

**File No. MOES/5/1/2015-Genl.  
GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCE**

**PRITHVI BHAWAN,  
LODHI ROAD, NEW DELHI – 110003  
Dated: 07/09/2015**

**To**

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**Tender Notice for Repairing, Polishing of Steel/ wooden furniture, whitewash/paint etc.**

e-Tender (Bids are to be submitted online only at <http://eprocure.gov.in/eprocure/app>) are invited by the Ministry of Earth Sciences on behalf of President of India from Firms/Agencies who fulfil the minimum eligible criteria given in this tender document.

**This is an e-Tender & Technical & Financial Bids are to be submitted on-line only.  
The “Instructions for online Bid submission” are given at Annex. II.  
A Pro-forma for “Tender Acceptance Letter” is given at Annex. III which is also to be filled in and submitted with the Technical Bid.**

**TWO BID SYSTEMS**

E-Tenders are invited for repairing and polishing of steel/wooden furniture, as per list attached for a period of **Two year** on the terms and conditions given in this Tender Document.. The Bids are invited in **two bid system** i.e. Technical Bid and Financial Bid which are to be submitted on-line separately by 3.00 P.M. on or before the **29<sup>th</sup> September, 2015**.

In case your firm is interested to undertake the work, you may submit your rates on-line in attached Performa duly completed and signed. The Technical Bid will be opened on the same day at 3.30 p.m. on-line in this Ministry. The tenderers or their representatives may be present at the time of opening of the Technical Bids.

**EVALUATION OF TECHNICAL BID**

The eligibility of vendors and their technical bid will be evaluated on the basis of documents submitted on-line by the vendors in technical Bid. Vendors whose bids satisfy the technical requirements mentioned in the tender document will be shortlisted. **The Financial Bid will be opened on-line only of those Vendors who qualify the Technical Bid.** The firms which qualify the Technical Bid criteria will be informed about the date and time for opening of the Financial Bids.

## **Terms and Conditions of the Tender**

The Tenderers should submit the following documents to qualify in Technical Bid:-

1. The Tender should be accompanied by Earnest Money Deposit(EMD) of Rs.1,00,000/- (Rupees one lakh Only) in the form of Demand Draft/FDR drawn in favour of D.D.O., Ministry of Earth Sciences and payable at New Delhi, without which the Tender will not be considered valid.
2. In Case the Successful bidder shows its inability at any stage after the award of the Tender for whatsoever reason(s), for taking up the contract, its Earnest Money Deposit would be forfeited by this Ministry after 21 days of the issue of award letter. In addition to the forfeiture of EMD, the firm may also be black-listed by this Ministry from participating in the Tender processes of this Ministry for a period of one year.
3. EMD of the unsuccessful bidders will be returned within 15 days after awarding contract to successful bidder. For successful bidder EMD will be returned after deposit of the security-cum-performance guarantee.
4. The successful bidder shall be required to deposit a sum of Rs.1,50,000/-(Rs. One Lakh Fifty thousand only) as Performance Guarantee in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee drawn in favour of DDO, Ministry of Earth Science and payable at New Delhi within 21 days of the issue of award letter. The same would be refunded after 60 days from the successful completion of all the contractual obligation of this Tender/Contract..

### **Eligibility Criteria:-**

- i) The Bidder must be registered with Deptt. Of Value Added Tax, Govt. of Delhi, for local Sales Tax/VAT. Copies of Documentary proof of the same must be enclosed.
- ii) The Bidder should have Trader Identification Number (TIN). Copies of Documentary proof of the same must be enclosed.
- iii) The Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2014-15). Copies of Documentary proof of the same must be enclosed.
- iv) The Bidder must have PAN No. Copies of Documentary proof of the same must be enclosed.
- v) The Bidder must have Service Tax Registration Certificate. Copies of Documentary proof of the same must be enclosed.
- vi) The Bidder should have Average Annual Turnover of Rs.10 Lakhs during the last three financial years. Copies of Audited balance sheet and Profit and loss A/c must be enclosed,
- vii)The Bidder must have filed Income Tax Return of Last three financial years. Copies of documentary proof of the same must be enclosed.
- viii) The Bidder must submit an undertaking on its letter head that they have not been blacklisted

by any State Government/ Central Government/ PSU in India.

- ix) The Bidder should have experience of working of minimum value of Rs.10 lakhs in one work during the last last three financial years with Central or State Government organization or PSU for the similar work or should have experience of Rs.5 lakhs in two similar works in any Central/State govt. organisations or PSU during the last three years or should have experience of Rs.3.5 lakhs in three similar works in any Central/State govt. organisations/PSU during the last three years. Copies of work order should be enclosed as proof with completion certificates received from them.
- x) The bidder must be empanelled with at least three other Govt. Departments/Ministries in similar kind of work. Copies of registration letter should be enclosed as proof.
- xi) The bidder should have solvency certificate from Bank not less than Rs.10.00 lakhs. Copy of proof must be enclosed.

**Selection Criteria:-** The bidder who meets the Eligibility Criteria mentioned above and quotes the overall lowest rate shall be awarded the Tender. In case of tie, the firm which has more experience shall be awarded the contract. The decision of the Tender Committee shall be final in this regard.

### **Instruction for Financial Bid**

The rates must be quoted as per the given format in the Financial Bid . The rates quoted must be filled in completely, without any errors, erasures or alterations. The Financial Bid must not contradict the Technical Offer in any way. The rates quoted by the tenderers in the Financial Bid should be of materials of ISI mark and applicable taxes.

### **Other Terms & Conditions**

1. The bidder should enclose a detailed profile of firm including details of their product and service.
2. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder on each page as a token of acceptance of all Terms & conditions of the Tender Document.
3. The **Ministry reserves the right to reject any quotation** in whole or in part without assigning reason thereof.
4. It may be noted that if a single bidder, who has not quoted L1 prices for all items, is not found then the bidder who has quoted the overall lowest rate will be awarded the Tender.
5. **All material of ISI mark and good quality of services of the repair work are required to be supplied by the tenders themselves, to the best of satisfaction to this Ministry.**
6. In case the call is not attended by the Contractor within 24 hrs, a penalty of Rs.100/- per day to

be decided by the Ministry of Earth Sciences will be levied upon the Contractor after due verification from the user/department.

7. The Successful vendor (s) rates quoted will be valid for two years (i.e. during duration of the contract) from the date of issue of the work order. The Ministry of Earth Sciences shall however have the right to terminate the contract at any time without assigning any reason thereof.
8. The work is to be carried out in the premises of the Ministry of Earth Sciences New Delhi. Only such work as cannot be done in the Ministry premises would be allowed to be done outside and no extra charges to be paid by Ministry. The material items for repair can be taken outside only on the written permission of the Section Officer (GA) of this Ministry.
9. The Ministry of Earth Sciences can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory, In this respect the decision of the Ministry will be final and binding on the contractor.
10. In the matter of any dispute between the parties regarding the terms and conditions of the contract and execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by the Secretary/JS(A), (MoES) for Arbitration under the Arbitration & Conciliation Act, 1996. The firm or contractor shall not question the decision of arbitrator(s) on the ground that Arbitrator(s) is/are Government Servant(s). The decision of Arbitrator(s) shall be final and binding on the parties.
11. The tender notice is also available on Ministry's website [www.moes.nic.in](http://www.moes.nic.in) & on the Central Public Procurement Portal of Government of India at [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully,

(Tarun Sood)  
Section Officer(Genl.)

Copy to:-

- i. NIC Cell with the request to upload the tender document in the website of Ministry and central Public Procurement Portal of Government of India at [www.eprocure.gov.in](http://www.eprocure.gov.in).

**PROFORMA FOR FINANCIAL BID( TO BE PUT SEPARATELY UNDER SEALED COVER**

<b><u>S.N</u></b> <b><u>O.</u></b>	<b><u>Items</u></b>	<b><u>Rate including</u></b> <b><u>material of ISI Mark</u></b> <b><u>&amp; applicable taxes</u></b>
<b>A.</b>	<b><u>Steel Chair</u></b>	
1.	Replacement of New Wooden Seat	
2.	Replacement of New Wooden Back (duly canned polish and fitting)	
3.	Replacement of New Wooden Arm	
4.	Replacement of Rubber shoe	
5.	Replacement of Rubber Cap	
6.	Minor Rapair of Steel Chair	
7.	Painting of Steel Chair	
8.	Providing and Fixing of Steel Strips for support with screw	
<b>B.</b>	<b><u>Steel Revolving Chair</u></b>	
1.	Repair of revolving Chair	
2.	Overhauling and Greasing	
3.	Replacement of Wheel (Johnsons)	
4.	Replacement of axle	
5.	Replacement of Spring	
6.	Providing & Fixing of Steel/PVC base	
7.	Painting of Revolving Chair	
8.	Welding per Point	
9.	Replacement of Hydraulic Cylinder	
10.	Replacement of Hydraulic Plate	
11.	Providing and fixing of P.U. arm	
<b>C.</b>	<b><u>Door Closer</u></b>	
1.	Repair of Door Closer	
2.	Oiling of Door Closer	
3.	Replacement of Spring	
4.	Replacement of big rod	
5.	Replacement of Small rod	
6.	Fixing of Door Closer	
7.	Removing of Door closer	
8.	Providing & fixing of New Door closer I.S.I. mark	
<b>D.</b>	<b><u>Steel Filling Cabinet</u></b>	<b><u>Godrej /Local</u></b>
1.	Replacement of Handle	
2.	Replacement of Lock	
3.	Repair of Lock	
4.	Repairing of cabinet	
5.	Overhauling and Greasing	
6.	Steel Boll	
7.	Repairing of Locking System	
8.	Providing of Key	

9.	Opening of Filling Cabinet	
10.	Adjustment of Drawers	
11.	Providing and fixing of new channel	
12.	Providing and fixing of push button	
<b>E.</b>	<b><u>Steel /wooden Almirah</u></b>	
1.	Replacement of Handle	
2.	Replacement of Lock	
3.	Repair of Lock	
4.	Repair of locking system	
5.	Minor Repair	
6.	Adjustment of Shelve	
7.	Providing of Key	
8.	Opening of Almirah	
9.	Providing and fixing of Steel Base	
10.	Providing and fixing of New Shelve	
11.	Adjustment of Doors	
12.	Replacement of New Bush	
13.	Replacement of Multi Purpose Lock	
	(a) Ordinary	
	(b)Godrej	
<b>F.</b>	<b><u>Steel/Wooden Table</u></b>	
1.	Repairing of Handle	
2.	Replacement of Steel Table Locks	
3.	Adjustment/Repair of Drawers	
4.	Minor Repair of Table	
5.	Providing of Keys	
6.	Opening of Drawers	
7.	Repair of Locks	
8.	Replacement of Wooden Computer Table Lock	
9.	Replacement of Wooden computer Table Channel Set	
10.	Replacement of Wooden Computer Table Key Board Tray	
11.	Providing & Fixing of Sunmica Top Required Per sq.ft.	
12.	Providing & Fixing 25mm Post Top Forming	
13.	Providing & Fixing of Telescopic Channel	
14.	Providing & Fixing of Modular Table Lock	
15.	Replacement of Multi-Purpose Lock	
	(a) Ordinary	
	(b) Godrej	
<b>G.</b>	<b><u>Painting of furniture</u></b>	Plain / Texture
1.	Steel Almirah (Big)	
2.	Steel Almirah (small)	
3.	Book Shelve (Big)	
4.	Book Shelve (small)	
5.	Steel Rack (Big)	
6.	Steel Rack (small)	
7.	Office Table	
8.	Asstt Table	
9.	Clerk Table	
10.	Revolving Steel Chair	

11.	Ordinary Steel Chair	
<b>H.</b>	<b>Spirit Polishing of Wooden Furniture</b>	
1.	Office Table	
2.	Asstt Table	
3.	Clerk Table	
4.	Wooden Chair	
5.	Side Rack	
6.	Centre Table	
7.	Mirror Stand	
8.	Stool	
9.	Book Shelve	
10.	Almirah	
11.	Conference Table	
12.	Notice Board	
13.	Sofa per seat	
14.	Works station	
15.	Partition screen	
<b>I.</b>	<b>Other Works</b>	
1.	Painting of Wooden Partition (rate per Sq ft)	
2.	Polishing of Wooden table including side table (per Sq ft) Ordinary	
3.	Polishing of wooden Table (per Sq ft) Special French	
4.	Washing of Vention blind (Per sq ft)	
5.	Washing of vertical blinds (per strip)	
6.	Repairing of Vention blind (Per sq ft)	
7.	Providing & Fixing of New Vertical Blinds	
8.	Providing & Fixing of Chick Blinds (per sq ft)	
9.	Repairing of vertical blinds (per strip)	
10.	Repairing of Wooden Door	
	a) ordinary Repair	
	b) Major Repair	
11.	Providing and Fixing of New kabja for the doors	
12.	Providing and Fixing of New Security locks (Godrej)	
13.	Providing of key for security lock	
14.	Providing of New lock for doors Godrej/door set	
15.	Providing of duplicate key for doors	
16.	Providing of door Lock Handle (Stainless Steel)	
17.	Providing of door lock Handle (Brass)	
18.	Repairing of back and seat of cushioned chairs	
	a) New Rubber cushion ISI Mark 18"x18"x2"	
	b) Velvet cloth	
	c) Leather foam cloth	
	d) Tempesti cloth	
19.	Complete Renovation of Sofa Set with change of U foam, tat, Marking including labour etc.	
	a) Rubber cushion ISI Mark 21"x22"x4"	
	b) With Velvet cloth Create to be quoted per seat	
	c) With Leather foam cloth	
	d) With Tempeasti cloth	

20.	Repairing of Handles of cushioned chairs	
	a) Computer Chairs	
	b) Visitor Chairs	
	c) Executive Chairs	
21.	Providing and fixing of 1 mm thick sunmica with labour charges (per sq ft) (Marino , Green lam)	
22.	Providing of nova pan board (per sq ft)	
23.	Providing and fixing of 6 mm thick ISI Mark Ply (Per sq ft)	
24.	Providing and fixing of new aluminium window (Per Sq ft) with glass and Nova pan board	
25.	Providing and fixing of new window glass (Per sq ft)	
26.	Welding per point	
27.	Sun control film on glass (Per sq ft) Gar ware	
28.	Fixing of Name plate	
29.	Fixing of latch at door /window etc.	
30.	Fixing of mirror	
31.	Fixing of Notice board	
32.	Providing and fixing of computer key board	
33.	Whitewash plastic paint (per sq.ft.)	
34.	Whitewash oil bond paint (per sq.ft.)	
35.	Apex Paint (per sq.ft.)	
36.	POP base (per sq.ft.)	
37.	POP molding (per running ft.)	
38.	Gypsum Board (8'x4')	
39.	Gridding & Polishing of floor(Granite) (per Sq.ft.)	
40.	Gridding & Polishing of floor (ordinary) (per Sq.ft.)	
41.	Supply & fixing of Vitrified Tiles (2'x2') with material & labour – (Per sq.ft.)	
42.	Fixing material of vitrified tiles (2'x2') (per sq.ft.)	
43.	Labour for fixing Vitrified tiles (2'x2') (per sq.ft.)	
44.	Repairing of Works Station	
45.	Providing and Fixing of Door Stopper Brass	
46.	Providing & Fixing of AL-Draj Sliding Bolts	
47.	Providing & Fixing of Key Board Tray	
48.	Providing & Fixing of Key Board Tray Channel Set	
49.	Providing & Fixing of Tower Bolt -4''	
50.	Providing & Fixing of Tower Bolt -6''	
51.	Providing & Fixing of Tower Bolt -8''	
52.	Providing & Fixing of Tower Bolt -12''	
53.	Providing of Wooden Stool Size 18''x18''	
54.	Providing of Wooden Cot Stand With Brass Fitting	
55.	Providing of Fancy Looking Mirror Glass	
56.	Providing of Adjustablt Acrylic Table Desk	
57.	Providing and Fixing of New Notice Board	
58.	Providing and Fixing of white Marker Board	
59.	Buffing & polishing of Stainless Steel Railing (Per Sq.ft.)	



<b>I.</b>	<b><u>Aluminium Glazed Partition</u></b>	
	Partition, Outer and vertical frame work middle section and bottom section made of 2 ½” x 1 ¾” respectively. All section are made in 14 Gauge thickness with 3 mm joining angles. Partition made of 12 mm thick pre laminated board (PLB) both sides laminated (I.S.I) up to a certain height (900 mm or 1500 mm) and 5 mm thick (I.S.I) Glass above up to a total height of 2.10 Mtr. /3.10 Mtr. Glass fixed with Rubber gasket and Aluminium Beeding	
	Glass above to a total height of 2.10mtr. / 3.10 mtr. Glass fixed with Rubber gasket and Aluminium Beeding	
	(a) Aluminium Partition (anodized)	
	(b) Aluminium Partition (Powder Coated)	
<b>J.</b>	<b><u>Modular Partition</u></b>	
	Vertical Modular Partition panel laminated/upholster of 60mm thick and 1220mm ht., snap on panel made of 12mm pre-laminated particle board duly edge banded with raceway running at 2 levels one at skirting and one above or below the worktop (per sq.ft.)	
<b>K.</b>	<b><u>Wooden Partition</u></b>	
	Providing and fixing of Wooden Partition made of 2” x 1 ½” Assam Teak wood frame with fixing of both side 6 mm Teak ply with lacar/ Polish/sunmica finish Including Moulding etc.	
<b>L.</b>	<b><u>Dry Cleaning of Official Furniture</u></b>	
1.	Sofa Set(Per Seat)	
2.	Revolving Computer chair	
3.	Visitor Chair	
4.	Executive Chair	
<b>M.</b>	<b><u>Table Glass with Grading</u></b>	
1.	6MM Thick (Rate to be quoted Per sq. ft.)	
2.	8MM Thick (Rate to be quoted Per sq. ft.)	
3.	10MM Thick (Rate to be quoted Per sq. ft.)	
<b>N.</b>	<b><u>Stitching of Curtain with Cloth (Rs: - 280 to 300/- per sq.ft.)</u></b>	
1.	Plain Curtain	
2.	Pleated Curtain with lining	
<b>O.</b>	<b><u>Providing &amp; Fixing of Loose Cover Including Cloth</u></b>	
1.	Sofa Seat	
2.	Revolving Chair	
3.	Visitor Chair	
4.	Computer Chair	

Date

(Signature of the Authorized person)

Name:

Designation:

Seal

## **PROFORMA FOR TECHNICAL BID**

The details in respect of the company are as given under:

<b><u>Name of Firm &amp; Address</u></b>		
<b>Proforma</b>	<b>Yes</b>	<b>No</b>
1. The Tender should be accompanied by earnest money of Rs. 1,00,000 (Rupees One Lakh Only) in the form of Demand Draft/FDR drawn in favour of D.D.O., MoES., New Delhi, without which the Tender will not be considered.		
2. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi for local Sales Tax/VAT, Copies of Documentary proof of same must be enclosed.		
3. The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.		
4. Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2014-15); Copies of Documentary proof of same must be enclosed.		
5. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.		
6. The Bidder must have Service Tax Registration Certificate Copies of Documentary proof of same must be enclosed.		
7. The Bidder should have average annual turnover of Rs.10.00 Lakhs during the last three financial years, Copies of Audited balance sheet and Profit and loss A/c must be enclosed.		
8. The bidder must have filed Income Tax Return of Last 3 financial years. Copies of documentary proof of the same must be enclosed		
9. The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.		

10. The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof received along with completion certificate.		
11. The bidder should enclose a detailed profile of firm including detail of their product and services.		
12. The Bidder must be empanelled with at least three other Govt. Departments for the similar kind of work, copies of registration letter must be enclosed as proof.		
13. The bidder should have solvency certificate from Bank not less than Rs.10.00 lakh. Copy of proof must be enclosed.		
14. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder. On each page as a token of acceptance of all terms and conditions of the Tender Document.		

**DECLARATION**

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not currently black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

## Annexure.II

### **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/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 then 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 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.

## **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.

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**Annex-III**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference**

**No:** \_\_\_\_\_

**Name of Tender/Work:-**

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Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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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)