

F.No 2/8/2022.G-II
Union Public Service Commission
Dholpur House,Shahjahahan Road,
New Delhi-110069

NOTICE INVITING TENDER

Online bids are invited under two-bid system for stripping of Corrugated Boxes (nylon-stripping/Water proofing & loading) and clearance of Railway Parcels (from Old Delhi Railway Station, New Delhi Railway Station and/or Nizamuddin Railway Station) from the vendors involved in this field and having average annual turnover of at least Rs 15 lakh during each of the preceding three financial years. Details regarding the scope of work are mentioned in Annexure-I to 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 given in **CRITICAL DATE-SHEET** as under:-

CRITICAL DATE-SHEET

Date of Publishing on CPP Portal	17.03.2023
Document Download Start Date	17.03.2023
Document Download End Date	07.04.2023
Bid Submission Start Date	17.03.2023
Clarification Start Date	17.03.2023
Clarification End Date	27.03.2023
Last Date & Time for Uploading of Online Tender	07.04.2023 (1700 hrs)
Date & Time for Opening of Technical Bids	08.04.2023 (1700 hrs)
Earnest Money Deposit (EMD)	Rs 1,18,000/-

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 bidders.
- 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 Rs1,18,000/- in the form of Demand Draft/Pay Order in favour of Secretary, UPSC, New Delhi 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 bidder should submit the following documents 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 copy of GST Registration Certificate;
- c) Signed & scanned copies of IT Returns of the firm for the preceding three financial years i.e. 2019-20,2020-21 & 2021-22;
- d) Signed & scanned copies of audited Balance Sheets of the firm for the preceding three years financial years i.e. 2019-20, 2020-21 & 2021-22.
- e) Signed & scanned copy of Annual Turnover Certificate Certified by Chartered Accountant.
- f) Signed scanned copies of at least two Work Orders during the last five year.
- g) Signed & scanned copy of EMD of Rs 1,18,000/-.
- h) Signed & scanned copy of requisite certificates as per Annexure-III and Annexure-IV.

(ii) PRICE BID

Schedule of price bid must be submitted in the prescribed format (BOQ format) only. The bidder will strictly submit the rate in BOQ format in CPP portal as per the proforma prescribed for Price Bid (Annexure-II). Disclosing of quoted rates in any manner in the technical bid will result in summary rejection of the bid. 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 1,18,000/- is essentially required to be submitted along with the tender. EMD shall be deposited in the form of a Demand Draft/Pay Order 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 Organisation 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.**

- (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 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.
- (iii) 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.
- (iv) Forfeiture of EMD:- No bid may be withdrawn before finalization of the tender process. If any of the bidders withdraws his bid before finalization of the tender process, his EMD shall be forfeited.

3. Performance Guarantee:

The successful bidder will be required to furnish Performance Security @ 3% of the value of the Contract. The Performance Security shall be in the form of Demand Draft/Pay Order/Bank Guarantee in favor 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 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. No interest on Performance Security would be payable by UPSC under any circumstances.

ELIGIBILITY CRITERIA

4. The bidder must have experience in stripping of Corrugated Boxes (nylon-stripping/Water proofing & loading or similar packing work) in Govt. organizations/Public Sector companies/reputed private companies 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 average annual turnover of at least Rs 15 lakh during each of the preceding three financial years. In this regard, the bidder shall furnish copies of audited Balance Sheets of the firm for each of the preceding three financial years including the Financial Year 2021-2022 and the annual turnover certificate certified by chartered accountant.

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 may, at its discretion, 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 bidders shall indicate in the Price Bid the yearly unit rates for each of the items (details at Annexure-II) for each of the three years. Rates shall include all charges related to transportation/loading of materials to UPSC. Bids not received in the prescribed format are liable to be rejected.
8. Taxes shall be quoted separately along with the rates. Bidders who do not quote tax rates separately will not be considered responsive and their bids will be rejected.

9. Evaluation of Bids

(i) **Evaluation of Technical Bids:** Evaluation of Technical Bids shall be done on the basis of technical bid documents submitted by the bidders.

(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 bid.

(b) Financial evaluation will be done by taking into account the rates quoted for all the 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 taxes as applicable.

10. Bids will be valid for a period of 180 days from the date of opening of technical bids.

11. Hypothetical, conditional or incomplete bids are liable to be rejected summarily.

12. 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.

13. 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.

14. Bidders shall furnish GST Registration Certificate containing GST Identification Number (GSTIN) of the firm.

15. Payment Terms: 100% (inclusive of applicable taxes) will be released after the successful completion of work duly certified by User Branch of USPC.

16. 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 fails to 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. Further, the firm is liable to be blacklisted for the same. 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.

17. Liquidated Damages: The selected vendor has to execute the work within 15 days of issue of work order strictly as per the Scope of Work in accordance with the terms and conditions of the tender, failing which Liquidated Damages @0.5% of the cost of the delayed work for delay of each day subject to maximum 10% of that particular work order may be imposed and deducted from the bill. In case of delay beyond 15 days, the UPSC may cancel the work order and forfeit such amount or full amount of the Performance Security of the firm as deemed fit besides get the work done from any other Agency at the risk and cost of the firm. Further, the firm will be liable to be blacklisted for the same. The decision of Secretary, UPSC in this regard shall be final and binding.

18. 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.

19. 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.

20. 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.

21. In the event of non-satisfactory performance 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.

22. Any queries relating to this tender may be directed to the following Helpline No.: 011-23381141 during office hours.

23. In view of the ongoing COVID-19 pandemic, the vendor must ensure that all its personnel deployed to UPSC adhere to the latest guidelines issued by the Government of India on prevention, sanitization, social distancing measures etc.

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

1. Striping of the corrugated boxes of three different sizes {(i)18” x 12.5” x 5”, (ii) 18” x 12” x 6’ , (iii) 18” x 12.5” x 8”}(all dimension in inches) (4 Nylon strips per boxes) would be done under the supervision of concerned Examination Arrangement Section. Stripping will be done with thickness of 12mm Nylon strip of good quality material and water –proofing of the boxes will be done with the thickness of 20-22 micron waterproofing materials. Each Box will have two horizontal and two vertical nylon strips.
2. Water Proofing of the corrugated boxes will be done as per the specific requirement/request of the Commission. It shall be the sole responsibility of the vendor that the water does not pour into the boxes. Any damage caused of the material because pouring /slippage of water shall be sole responsibility of the vendor which shall be recoverable from the vendor.
3. The firm is required to give clearance of boxes/materials from Railway station to UPSC under intimation to the concerned section of examination Branch. Clearance of Railway Parcels (per Kg) (inclusive of freight/cartage etc) from Delhi/New Delhi or adjoining Railway Station will be paid on the basis of the actual which will be subject to the production of original bills from the railway authorities without any claim for transport/conveyance to the vender or to its associate. **The quantity of such parcels would be very low.** Non-performing of the work would attract penalty @ 0.1% of the total value of the contract.
4. While obtaining delivery of the incoming parcels from the railway Authorities, the firm will be required to check carefully each individual package to see that no parcel is in a damaged condition. In case, a parcels is in a damaged condition or there is a suspicion that it has been tampered with or its contents have been pilfered during transit, the matter should be immediately reported to the Section Officer, EIA (Store) UPSC, who will depute one official from this office to guide him in obtaining proper delivery of the parcel from Railway Authorities.
5. After obtaining delivery of the incoming parcels from the railway Authorities, the firm will be required to make arrangement for handing over the parcels to a duly authorized representative of this office within the minimum possible time after taking delivery from the Railway Authorities. In case, he finds that on any working day the incoming parcels can be delivered at the office premises only after office hours viz., 6.00 P.M., he will inform the Section Officer, E.I(A) Store) before 5.00 P.M. on that day so that arrangements may be made to depute one official from this office to received parcels after office hours .
6. In case of emergency, the vendor may be asked for stripping of Corrugated Boxes (nylon-stripping/Water proofing & loading) and clearance of Railway Parcels (from Old Delhi, New Delhi Railway station and/or Nizamuddin Railway Station) on Saturday/Sunday/Holiday also.

7. The firm would raise the bill along- with all receipt/vouchers from the said agency for arranging payment. Under no circumstances, advance payment would be made to the firm for making any payment to Indian Railway as the case may be, for clearance of UPSC boxes carrying examination materials.

8. In case of failure by the contractor to carry out the work in accordance with the provisions of the contract, the Secretary, Union Public Service Commission will have the right to cancel the contract and award it to any other person, and any loss sustained thereby will be recoverable from the first contractor. Any dispute arising in this behalf will be referable to the Secretary, UPSC whose decision shall be final and binding on the parties.

9. The firm shall be responsible for loss/damage/theft of the material. The firm shall be solely and fully responsible for any act of commission and omission of the part of his staff. The firm shall inform in writing at least one week in advance about the staff deputed by him for UPSC duties so that necessary arrangement may be made for their entry in UPSC.

10. The contract is liable to be terminated by a notice of 15 days without assigning any reasons thereof.

11. Loading of boxes in the postal Van in UPSC premises will be the sole responsibility of the vendor. No labor/persons shall be provided by the Commission for this purpose.

12. The estimated annual quantity is attentive which may increase or decrease as per the actual requirement of UPSC.

Annexure-I

Schedule Of Requirement (SOR)

Tender for stripping of Corrugated Boxes (nylon-stripping/Water proofing & loading) and clearance of Railway Parcels (from Old Delhi, New Delhi Railway station or Nizamuddin Railway Station)

S.No	Work/Activity	Estimated Quantity (year-wise) (in no. of boxes)		
		1st Year (2023)	2nd Year (2024)	3rd Year (2025)
1.	4 Nylon Stripping on each box	7244	8694	10418
2.	Waterproofing (per corrugated box) including 4 Nylon stripping of each box	14781	17739	21285

Note:- All the bidders must comply with the specifications of the items as given above in the SOR table.

ANNEXURE-II

Proforma of Price Bid

The bidder is required to enter the Price Bid in the CPP portal in BOQ format only. Price Bid in any other format will not be accepted. Disclosing the price bid in any manner in the technical bid will attract summary rejection of the bid. Following is the general format of the Price Schedule:-

S.NO.	Work/activity	Rates per box (year wise) (in Rs)			Taxes as applicable in percentage
		1 st year	2 nd year	3 rd year	
1	4 Nylon Stripping on each box				
2	Waterproofing (per corrugated box) including 4 Nylon stripping of each box				
TOTAL					

Note:-

- 1) The estimated annual quantity is tentative and may increase or decrease as per the requirement of UPSC.
- 2) Financial evaluation will be done by taking into account the rates quoted for all the items for all the three years. The selection of L-I will be on the basis of NPV (Net Present Value);
- 3) Taxes, if any, shall be quoted separately failing which quoted rates would be taken as inclusive of taxes and no further request for inclusion of taxes would be entertained by this office. These taxes are liable to change as per the Government's instructions issued from time to time.

- 4) Rates shall include all charges related to transportation/loading/unloading of materials to UPSC.
- 5) **Loading of boxes in the postal Van in UPSC premises will be the sole responsibility of the vendor. No labor/persons shall be provided by the Commission for this purpose.**
- 6) The first year will start from the date of award of the contract.
- 7) 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:

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

$$\begin{aligned} NPV &= 150 + (200/1.1) + (240/1.21) \\ &= 150 + 181.82 + 198.35 \\ &= 530.17 \end{aligned}$$

Thus, the NPV is Rs. 530.17

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

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

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 taxes as applicable.

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 stripping of Corrugated Boxes (nylon-stripping/Water proofing & loading) and clearance of Railway Parcels (from Old Delhi, New Delhi Railway station or Nizamuddin Railway Station). 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. The firm has average annual turnover of at least Rs 15 lakh per year during each of the preceding three financial years.
4. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three financial years.
5. That I/We have not been blacklisted by any Government organization.
6. 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

ANNEXURE-IV

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)

ANNEXURE-V

CHECKLIST

S. No.	Particulars	Yes/No	Page No.
1.	Whether signed & scanned copy of EMD enclosed.		
2.	Whether signed & scanned copies of IT Returns of the firm for the preceding three financial years i.e. 2019-20, 2020-21 and 2021-22 enclosed.		
3.	Whether signed & scanned copies of audited Balance Sheets of the firm for the preceding three financial years i.e. 2019-20, 2020-21 and 2021-22 enclosed.		
4.	Whether signed & scanned copy of Annual Turnover Certificate certified by Chartered Accountant enclosed.		
5.	Whether signed & scanned copies of at least 2 work orders during the preceding 5 years enclosed.		
6.	Whether signed & scanned copy of PAN card enclosed.		
7.	Whether signed & scanned copy of GST Registration Certificate 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.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

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.