



Tender Ref. No. PMB/IOE/GH/2022

Dated: _____

ONLINE TENDER DOCUMENT

For

Repair of Greenhouses with CMC

At

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI, SOUTH CAMPUS**

Benito Juarez Road, New Delhi - 110021

Telephone Number: 011-24111208

EPABX: 011-24111955, Extn.: 7192

Cost of Tender: 500/- only

DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi 110021

NOTICE INVITING TENDER

Online Tender Document

Online tenders are invited from reputed/eligible vendors for **"Repair of Greenhouses with CMC" at Department of Plant Molecular Biology, University of Delhi South Campus, New Delhi-110021.**

Separate Technical bids, duly signed by the bidder, and Commercial bids only in the form of BOQ shall be submitted as per details given in the online tender document. Online tender documents are available on University of Delhi website www.du.ac.in and CPP Portal <https://eprocure.gov.in/epublish/app> per the schedule.

Tenders are liable to be cancelled if any conditions contained in the tender documents are not complied with. Amendment/Corrigendum, if any in the tender document shall appear on the above-mentioned websites.

Interested vendors/service providers should visit the campus for ascertaining the requirement before submitting their proposal.

Information & Instructions for Bidders

Tender Fees (Non-Refundable)	Rs. 500/- (Rupees five hundred only) through DD/Banker's Cheque in favour of Chief Executive Officer, Institute of Eminence, University of Delhi, Delhi-110007, Payable at Delhi.
	Tender cost should reach the HEAD, DEPARTMENT OF PLANT MOLECULAR BIOLOGY University of Delhi South Campus, Benito Juarez Road, New Delhi- 110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender. Online Tender Document may be downloaded from the University of Delhi website www.du.ac.in and Central Public Procurement portal https://eprocure.gov.in/epublish/app per the schedule.
Performance Bank Guarantee	3% of the invoice value
Date of issue of Tender document	15/12/2022
Bid document Download Start Date & Time	15/12/2022 at 5.00 p.m.

Bid Submission Start Date & Time	15/12/2022 at 5:30 p.m.
Last date and time for submission of tender	05/01/2023 at 11:00 a.m.
Date and time of technical bid opening	06/01/2023 at 12:30 p.m.

Tenders are liable to be rejected if any of the conditions contained in online tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only on the website of University of Delhi i.e. www.du.ac.in and Central Public Procurement Portal <https://eprocure.gov.in/cpublish/app>.

University of Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

Head of the Department
Department of Plant Molecular Biology
UDSC

Technical Specifications for Repair of Greenhouses with CMC
(TWO UNITS)

Dimensions of each greenhouse: - 51 feet x 21 feet x 8 feet (L x W x H)

1. Temperature requirement is 26°C to 40°C, RH up to 80%.
 - a) Providing and fixing of New COOLING SYSTEM complete in Aluminium Frame Extrude Section with minimum 2 mm thick material with 100 mm thick cellulose Pad of size 21ft x 5 ft (LxH), 1 HP mono-block pump-set (Kirloskar/Crompton Greaves make), 500 litres triple layer white water storage tank, Disc Filter, Pressure gauge, Bye-pass arrangement UPVC / CPVC pipes and fittings complete in all respect to ensure uniform water supply throughout the pad. Providing and fixing of 36" Slow speed axial flow fans with minimum airflow of 22000m³/h (2 Nos.) with Stainless Steel Propeller, 750 watt motor, three phase operated, having < 65 dB noise level, Backside of Cooling Pad area should be covered with SS-304 Grade 40 mesh duly fixed with Aluminium Grippers.
2. Providing and fixing of **Microprocessor Control Panel for Automation (CE certified) separate for each greenhouse for:**
 - a. **TEMPERATURE (Day & Night separate),**
 - b. **HUMIDITY and LIGHT and**
 - c. **DATA logging facility (on cloud)**
 - d. **Photoperiodic timer**

duly fixed L&T make contractors, SPPR and miniature circuit breakers with rigid standard of safety. Fully PLC/PID based control system for controlling and maintaining the desired temperature, RH, lighting etc. for controlling the environment inside Green House, along with data storage capacity on PLC itself. Installation of temperature sensors. It should have a programming feature to link multiple programs and equipped with surge arresters, IP22 protection and **Touch Screen display (HMI)** for depicting the values of temperature, humidity and light of all probes. Accuracy 0.1°C, display resolution 0.1°C, wide selectable temperature ranging from 20 to 100°C, mechanical touch button operation (preferably not feather touch). Automatic switch ON of the control system after power failure. Control system should have audio/ audio visual warning/alarm when set temperature/RH/ lighting is below or above the set values. Locking facility for the entire control system, along with key will be provided. No data loss, real time monitoring system with facility to send emails/SMS directly from the PLC. The system should be installed in the pre-entry area/buffer room. A minimum of 5 years of warranty on all components.
3. Removing Old Polycarbonate Sheet and Providing, fixing of New (Lexan sabic/Ultralite make) Multiwalled UV stabilized 6 mm thick Polycarbonate Sheet all over the Green House along with False Ceiling at gutter height level using (Lexan sabic/Ultralite make) 6 mm thick Multiwalled UV stabilized Polycarbonate Sheet duly fixed over Galvanised structural frame of 50 mm x 25 mm tubes and Anodised Aluminium fixing profiles with anodized aluminium section, sealing of all joints. Providing and Fixing of Modulated Actuated electrical Damper fitted with 18" Exhaust Fan and Pre Filter on another end above the False ceiling area for better temperature regulation.
4. Upgradation of Buffer Room with New Cladding using Metallic 6 mm double-walled UV stabilized Polycarbonate Sheet, Ventilation Fan (Temperature controlled, should turn on when temp is above 37°C) of 12" Havells /CG make, New Door Cladding and locking/closing accessories. Size of Buffer room should be 6' x 7' with double door entry fitted with Automatic Air Curtain, door closers and locking arrangements and repositioning of entrance

4. Upgradation of Buffer Room with New Cladding using Metallic 6 mm double-walled UV stabilized Polycarbonate Sheet, Ventilation Fan (Temperature controlled, should turn on when temp is above 37°C) of 12" Havells /CG make, New Door Cladding and locking/closing accessories. Size of Buffer room should be 6' x 7' with double door entry fitted with Automatic Air Curtain, door closers and locking arrangements and repositioning of entrance door to the side wall of buffer room. Providing shelving system (at least 2 shelves with 4 racks in each) in the buffer room for temporary storage of pots, soil and other greenhouse related items.
5. Providing and fixing of New Shading arrangements with 50% Aluminate thermal Shade net Polysack /Tuflex Make with Manual geared rolling mechanism inside the Green House at gutter level and 50% Green Black on outer side (rolling mechanism for the outside screen should also be provided).
6. Providing and fixing of Micro fogging system having Fogger discharge range:-28.0 LPH, Working pressure - 4 bar at this pressure, the average droplet size:- 50 to 100 μm . Density of one fogger: 4.0 m, 1 HP Monoblock (Crompton Greaves/Kirloskar make) pump with nozzles, Screen fitter 10 Kg/m³, Pressure gauge LLDPE pipes etc. 500 litres triple layer white water storage tank should be used for providing water supply for Humidification system. Also, a manually-operated sprinkler system on top of the roof for occasional cleaning of the roof.
7. Providing and fixing of heavy duty Heating System (at least 4 Nos.) with in-built auto thermal cut off device, Biotech grade 2.5 KW. It should have ISI standard make heating element and ISI standard 900 rpm speed fan. Input 200-240 VAC, 50 HZ, single phase.
8. Providing and Fixing of Grow Light system High Efficiency Grow Light (150 W), dimmable (36 Nos. in each Green House) Producing Peak PPFD – 847 $\mu\text{mol}/\text{m}^2/\text{s}$, Average PPFD - 223 $\mu\text{mol}/\text{m}^2/\text{s}$, Usable PPF - 321 $\mu\text{mol}/\text{m}^2/\text{s}$, PPF Efficiency – 2.39 $\mu\text{mol}/\text{m}^2/\text{s}$, Splash Proof Coated PCB, 2.7 $\mu\text{mol}/\text{J}$ LED Chips, Versatile 3500K+660nm RED with UV & IR Spectrum and High quality IP67 Driver with 10% - 100% Dimming.
9. General paint and repairs: The entire structure from inside and outside will be repainted and repaired as required. The old GI structure needs to be spray painted with marine grade paint after a thorough and compatible primer coat. Minor repairs of floor in greenhouses and buffer rooms, entrance areas, doors and locking system, periphery of the greenhouse, fixing of aluminium doors and partitions. Floor tile (if broken or cracked) should be replaced. The floor should be professionally cleaned.
10. Minor repairs, cleaning and painting of the trolleys/working benches inside greenhouse for placing pots.
11. Electrification: Complete facility should be provided with new electrical connections/wiring using FR grade electrical copper wires (Finolex / Polycab make) and standard electrical fittings and gears (Havells/Anchor/L&T).
12. Replacement of complete plumbing work inside the greenhouse, connection with motor and storage tank to each greenhouse unit with UPVC / CPVC pipes of appropriate sizes.

13. Repair of boundary wall wherever required with 12 mm thick cement sand plaster & wall putty and painting with exterior weather-resistant emulsion paint Asian/Burger.
14. Disposal of discarded material will be carried out under the supervision of the departmental-in-charge and all the fittings/fixture/equipments which are functional should be installed in other 4 greenhouses to make them functional.
15. Warranty: Comprehensive Maintenance Warranty (CMC) of the renovated greenhouses and growth rooms for **THREE** years from the date of completion of renovation and upgradation work and official hand over of the facility.
16. Completion of the project: The renovation project should be completed in a **maximum of 30 days** from the date of release of the purchase order. In case the contractor/firm fails to execute the project within the time limit, the penalty will be charged as decided by the University.
17. The Firm must have minimum experience of 10 Years. At least 10 installations in Delhi-NCR. Please provide user certificates and other supporting documents.
18. Tenderer must provide a trouble-free aftersales service within 24 hours after the lodging of complaint. The firm should have service centre in Delhi-NCR. Tenderer must be ISO 9001: 2015, ISO 14001 : 2015, ISO 18001 : 2007 certified and CE certified. Documentary proof must be attached with the tender.
19. The interested contractors/firms are advised to visit and examine the site of required service and surrounding and obtain all information that may be necessary for preparing the bid. The concerned in-charges (Prof. Surekha Katiyar-Agarwal/Prof. Girdhar K. Pandey/Prof. Sanjay Kapoor/Dr. Kamal Kumar) may be contacted for any discussion or clarification. The contractor shall work co-operatively and amicably with the in-charges while working in the campus.
20. The University reserves the rights to reject or accept whole or in part/any or all tender(s) without assigning any reason thereof and to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reason. The decision of the University shall be final and binding on all the vendors/agency. The University can terminate the contract at any point of time, in case of non-satisfactory work or breach of any terms of conditions by the firm and has the right to award the contract to any other agency at the risk and cost of current firm and excess expenditure incurred on account of this will be recovered from the firm.
21. The University in its capacity reserves the right to modify any of the terms and conditions of the contract, at its discretion, in the interest of the project work.
22. Successful bidder shall not transfer its right/sub-let the complete contract to any other contractor/sub-contractor.
23. If the successful bidder does not accept the offer, after the issuance of purchase order within 7 days, the offer made shall be deemed to be withdrawn without any notice and earnest money

24. Only those bidders who submit all requisite documents will be declared as qualified or eligible for opening/considering the financial bids.
25. The firm/contractor or its workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
26. The work may be attended at different intervals of times during the contract period by the concerned in-charges, University official(s) or the personnel authorized by them. Any complaint or dissatisfaction should be immediately attended by the firm/contractor.
27. The contractor shall be responsible for any loss, theft, or damage to the life and/or property of the University employees and of the University and shall be compensated by the contractor as decided by the competent authority of the University.
28. The contractor is responsible for the well-being/life of their personnel working at the site and for their equipments or tools or accessories.
29. The layout of greenhouses proposed for renovation is presented below.
30. **Payment terms: The payment will be made at the end of completion of the project and handover of the renovated facility.**

Proposed for renovation



DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi 110021

1. **TERMS AND CONDITIONS OF THE TENDER**

(a) **Two-Bid System Tender**

Online Tenders shall be submitted in **2-PARTS: PART-I TECHNICAL BID**, duly signed by the bidder and **PART-II COMMERCIAL BID**, in the manner mentioned below:

PART-I OF THE TENDER (TECHNICAL BID) must contain the following:

- Tender Document, each page duly signed by the bidder as token of acceptance.
- Covering letter as per Annexure II.
- Earnest Money deposit as laid down in page 2.
- All necessary information as are considered essential for full and correct evaluation of offers.
- Company profile as per Annexure III, and detailed list of installation of the offered system in Indian Institutions.
- Write up and documents supporting the eligibility criteria as laid down in Point No 2 (Documents submitted should be listed as Annexure IV)
- The duly completed Technical Bid (Part I), in the Annexure V format **without prices**, to be signed and uploaded.

PART-II OF THE TENDER (COMMERCIAL BID) must contain the following:

- The duly completed Commercial Bid in form of BOQ, to be uploaded.
- (b) All documentation is required to be in English. Correction / overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
- (c) Ambiguity must be avoided in filling tenders. All entries in the tender form must be type written neatly. The quotation must be entered both in figures and in words. All pages of the bid should be numbered with a running serial number and signed with office stamp by the tenderer.
- (d) University of Delhi South Campus reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender.
- (e) The University of Delhi South Campus will not be responsible for non-receipt of tender quotations within the specified date and time due to any reasons including postal delay or holidays.
- (f) Tender once submitted shall not be returned to the tenderer in future.
- (g) The Schedule to tender, Instruction to tenderers and General Terms and Conditions of the Contract should also be returned along with the offer.

- (h) Each page of the tender form, the Instructions to the tenderers must be stamped and signed by the person authorized by the tenderer. Full address of the tenderer must be mentioned on the tender forms, failing which the tender may not be considered.
- (i) In case a successful tenderer (on whom purchase order would be placed) fails to initiate the job within specified time schedule, the University of Delhi South Campus will forfeit the earnest money.
- (j) The earnest money for the successful tenderer shall be returned after successful initiation of the job.
- (k) Unsuccessful tenderer will be refunded earnest money without interest, on application to University of Delhi South Campus within 3 months from the tender awarding date.
- (l) The successful bidder shall furnish a Performance Bank Guarantee 3% of total order cost in favour of the **Chief Executive Officer, Institute of Eminence, University of Delhi, Delhi-110007, Payable at Delhi**. The bank Guarantee shall remain valid for the tenure of operations of the successful bidder. This will be forfeited in case of non-compliance of the terms and conditions.

2. **ELIGIBILITY CRITERIA**

- (a) A participating vendor should have proven record of marketing and maintenance of above work.
- (b) Documents attached to support the eligibility of the company should be listed as Annexure IV.

3. **PAYMENT TERMS**

Financial Quotations should contain price of the equipment, accessories, discount if any, packaging and forwarding charges, Air Freight and insurance charges, custom duty and clearance as well as transportation charges to the site of delivery/installation. The price quoted should be F.O.R. destination (Deptt. of Plant Molecular Biology, UDSC). IGDY/CDEC will be provided , if needed.

- (a) **Payment terms:** The payment will be made at the end of completion of the project and handover of the renovated facility.
- (b) The rates quoted shall be inclusive of all such taxes such as Goods & Service Tax, VAT, etc., i.e. *the rates quoted shall be all inclusive*. All the duties/ taxes with respect to the work should be borne and paid by the Tenderer himself. The Office shall not be responsible for any payment/ penalty on this account at any stage. The company shall indemnify the University from all.

4. SELECTION PROCESS

- (a) A committee specially constituted for the purpose would evaluate the eligibility of tenderers as supported by documentation.
- (b) The Technical evaluation of the bids will be conducted by the Committee at a date, time and venue to be intimated subsequently. The bidders must make a presentation on their bids highlighting their experience and strategy to full fill scope of the work as given in Annexure I. Evaluation will be based on the presentation and submitted documents. The recommendations of the Technical Committee will be final, which may recommend opening of the price bid based on technical bid evaluation.
- (c) The price bid of only the qualified tenderers will be opened after technical evaluation.

5. VALIDITY OF OFFER

Tenders submitted by tenderers shall remain **valid for a minimum period of 180 days** from the date of opening of tenders. The tenderers shall not be entitled during the said period of three months, without consent in writing from University of Delhi South Campus, to revoke or cancel their tenders or to change the tenders given or any term thereof. In case of tenderers revoking or cancelling their tenders or varying any terms in regard thereof without consent of University of Delhi South Campus in writing, the earnest money deposited by them with their offers, will be forfeited.

6. IMPORTANT DOCUMENTS TO BE SUBMITTED

In addition to the filled in tender form, tenderers are to provide the following enclosures:

- (a) Documents in support of Company Profile.
- (b) Documents for establishing eligibility.
- (c) Job Execution Plan: **A detailed outline of implementation of the job whose scope is detailed in Annexure I is to be submitted.**

7. INCOME TAX CLEARANCE CERTIFICATE

Copy of the latest IT Clearance Certificate in the proforma prescribed by the Govt. Of India should accompany the tender. The IT Clearance Certificate should be in the name of the firm quoting for the work.

8. SALES TAX CLEARANCE CERTIFICATE

Tenderer must submit copies of Sales Tax registration and clearance certificates.

9. ACQUAINTANCE WITH SITE

While quoting their rates, terms and conditions Tenderers should note that the work is to be executed under the existing site conditions. Any minor change(s) such as electric fittings, partition etc. should be done by the participating vendor. No compensations / claims in regard to site conditions / constraints / rules and regulations etc. shall be entertained.

10. COMPLETENESS OF JOB

The tenderer shall be fully responsible for the successful installation and live demonstration of all required technical capabilities of the system. Omission of any item(s) / services in this

document shall not be sufficient reason for non-performance of the system. The tenderer should therefore specify, justify and quote for any additional items / services, which they feel, are essential for the functioning of the system.

11. RESOLUTION OF DISPUTES

University of Delhi, South Campus and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the services provided. If after thirty days from the commencement of such informal negotiations, University of Delhi, South Campus and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration. The University of Delhi, shall appoint a sole Arbitrator of the dispute who will not be related to the contract and whose decision shall be final and binding.

12. JURISDICTION

All questions, disputes and / or differences arising under and out of, or in connection with the contract if concluded, shall be referred to the relevant Courts of Delhi.

Annexure - II

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

To

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site (\$ namely: As per your advertisement, given in the above mentioned website (s).
2. I/We hereby certify that I/we have read the entire terms and- conditions of the tender documents from Page No. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/We do hereby declare that our firm has not been blacklisted /debarred by any Govt. Department/Public Sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the company),
Date:

DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI SOUTH CAMPUS
NEW DELHI-110021

Two Bid System Tender

BID SUBMISSION:

1. **Technical Bid:** Technical Bid (with one scanned and signed copy) shall comprise of document as per Annexure-I, Annexure-II, Annexure-III, Annexure-IV & Annexure-V. It should be accompanied by scanned copies of other documents mentioned.
2. **Technical Compliance Statement:** The quote should include a compliance statement vis-à-vis specifications in "tabular form" clearly stating the compliance and giving justification, if any supported by technical literature. This statement must be signed, with the company seal, by the participating firm for its authenticity and acceptance that any incorrect or ambiguous information found submitted will result in disqualification of the tender without any further communication.
3. **Financial Bid:** Schedule of price bid in the form of BoQ.xls The Financial Bid format is provided as BoQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi. (No need to upload Annexure-VI, it should be upload in the form of BoQ in xls format.)
4. **Opening of Bid and Evaluation:** Bids shall be evaluated on the basis of technical specifications and rates quoted. Those who do not qualify technically shall not be considered.

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NEW DELHI-110021

Annexure - III

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Item	Details
1.	Name of Company	
2.	Name of Owner(s)/Partner(s)	
3.	Correspondence Address	
4.	Telephone and Fax numbers	
5.	Mobile Number	
6.	URL	
7.	Email	
8.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
9.	Name and Designation of the person authorized to make commitments to the University	
10.	Contact details of the person authorized to make commitments to the University	
11.	PAN No.	
12.	Goods & Service Tax Registration Number	
13.	Address of offices in Delhi/NCR, if any	
14.	Cumulative Turn over for last 3 Years	

Signature:

(Name and Designation)

(Authorized Signatory)

Date:

DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI SOUTH CAMPUS
NEW DELHI-110021

Annexure - IV

Eligibility Criteria

Enlist the documents submitted to support the eligibility criteria

S. No.	Document Submitted	Remarks

Note: Detailed list of installation of the offered system in recognized Indian Institutions must be provided along with the contact details.

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI SOUTH CAMPUS
NEW DELHI-110021**

Annexure - V

TECHNICAL SPECIFICATIONS

The tenderer should elaborately describe technical details of the offered system as outlined in Annexure - I.

Cat No./ Part No.	Technical/component details	Remarks

DEPARTMENT OF PLANT MOLECULAR BIOLOGY
UNIVERSITY OF DELHI SOUTH CAMPUS
NEW DELHI-110021

Annexure - VI

COMMERCIAL BID

(Should be upload in the form of BoQ in xls format.)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 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) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

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.


HEAD OF THE DEPARTMENT
S/A