

TENDER DOCUMENT

Tender For Horticulture & Gardening Services

Information about this e-Tender:-

Last Date for Submission of Bids:- On or before 14.30 Hrs of 16th November, 2015 at MoES Prithvi Bhawan, Lodhi Road, New Delhi-110003.

1. This is an e-Tender and the Technical and Financial Bids are to be submitted on-line only.
2. The instructions for on-line Bids submission are given at Annex-III.
3. A Pro-forma for 'Tender Acceptance Letter' is given at Annex.IV which is also to be filled in and submitted with Technical Bid.

Note:- 1. The interested Tenderers will be required to participate in e-Tendering and all the Tenderers should have a Digital Signature for the purpose of participation in the e-Tender process.

2. The Tender Fee of Rs.500/- and the Earnest Money Deposit (EMD) of Rs.40,000/- in original is required to be posted/couriered / deposited in person to the Tender processing section section (General Section) of this ministry latest by the last date and time of bid submission. The details of the Demand Draft/Banker's Cheque/FDR etc, physically sent must tally with the details available in the scanned copy. Otherwise, the uploaded bid will be rejected. Tender/Bid received without Tender fee shall be rejected.

SUBMISSION & OPENING OF TENDERS:- The bid shall consist of two parts-Technical bid and Price Bid. All information sought under the head "Eligibility Criteria" and other related information and also information in Proforma at Annexure I is to be submitted with the Technical Bid. The Financial Bid should consists of information sought in prescribed format only. The Technical Bids and Financial Bids shall be opened on-line only. The Technical Bids will be opened on the last day for the submission of bids i.e., 16th November, 2015 at 3:00 P.M. The Financial Bids of only those Bidder shall be opened which qualify the Technical Bid Evaluation Criteria. The Bidders who qualify the Technical Bid shall be informed about the date and time for opening of their Financial Bids and they can participate in the opening of their Financial Bids.

(Tarun Sood)
Section Officer (GA)
[Tel:- 24669596](tel:24669596)

**MoES/25/01/2015-Genl.
Government of India
Ministry of Earth Sciences**

**Ministry of Earth Sciences
New Building (Prithvi Bhavan)
I.M.D.Complex, Lodhi Road
New Delhi-110003
Dated: 23 /10/2015**

**TENDER FOR HORTICULTURE/GARDENING SERVICES AT MoES NEW
HEADQUARTER BUILDING
(Prithvi Bhavan) LODHI ROAD, NEW DELHI**

Sealed e-tenders in the form of two bid systems (Technical and financial), are invited by MoES on behalf of the President of India from reputed contractors/firms/companies situated within in National Capital Territory of Delhi/NCR or having their regional office in NCT of Delhi/NCR for maintenance of Horticulture/Gardening services at MoES, Headquarter building (Prithvi Bhavan), IMD Complex, Lodi Road, New Delhi. The tender should be submitted in prescribed format as laid down in the tender document. The tender documents, duly filled in and complete in all respect should be addressed to the Section officer (Genl.) MoES, (Prithvi Bhavan), Lodi Road, New Delhi and are to be submitted online only before 2:30 PM on 16th November, 2015. The tenders thus received will be opened at 3:00 PM on 16.11.2015, itself. Tenders or their representatives, who wish to be present during the tender opening, may do so. Tender document can be obtained from the Section officer (Genl.) MoES, (Prithvi Bhavan), Lodi Road, New Delhi on any working day between 11:00 AM to 4:00 PM and upto 1:00 PM of 16.11. 2015 on payment of Rs.500/- towards the tender cost. Tender cost should be paid in the form of Demand draft drawn in favour of "DDO, MoES" Payable at New Delhi. Cash/Cheque shall not be accepted. Alternatively, the tender document can be downloaded from the MoES website (www.moes.gov.in) and from the Central Public Procurement Portal (CPPP) of Govt. of India at www.eprocure.gov.in Demand Draft towards cost of tender should be enclosed alongwith technical bid in case downloaded tender document has been used. The tenderer will also have to deposit **Rs.40,000/-** towards EMD in the shape of DD/Pay Order drawn in favour of DDO, MoES, New Delhi alongwith their technical bid.

Section officer (Genl.)
Ph. 24669596

Copy to: - 1. Computer Division, of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry and to upload the tender notice on the Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in

2. All Ministries/Departments with the request to give due publicity for the above tender among the contractors working with them.

Tender Document for Horticulture/Gardening Services at MoES

Tender Time Schedule

Tender Document No	MoES/25/01/2015-Genl
Name of office	Ministry of Earth Sciences
Date of issue	23/10/2015
Date & Time up to which tender document shall be available	16/11/2015 (1:00 pm)
Last date & Time of receipt of bids	16/11/2015 (2:30 pm)
Date & time of opening of Technical bids (on-line only)	16/11/2015 (3:00 PM)
Date & Time of opening of financial bids (on-line only)	To be intimated latter
Place of opening of bids	Ministry of Earth Sciences, Prithvi Bhavan, Opposite Indian Habitat Center, Lodi Road, New Delhi
Address for communication	Section officer (Genl.), Ministry of Earth Sciences, (Prithvi Bhavan), Lodi Road

Note:- The Bids received on-line shall be valid for a period of 90 days from the last date for receipt of Bids(on-line).

CHAPTER-I

1. Instruction to Bidders

Ministry of Earth Sciences invites e-tender for maintenance of “HORTICULTURE AND GARDENING” for MoES new headquarter building (Prithvi Bhavan), at IMD Complex, Lodi Road, New Delhi from reputed contractors/firms/companies etc. The details of terms and conditions, schedule of work/ Specifications and format for technical and financial bid are available in the tender document. The approximate area for providing the services is 26,900Sq.meters. The bidders are instructed to go through Tender form thoroughly before quoting their rates. The tender documents can be obtained from Section Officer (Genl.) MoES, New Delhi on the payment of Rs.500/- in the form of DD in favour of DDO, MoES on any working day. Alternatively the tender document can be downloaded from MoES Website i.e. www.moes.gov.in or from www.eprocure.gov.in

1.1. The tender is liable to be ignored if complete information is not given therein.

1. 2. All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained.

1.3 Tenders are requested to submit their quotations /rates /individual job-wise, on per month basis (kindly refer to Annexure-II).

1.4 Price quoted should be in Indian Currency and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by MoES during the currency period of AMC. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e. technical bids along with EMD etc. should be sealed in a separate cover while financial bids be sealed in other over and super scribed as tender “Tender for Maintenance of Horticulture and Gardening at Ministry of Earth Sciences, New Delhi. Two separate covers will be sealed in the following manner:

- (i) One cover containing the technical documents (i.e. Annexure-I duly filled in), EMD, other documentary proof etc. (Technical bid)
- (ii) Second cover containing the Rates (i.e. Annexure-II dully filled in) of this offer. (Financial bid)

1.5 The bidders shall, wherever, called upon to do so, give full information with reference to the services in hand and shall also permit the nominated officer of MoES to inspect the premises of the bidders at all reasonable times and shall give full assistance and information as may be required from him in connection with the contract.

1.6 The agency, while submitting their tender form, shall enclose self attested Photostat copies of experience, trade license essential for carrying out the activities under reference, license under contract labour act, and any other documents in support of permission from the Competent Authority for carrying out the activities under reference. Tender form incomplete in any respect and not supported with Earnest Money and such requisite documents, will be rejected by MoES.

CHAPTER-II

2. Conditions of Contract

2.1 The contract, if awarded, will be **initially for two years from the date of award and extendable for further one year** subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the MoES will have the right to terminate the contract forthwith. In such case of unsatisfactory performance on the part of Contractor in addition, to forfeiture of the performance guarantee deposited by the contractor, action can be initiated by this Ministry to blacklist the Contractor's firm/agency for a period of one year.

2.2 The contractor shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, in addition to forfeiture of Performance security, the firm can be blacklisted by this Ministry.

2.3 The bidder shall have to deposit earnest money of an amount of Rs. 40,000/- with their tender failing which the tender is liable to be rejected out rightly. The earnest money is to be paid in the form of Demand Draft/Fixed Deposit Receipt or Bank Guarantee and the same should be drawn in favour of DDO, Ministry of Earth Sciences, payable at New Delhi and attached with the technical bid. Cheques/Cash will not be accepted towards Earnest Money. In the event of the withdrawal / revocation of tenders before the finalization of Tender process the earnest money shall stands forfeited. The EMD of the successful bidder will be refunded on receipt of performance security.

2.4 On acceptance of the tender, the Successful Bidder shall within the period specified by this Ministry, deposit a performance security, a sum equivalent to 5% of the tender value of the contract for two years which should be valid beyond 60 days of all contractual obligations. The performance security may be furnished in the form Demand Draft/Fixed Deposit Receipt or Bank Guarantee from a commercial bank, payable at New Delhi in favour of DDO, Ministry of Earth Sciences New Delhi-3.

2.5 If the Successful Bidder is called upon by the MoES to deposit performance security and the Bidder fails to provide the performance security deposit within the period specified (within 15 days), such failure will constitute a breach of the contract and MoES shall be entitled to forfeit the Earnest Money and this Ministry can also initiate action to Blacklist the concerned firm for a period of One year for participating in the Tenders of this Ministry.

2.6 On completion of the contract in all respect, the performance Security Deposit will be returned to the contractor after 60 days from the completion of all contractual obligation(without any interest) subject to satisfactory performance and after all the items, which may have been issued to the contractor and other property belonging to MoES, are received back in the same condition as were received by the contractor. Any loss/damage to the items/property of MoES shall be recovered from the contractor.

2.7 MoES may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any form in case it is felt by this Ministry that the Bidder's work has not been satisfactory or in any other event where the firm is facing some legal problems which may affect their performance working in this Ministry. The decision of this Ministry shall be final in this regard.

2.8 i). The contractor shall fully comply with all the applicable laws/rules and regulations relating to Contract Labour (Regulation and obligation) Act 1970 and Contract Labour (R&A) Central rule 1971, Provident fund Act including the payment of PF contribution, payment of bonus act, minimum wages act, workmen compensation act, ESI act, essential commodities act, migrant labour act and/ or such other act passed by the Central, State, Municipal or Local Govt. agency including TDS as per Income Tax act applicable from time to time.

ii) The contractor shall be responsible for proper maintenance of all registers and records. He shall make regular and full payment of labour charges/salaries and other payments as per labour laws under minimum wages act and payment of wages to his workman deputed for the work and furnish necessary records as and when asked for.

2.9 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration. In Such situation the Arbitrators shall be appointed by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.”

2.10 The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

2.11 After evaluation of the technical bids, the financial bids of only the technically qualified bidders shall be opened for arriving at L-1 bidder.

2.12 In case of failure of the Contractor/firm to comply with the provision of the terms and conditions mentioned in this Tender Document or the Agreement to be signed between MoES and the Successful Bidder, the Competent Authority of this Ministry reserves the right to terminate the contract and to forfeit the performance security & to blacklist the firm.

2.13 The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

2.14 The agency shall be responsible for beautification and proper maintenance of horticultural gardens, within the Ministry of Earth Sciences, New Building I.M.D. Complex, Lodi Road, New Delhi-110003 including new plantations of trees and saplings, time to time.

2.15 The contractor / agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the MoES will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor of such rules, statutory obligations etc.

2.16 Except supply of free water by the MoES in the garden, all other inputs like fertilizer, sapling, seeds and all tools & implements used for growing flowers & plantation or for cutting grass & removing weeds, are to be supplied by the tenderer and disposing off the wastes are to be borne by the tender.

2.17 The contractor will be responsible for such conduct of the persons engaged by him in MoES, which will be conducive for maintaining as harmonious atmosphere as expected in MoES and will be responsible for any act & omission of such persons.

2.18 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the Ministry will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

2.19 Service provider will be required to maintain the entire area covered in the contract in best conditions throughout the year, irrespective of the weather conditions. Failure on the part of the contract to maintain the area in the desired condition shall invite a penalty of 1% (of the Tender value for one month) per week of the period during which the area remained out of the desired condition, subject to a maximum of 10%. Thereafter, this Ministry can consider termination of the Contract and forfeit the Performance Security. The Ministry can also consider blacklisting such firm.

2.20 For effective and efficient operation of the Horticulture/Gardening Services in the campus the agency will provide dedicated manpower who will remain in the Institute during working hours.

2.21 This Ministry reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.

2.22 The Court Case, if any, is subject to jurisdiction of Delhi/New Delhi.

CHAPTER-III

3. Eligibility Criteria

3.1 The bidder should have a permanent place of business in NCT of Delhi/NCR or their regional Office in NCT of Delhi/NCR and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

3.2 The Bidder should have an Average Annual Turnover of Rs.10 lakhs during the last 3 financial year. (A certificate from C.A or Annual Audited Statement of Accounts may be enclosed)

3.3 The firm should have relevant license like labour license etc for the purpose of taking up Horticulture/gardening work in Delhi (Copies to be enclosed)

3.4 Earnest Money Deposit as specified under para 2.3 above.

3.5 The firm should possess PAN/TIN/VAT/ST Nos. (copies of relevant documents to be enclosed)

3.6 Experience in having successfully completed similar works during the last 3 years ending last day of month previous to the one in which application are invited, as per the following:-

(a). Three similar completed works costing not less than Rs.3,20,000/- in each work;

OR

(b). Two similar completed works costing not less than Rs.4 Lakhs in each work;

OR

(c). One similar completed work costing not less than Rs.8 Lakh.

Note:- Similar works means such horticulture/gardening work in a Central Govt./State Govt Deptt./ Office or in a PSU.

Note: - Scanned documents in support of each of the above eligibility conditions should be enclosed with the Technical Bid. Simple information without supporting documents shall not be considered as valid.

Selection Criteria:-

The firm which Quotes the lowest overall rate (including taxes etc) shall be awarded the contract. In case 2 firms quotes the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard. It is also stated that the Bids which quotes the amount of service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

CHAPTER –IV

4. Specification and allied technical details

4.1 Scope of Work:

(i) The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc and patch work by planting the doo grass where dead.

(ii) The maintenance of trees, shrubs and creepers include the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water. Circular kiaries around the tree trunk are to be prepared. The creepers across wall are to be provided support by rope and other trees and shrubs by bamboo sticks as required.

(iii) The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cuttings dead/up-rooted plants etc.

(iv) The curb stones along with roads and decorable pots in the campus shall be washed at least once a month.

v) The Potted Plants are to be maintained at least at the present level of maintenance in the building, both inside the Corridors on all floors and around the building.

vi) For having on estimate of the work involved, the interested parties should visit the building on any working day to know the amount of work involved, before submitting their bids.

CHAPTER-V

5. Price Schedule

5.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for Financial Bid described in Financial Bid format in Annexure-II. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Government of India after finalization of Tender will be applicable at the time of billing. The Financial Bids should strictly conform prescribed Financial bid format to enable evaluation of bids. Bids having any hidden costs or conditional costs are liable to be rejected.

5.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.

5.3 Prices shall be quoted in Indian National Rupee.

5.4 Payment: The contractor will be required to submit his bill on monthly basis along with service report duly signed by authorized officials of MoES. The payment will be released by MoES as per the terms & conditions, less deduction at source of Income tax etc at prevailing rates.

5.5 The rates once accepted by MoES shall remain unaltered throughout the period of contract.

5.6 The tenderer will quote the rates in respect of job /services described above in various paras and will fill **Annexure-II** appended herewith.

CHAPTER-VI

6. Contract Form

CONTRACT AGREEMENT

CONTRACT AGREEMENT NO. _____

This Agreement made on _____ between Ministry of Earth Sciences through its authorized signatory _____ (which expression shall include its administrators, successors, executors) on the one part and M/s _____ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, MoES is desirous of getting the work of Gardening/horticulture at

Ministry of Earth Sciences, New Building I.M.D. Complex, Lodi Road, New Delhi-110003 as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s _____ had participated in the above referred bidding vide their proposal dated _____ and MoES accepted their aforesaid proposal and awarded the work to M/s _____ vide its award letter No. _____ dated _____ and the documents referred to therein which have been accepted by M/s _____, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

MoES has awarded contract to M/s _____ herein after on the Terms and Conditions contained in acceptance letter dated _____ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. _____. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated _____

2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to ___ and are initialed by both the parties through their representatives.

All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Delhi shall have exclusive jurisdiction over the same.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Delhi,

For and on behalf of M/s _____	For and on behalf of Ministry of Earth Sciences, New Building I.M.D. Complex, Lodi Road, New Delhi-110003 ,
Witness	
Witness	

TECHNICAL BID

1.		Name of the firm	
2	a.	Full Postal Address of office or Regional office in Delhi/NCR	
	b.	Mobile Phone No.	
	c.	Telephone No.	
	d.	Fax No.	
3.		Date of Establishment of Firm	
4.		Name of the Contract person to whom all reference shall be made regarding this tender	
5.		PAN No. TIN No. VAT No.	
6.		EPF code No	
7.		ESI code No	
8.		Service Tax details	
9.		Labour License	
9(a)		Licence to carry out horticulture/Gardening work (if applicable in Delhi).	
10.		Total numbers of Employees.	
11.		Experience as required in the Tender Document (proof to be enclosed)	

12.	Annual Turnover during the last 3 years (A Certificate from CA or annual Audited Statement of Accounts to be enclosed)	
13.	Any other information which you consider necessary to furnish	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. _____ dated _____ drawn _____ on _____ bank _____ Branch
- d) I/We give the right to the Competent Authority of Ministry of Earth Sciences to forfeit the earnest Money/Security money deposited by me / us if any delay occur on my part or failed to render service within the stipulated period.
- e) I hereby had undertaken to render the service as per direction given in the tender document
- f) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date: -
Place: -
Designation: -

Signature of the Bidder: -
Full Name: -

(Office seal of the Bidder)

FINANCIAL BID
QUOTE YOUR RATES

The tender should quote rates on monthly basis, which shall be inclusive of all the charges Viz. Labour Charges, Input cost, Materials Charges, Services Charges etc. and any other statutory obligations as the case may be.

SI. No.	Detail of Scope of work	Price for jobs against each S.L. No. (in Rs.)/per month
1.	Deployment of trained Mali's and Supervisor for day-to-day Maintenance & development of the specified Garden of the MOES with flowers & flowering plants as well as decorative plants in the garden, laying of grass in the open space of the garden wherever required any time, beautification including new plantation of trees and sapling, time to time. Maintenance of grass laden lawns inside the garden. The entire area of the garden is to be kept covered with seasonal flowers / small and decorative plants throughout the year, with proper arrangement of gullies & channels & suitable spacing and landscaping including painting etc.	
2.	Day to day Maintenance and replacement of Indoor plants/Potted Plants (inside corridor on all floors and around the Building) with material like fertilizer, sapling, seeds etc.....	
3.	Service charge of the firm, if any	
4.	Taxes (Service Tax)@	

Also include the list of tools and equipments

Signature and Seal of the bidder/contractor

Date

Place

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 Certificated 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 other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-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 requirement 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 documents/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 document which are required to be submitted as 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 documents.
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 IMD as per the instructions specified in the tender documents. 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 their 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 given as a standard BoQ format with the tender documents, 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 colored (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 only 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 bidder’s 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 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.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24×7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date

To

Sub: Acceptance of Terms & Conditions 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 website(s) 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. _____ to _____ (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/we shall abide hereby 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/entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)