registers				
11.	Black Printing on Books in English				
	in Devanagari				
12.	Golden Printing on Books in English				
	in Devanagari				
13.	Printing of Cover Page of O.M. Dossiers (A4 size)				
14.	Spiral Binding of Hand Books of Examination (A4 size)				

S. No.	Item	Rate per unit (in INR)			Taxes, if any
		1 st Year (Y1)	2 nd Year (Y2)	3 rd Year (Y3)	
15.	Spiral Binding other than Hand Books of Examination up to 100 pages,				
	101 - 200 pages,				
	201 - 300 pages,				
	301 pages and above				
16.	Document Binding (All sizes)				
17.	Pay Bill Voucher				

- i. Financial evaluation will be done by taking into account the rates quoted (exclusive of taxes) for all items for all the three years. The selection of L-I will be on the basis of NPV (Net Present Value);
- ii. Rates shall remain firm for the entire Contract period and quoted on FOR destination basis. The hike in prices of material will not affect the contract and will not entitle the bidder to claim any difference in amount as a result of such hike;
- iii. The rates shall include all charges related to transportation of material to and fro, if any, to UPSC.
- iv. Rates should be quoted excluding taxes. The rate of applicable tax, if any, must be quoted separately.
- v. The first year will start from the date of award of the contract.
- vi. NPV (Net Present Value) will be calculated at the discounting rate of 10% annually. The details of calculation for deciding L-1 firm are given below:-

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

[NPV = Net Present Value; Y1 = Total of rates quoted for 1st year; Y2 = Total of rates quoted for 2nd year & Y3 = Total of rates quoted for 3rd year]

Examples of NPV:

- (i) If Y1 = 150, Y2 = 200 and Y3 = 240, then NPV will be calculated as under:-

$$\begin{aligned} NPV &= 150 + (200/1.1) + (240/1.21) \\ &= 150 + 181.82 + 198.35 \end{aligned}$$

$$= 530.17$$

Thus, the NPV is Rs. 530.17

- (ii) If $Y1 = 300$, $Y2 = 250$ and $Y3 = 200$, then NPV will be calculated as under:-

$$\begin{aligned} \text{NPV} &= 300 + (250/1.1) + (200/1.21) \\ &= 300 + 227.27 + 165.29 \\ &= 692.56 \end{aligned}$$

Thus, the NPV is Rs. 692.56

The selection of L-1 vendor will be on the basis of NPV. However, payment will be made on the basis of year-wise rate quoted by the vendor plus applicable taxes, if any.

ANNEXURE-III

We, _____
_____ (Name & address of the firm), in response to your NIT dated _____, have submitted a Technical & Financial bid with respect to tender for binding of **Documents/Books / Registers**. 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 and Terms & Conditions of the NIT and our bid is strictly in accordance with the same.
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.
5. Details of the firm are given below:-

1.	Name of the Firm	
2.	Office Address	
3.	Phone No./Mobile No.	
4	E-Mail	

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

DECLARATION

I _____ s/o / d/o Shri _____, hereby declare that none of my relatives 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)

CHECKLIST

S. No.	Particulars	Yes/No	Page No.
1.	Whether signed & scanned copy of EMD enclosed;		
2.	Whether signed & scanned copy of Registration/Certificate of Incorporation enclosed;		
3.	Whether signed & scanned copies of IT Returns of the firm for the preceding three years including the year 2018-2019 enclosed;		
4.	Whether signed & scanned copies of audited Balance Sheets of the firm for the preceding three years including the year 2018-2019 enclosed;		
5.	Whether Signed & scanned copy of the certificate from a Chartered Accountant (CA) indicating the annual turnover of the firm for each of the preceding three years;		
6.	Whether signed & scanned copy of PAN card enclosed;		
7.	Whether signed & scanned copies of at least 2 work orders during the preceding 5 years enclosed;		
8.	Whether signed & scanned copy of certificate as in Annexure-III enclosed;		
9.	Whether signed & scanned copy of Declaration as in Annexure-IV enclosed.		

(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.
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 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

- (i) 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.
- (ii) 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.