

**MINISTRY OF EARTH SCIENCES  
GOVERNMENT OF INDIA  
FILE No.MoES/3/4/2010-Genl.  
NOTICE INVITING TENDER**

Ministry of Earth Sciences,  
Prithvi Bhawan, IMD Campus,  
Lodi Road, New Delhi  
Dated 20 /01/2016

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 Security Companies/Organizations/Agencies holding the appropriate license under the Private Security Agencies (Regulation)(PSAR), Act, 2005 and Rules framed thereunder **for providing watch and ward services (Security Arrangements) at Headquarter Building of Ministry of Earth Sciences, Prithvi Bhavan, IMD Campus, Lodi Road, New Delhi.** The firm is also required to fulfill the minimum eligible criteria given in the Tender Document. The Security arrangements are required at Headquarter Building of Ministry of Earth Sciences, Prithvi Bhavan IMD Campus Lodi Road, New Delhi 110003. The number of Security Personnel required shall be 18, out of which there will be 2 Security Supervisors, 3 Security Gunman and 13 Security Guards. Out of 13 Security Guards, there shall be one lady security Guard who shall be posted during the day time shift (from 9A.M to 5.30 P.M).

**This is an e-Tender & the Technical & Financial Bids are to be submitted on-line only.**

**The "Instructions for online Bid Submission" are given at Annex.I**

**A Pro-forma for "Tender Acceptance Letter" is given at Annex II which is also to be filled in and submitted with the Technical Bid.**

**Issue of Tender Form:-** Tender form can be obtained from Section officer (Genl) Ministry of Earth Sciences, Prithvi Bhavan IMD Campus Lodi Road, Ne Delhi 110003, on Payment of Rs.500/- (Rupees five hundred only) in form of Bank Draft/Pay Order drawn in favour of DDO, Ministry of Earth Science, on all working days, from 20/01/2016 to 18/02/2016 Between 11:00AM to 2:30PM. Alternatively the tender document can be downloaded from the website: [www.moes.gov.in](http://www.moes.gov.in) and <http://eprocure.gov.in> and payment towards cost of the tender i.e Rs.500/- in the firm form of DD/Pay Order in favour of DDO, Ministry of Earth Science payable at New Delhi can be submitted along with the Technical part of bid.

**Estimated Value of the Tender:-** The estimated value of the Tender is Rs.26 Lakh per annum.

**Last date & Time for Submission of Bids:-** The last date for submission of Bids is 18<sup>th</sup> February, 2016 till 2:30 PM. The Bids received after the prescribed date & time shall not be entertained.

**EAARNEST MONEY:** EMD of Rs.1,00,000/- will be required to be deposited by bidder as Earnest Money Deposit (EMD) or Bid Security in form of demand draft/pay order in favour of DDO, Ministry of Earth Sciences, payable at New Delhi and is to be enclosed with the Technical part of the bid.

**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 the information in Proforma at Annexure III is to be submitted with the Technical Bid. The Financial Bid Should consists of information sought in Annexure B 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., **18/02/2016 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

## ELIGIBILITY CRITERIA

1. The Bidder may be a proprietary firm partnership firm, limited company, corporate body legally constituted and should also possess a valid license under Private Agencies (Regulation) (PSAR) Act, 2005 and the Rules framed thereunder.
2. The tenderer shall have at least 3 years' experience of providing security services.
3. The firm should have successfully completed at least one work of similar magnitude and one year duration (worth Rs.25 lakhs or more per year) in the last 3 years or two similar work an amount of Rs.13 lakhs or more in each work during the last 3 years or three similar work involving an amount Rs.9 lakhs or more in each work during the last 3 years. Such experience should be in a Central Govt. of State Govt. Ministry/Department or office or in a Public Sector Undertaking.
4. The firm should have an average annual financial turnover of minimum of Rs.25 lakh per year during the last 3 years. Relevant documents or a certificate from a CA in this regard may be attached in the regard.
5. The bidder should have their registered office or regional office in Delhi or adjoining municipalities like Gurgaon, Faridabad or NOIDA.
6. There should be no case pending with the police against the proprietor/firm/partner or the Company (Agency).
7. The bidder should have the following Registration and details of the same may be provided in the Technical Bid.
  - a) PF Registration
  - b) ESI Registration
  - c) Service Tax Registration
  - d) PAN Card of Income Tax Department
  - e) Valid Registration of the Agency/Firm
  - f) Valid license issued by the Regional Labour Commissioner, Govt.of India or concerned State Govt.
8. The firm should also enclose the Income Tax Return of the last 3 years with the Technical Bid.
9. The firm should not have been currently blacklisted by any Govt.Ministry/Department/State Department or any PSU from participating in their Tender process.
10. The Contractor shall be required to deploy only Ex-Serviceman/Ex-paramilitary personal for duty as security personnel in this Ministry.

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.



## TERMS AND CONDITIONS OF THE AGREEMENT

1. Sealed tenders are invited by Deputy Secretary (Admn.), Ministry of Earth Science, on behalf of President of India form approved Security Companies/Organizations/Agencies holding the appropriate License from the competent authority of Central/State Government and having requisite minimum. experience of providing security arrangement of minimum of 20 guards (armed and unarmed both) in a Ministry/Department/PSU/ Autonomous body of Central Govt. in year 2010-2011, 2011-2012, 2012-2013, and 2013-2014.The Security Guards must be ex-service men having sufficient experience in security matters. They would be below 55years of age.
2. The tender in sealed cover in two bid system technical and financial addressed to the Section officer (Genl.) Ministry of Earth Sciences, Prithvi Bhavan, IMD Campus Lodi Road, New Delhi-110003 shall be accepted up to sharp 1430 hrs of 18/02/2016 in the Ministry of Earth Sciences. The Tender shall not be accepted after the due date and time.
3. The tender will be opened at 1500 hrs on dated 18/02/2016 in the presence of tenders who may chose to be present at the time of opening of the tender.
4. THE TENDER NOT ACCOMPANYING THE FOLLOWING DOCUMENTS IS LIABLE TO BE REJECTED AT THE TIME OPENING ITSELF.
  - A). DULY ATTESTED COPIES OF INCOME TAX RETURN OF LAST 3 YEARS.
  - B). DULY ATTESTED WORK EXECUTION CERTIFICATE FOR TWO SIMILAR TYPE OF WORK IN CENTRAL/STATE GOVT./PSU/AUTONOMOUS BODY OF CENTRAL GOVT.FOR PROVIDING 20 GUARDS (ARMED & UNARMED) IN YEAR 2012-2013 OR 2013-2014.
  - C). DULY ATTESTED REGISTRATION CERTIFICATE FROM EMPLOYEES STATE INSURANCE CORPORATION ALONGWITH RETURNS OF LAST 3 YEARS.
  - D). DULY ATTESTED REGISTRATION CERTIFICATE FROM DEPARTMENT OF LABOUR.
  - E). DULY ATTESTED COPIES OF EMPLOYEES PROVIDENT FUND. SERVICE TAX ALONGWITH RETURNS FOR LAST 3 YEARS.
5. The earnest money of Rs.1,00,000/- (Rupees one lakh only) in the from of D.D/Pay Order in favour of DDO, Ministry of Earth Sciences, payable at New Delhi has to be deposited alongwith the bid.
6. The tender will have to quote the rate in Annexure-B of the prescribed form issued by the Ministry. The rate should be quoted in figures as well as in words, based on minimum wages as noticed by the Labour Department of NCT of Delhi.
7. The tenders are advised not to mutilate or erase the figures. Correction, if any, in the tender form should be signed in full otherwise the tender shall be rejected. Nothing should be written beyond the format.
8. Conditional and incomplete tenders shall be rejected.
9. The court case, if any, shall be entertained in NCT of Delhi jurisdiction only.
10. The tenderer signing the tenders in case of firms should specify whether they are signing as (i) sole proprietor, (ii) partner, (iii) under power of attorney, (iv) Director, Manager, Secretary, etc. as the case may be and copies of the documents/constitution of company authorizing the signing authority to sign the tender, shall be attached with the tender form.

Signature of Tenderer



11. The accepted rates shall be operative for a period of one year from the date of agreement extendable to a maximum of three years at the same terms and conditions by extension of one year at a time on satisfactory performance. However, the competent authority in MoES reserves the right to reduce or extend the period of contract to the requirement.
12. If any tender is withdrawn before final acceptance of the tenders, the earnest money of the tender is liable to be forfeited.
13. The contractor shall not engage any departmental employee regular/casual for getting the job executed.
14. The Ministry of Earth Sciences, reserves the right to reject, accept, the tender or tenders without assigning reasons and may or may not accept the lowest or any tender.
15. The department will not take any responsibility for providing any facility to the security personnels employed by the contractor.
16. The tenders are advised to quote their rates considering the minimum wages as approved by NCT OF DELHI.
17. TENDERS QUOTING THE RATES LOWER THAN THE MINIMUM WAGES APPROVED BY NCT OF DELHI SHALL BE REJECTED
18. In case more than one tender quotes same/similar rates, then past performance, experience, infrastructure etc, shall be the major factors in deciding/ approving the tender (s) for this work. However, Ministry of Earth Sciences, reserves the right to award the work to more than one tender (s).
19. In every case in which by virtue of the provisions of workman's compensation act, the Govt of India is obliged to pay compensation to persons employed by the contractor, then the Ministry shall have the right from the contractor the amount of compensation so paid.
20. The Ministry reserves the right to carryout any security arrangement (watch and ward services) work, in part or full through any other contractor/agency or contractors.
21. The contractor shall also complete formalities as detailed below:-
  - a). Contractor shall get the verification of character and antecedents of the security guards through the police before placing them with Ministry of Earth Sciences and such verifications have to be communicated to the Ministry before actually deploying the personnel.
  - b). Contractor shall supply the bio-data with photographs of the security personnel to be deployed to the Ministry.
  - c). Contractor will also submit the documents in respect of the security guards and others who will be posted with the Ministry such as the PF Account, ESI facilities etc. being provided to the security staff.
  - d). Contractor would be liable to furnish certificate of payments of wages and all emoluments and benefits to its employees posted by contractor with the Ministry. Such certificates shall be furnished regularly by the contractor to the Ministry before taking the payment of the next month. The tender shall be entitled for consideration payable under the terms & conditions only on furnishing of such certificate along with the bills.
  - e). Tenderer will also issued identity cards to the Security personnel's who will be deployed with the Ministry.
  - f). Contractor will also not change any Security Personnel's without prior permission of the Ministry.

Signature of Tenderer



22. The security personnel will not indulge in any criminal activities, mal-practices of undesirable acts. In such a case they will be dealt with the provisions of law. The tenderer will be fully responsible for its.
23. In addition to this if any of the security personnel deployed is found to be unsatisfactory, he shall have to withdraw such a personnel within 24 hours from the Ministry.
24. The approximate quantum of each item of work is mentioned in Annexure-A of this tender document. The Ministry of Earth Sciences reserves the full right to increase or decrease the quantum of work in the interest of Ministry for any or all items of work.
25. No additional payment will be made for working beyond any fixed working hours.
26. The contractor will comply with the Policy, Municipal and other regulations and orders relating to such work issued by State/Central Government.
27. The security personnel's deployed in the services of the Ministry shall not be deemed to be employees of the Ministry in any manner.
28. The contractor shall indemnify the Govt against all damage charges and expenses for which the Govt. may be held liable to pay on account of the negligence of the contractor or his employees or any person under his control whether in respects of accident, injury to the person of damages to the property of any member of the public or any person or in executing the work or otherwise and not legible against all claims and demands thereof.
29. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminate without any notice and the earnest money deposit is liable to be forfeited by the Ministry.
30. The contractor shall be fully responsible for the security of the Ministry.
31. Besides the normal security, the other functions required to be performed for the safety are as follow:
  - i). To man security check posts located at the various gates of the establishment and at any other point specified by the Ministry.
  - ii). To man the entry point of building specified under item above.
  - iii). Security personnel deployed by the agency shall check the material/property/public subscribers/any other outsider entering/going out of the building through the procedure of the gate pass etc.
  - iv). To perform watch and ward functions including night patrol of the office Complex of the Ministry.
  - v). To prevent the entry of stray dogs and cattle & antisocial elements, unauthorized trespassers into the building/establishment. Not a single dog or cattle head should be seen in the campus. It should be at once driven out.
32. The contractor shall compensate in full the loss sustained by the Ministry on account of any theft, burglary and any other kind of intrusion in Building/Areas given for security. The amount of loss to be compensated by contractor shall be determined by the Ministry or on his behalf by authorized nominee and the same shall be binding on the contactor.

Signature of Tenderer



33. The contractor shall also be fully responsible for any loss of materials & property of the Ministry attributable to the negligence or failure of the security personnel's in complying with the prescribed procedure. All losses suffered by the Ministry on this account shall be compensated in full by the contractor. The decision of the Ministry in this regard shall be binding on the contractor.
34. Contractor shall have to change or replace security guards as and when required by the Ministry whether or not such security guards are found guilty or otherwise. It shall not be necessary for the Ministry to assign any reason to contractor or the guards or any other person in respect of any such change or replacement required by the Ministry.
35. The contractor shall deploy only those personnel's whose antecedents have been verified by the police authorities. All these documents are to be submitted to this Ministry before finalization of the contract.
36. The contractor shall not replace the security personnel at random. This shall be done with the prior knowledge of the Ministry and full particulars of the security personnel so deployed shall be given to the Ministry. In case any of the security staff is found to be posted without the previous knowledge of the Ministry, the Ministry shall not be liable to pay for such security personnel.
37. No leave of any kind for the security personnel shall be sanctioned by the Ministry. The contractor shall be liable to make substitute arrangements amongst leave reserve in case of absence of the security personnel. Similarly the contractor shall have to make substitute arrangements in case of the weekly offs. No extra payment shall be payable on this account. The contractor shall man all the security check posts and other locations as specified by the Ministry. On all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the contractor provided suitable substitute without any extra payment. The contractor has to keep sufficient number of leave reserves.
38. The contractor shall ensure that no time any security point is unmanned. A register shall be maintained by the contractor at every where round the clock duty is performed, (for the purpose of taking/making over the duties by security personnel).
39. Ministry shall arrange to lock/seal the stores, godowns and offices etc. to the satisfaction of the security personals deployed and show items lying in open to the security personnel's. Suitable record of the open items shall be maintained duly signed by the representative of the Ministry and the security personnel's.
40. Opening of the office doors/locks during morning hours for cleanliness and closing the windows/windowpanes/doors and putting locks after office hours shall be the responsibility of the security personnel on duty. The security guards shall ensure that all the lights/fans and others electrical equipments are switched off after the staff has left.
41. The administrative buildings and any other building as may be specified by the Central Government shall be closed after working hours and locked in presence of the representatives of both, the Ministry and the contractor. The premises in locked condition shall be handed over to the security personnels and shall be taken over on the next working day morning. All the locks shall be opened again in the presence of the representatives of both, the Ministry and the contractor.

Signature of Tenderer



42. The contractor shall arrange to dress all the security personnel on duty smartly and neatly with white shirt, navy blue pant & cap of khaki and ensure, good behavior with the Ministry establishment and visitors. They shall abstain from taking part in any staff union and association activities. The contractor shall provide as a part of dress, appropriate coat, woolens, jersey in such colour as required by the Ministry to the security personnel in winter season. The security personnel shall be permitted to wear any other dress. The dress shall be of uniform colour and design.
43. The Ministry shall not be liable to provide any residential accommodation, Transport, Canteen, Medical facility to the security personnel. No cooking or lodging shall be allowed at the check posts.
44. The contractor shall ensure that the gunmen deployed by him hold valid license issued by Central/State Govt. agencies for the use of fire arms. The legal implications for use of such arms shall rest with the contractor.
45. The contractor shall bear all the expenses incurred on the following:-
  - i). Provision of Torch and cells to the security guards/gunmen on night patrol.
  - ii). Provision of Lathi/Ballam and other implements to the security personnel.
  - iii). Stationary for writing duty charts & registers at the security check points for making entries of the visitors.
  - iv). Provision of arms and ammunition to the Gunmen.
46. Ministry has the right to change the place of duty of any security personnel. It also has the right to ask for replacement of a particular security if not found to be carrying out the security functions/duties satisfactorily.
47. The security staff shall be bound to observe all the instructions issued by Ministry or authorized officers concerning general discipline and behavior.
48. The security also has the right to check the various implements. The contractor shall maintain these items to the satisfaction of the Ministry.
49. The contractor shall comply with all the statutory provisions in regard to security personnel to be deployed by him in respect of minimum wages, Provident fund, ESI etc. The contractor shall maintain all the statutory registers under the law. The contractor shall produce the same on demand to the Ministry. In case of violation of statutory provisions under labour laws by the contractor there will not be any liability on the Ministry and contractor shall be fully responsible for it.
50. Ministry shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security function.
51. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency.
52. In case the contractor wants to terminate the contract he shall have to give three months advance notice to the Ministry. The contractor will ensure that no unauthorized entry is permitted and also the guards at the entry points shall be able to permit the legitimate visitors without causing any embarrassment.
53. The strangers/visitors (pedestrians) Scooter/Motor Cyclists or motorists shall be allowed only after entry has been made in the register at the entry gate. This practice is to be followed at each entry gate.

Signature of Tenderer



54. Duty of the security personnel will be as detailed below:-

**SECURITY SUPERVISOR**

1<sup>ST</sup> Shift from 0700 hrs to 1500 hrs.

2<sup>nd</sup> Shift from 1500 hrs to 2300 hrs.

**GUNMAN & SECURITY GUARD**

1<sup>ST</sup> Shift from 0700 hrs to 1500 hrs.

2<sup>nd</sup> Shift from 1500 hrs to 2300 hrs.

3<sup>rd</sup> Shift from 2300 hrs to 0700 hrs.

55. THE SECURITY SUPERVISOR WILL HAVE THE FOLLOWING RESPONSIBILITIES:-

- a) The respective Supervisor will be responsible for overall security arrangements of the concerned establishment assigned to him.
- b) He will ensure that all the instructions of the administration are followed and there is no lapse. He will be available mostly at the main gate. But during the course of his duty, he will take round of the entire campus. His whereabouts while on round should be known to the security guard at main gate. In case of need, he shall have to be available within 10 minutes at the main gate.
- c) No outside are allowed to be taken out without proper entry in the register at the reception/exchange gate.
- d) No item is allowed to be taken out without proper gate pass. Administration in-charge will be issuing authority for gate pass for in/out movement of stores. Specimen signatures will be made available to security personnel posted along with telephone numbers of office and residence at their check post.
- e) Department officers and official working under the Ministry will show their identity cards for checking and allowing entry by security.
- f) The guards will also take round of the building and all the important points viz switch room, cooling tower, substation etc.
- g) The guards on duty will also take care of all the store items lying in open within the Ministry cycle stand, vehicle/Car parking and ensure safety and security of all items.

56. The security guards on patrol duty should take care to close all the water taps, valves and water hydrants installed in the open all over the campus.

57. It should be ensure that flowers, plants, trees and grass lawns are not damaged either by residents of the campus or by outsiders.

Signature of Tenderer



58. The tenderer will ensure and guarantee that the security guards provided by it under the terms & conditions, are fully trained in **FIRE FIGHTING SYSTEM** installed in the building/premises of the Ministry. The security guards provided by the contractor should be able to control fire in event of outbreak of fire in any part of Ministry with the available fire fighting appliances provided by the Ministry to the extent possible with the said appliances.
59. The contractor shall start the security work within **SEVEN** days of the receipt of work order.
60. In case the contractor fails to commence the security work of a work order within SEVEN days of the receipt of work order or does not continue to do the work as per the work order than the department shall impose the penalty of up to Rs.250/- per day subject to the maximum of Rs.5000/- per month per work order.
61. In case the contractor does not perform the work even after imposing maximum penalty of Rs.5000/- for a month for a work order, then:-
- a) The department shall have the liberty to get the work done through any other agency even at higher rates and the extra cost shall be adjusted from the running bill/security of the contractor.
  - b) The department shall have the liberty to initiate the case for terminating the contract by giving one-month notice to the contractor.

**IN CASE THE CONTRACTOR DOES NOT RESPOND FAVOURABLY AND TO THE FULL SATISFACTION OF THE MINISTRY, THEN HIS CONTRACT SHALL BE TERMINATED BY THE MINISTRY AFTER THE LAPSE OF ONE MONTH FROM THE DATE OF ISSUE OF SUCH A NOTICE.**

62. However in a particular case, if the Ministry is satisfied based on facts and circumstances of the case, and also based upon any written representative that the contractor may make in this regard, that the delay in the progress of work was due to reasons beyond the control of the contractor, the Ministry reserves the right to waive off the penalty. **REFUND OF EARNEST MONEY SECURITY**
63. The earnest money will be refunded to unsuccessful in due course in accordance with the rules of the Ministry and for which stamped pre-receipt may be submitted after finalization of tender.
64. The earnest money of successful tenderer will be kept as security deposit with DDO, Ministry of Earth Sciences.
65. The security money will be refunded to the contractor only on the successful completion of the complete work and after the period of the tender is over. The security shall be refunded on receipt of necessary certificates from the concerned officers about by the contractor to the concerned officer.
66. The Ministry will not pay any interest on the earnest money/security deposit against the contract in its custody.
67. Ministry also reserves the right to forfeit the earnest money and the security deposit if the contractor fails to comply with the agreed terms and conditions of the contract. **PAYMENTS OF BILLS**
68. The contractor will submit the bills within 15 days of the execution of the work and the passed amount of the bills of the works shall be paid against preferred bills in support of actual works completed.

Signature of Tenderer



### ARBITRATION

In respect of any dispute arising out in connection with the misinterpretation of any clause in the terms and conditions of the contract as well as agreement, the matter shall be referred to JS (A) to decide the appointment of arbitrator. The appointment of such an arbitrator shall not be questioned by the contractor on the ground that the arbitrator belongs to the Ministry of Earth Sciences.

The provision of the arbitration and reconciliation Act-1996 or any statutory modification or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

Signature of Tenderer  
With full address.



**ANNEXURE-B**  
**FORM FOR QUOTING RATES**

S.No	Rank of Security Approximate	Approx. Number per month	Minimum wages as per Govt. of NCT of Delhi Orders (per Person ) (Rs)	(Rates per month per person)				Total (Rs.)
				PF/ESI/Service Charges(SC)/Service Tax (ST) etc. (Rs)	4	5	6	
	1	2	3	4 PF	5 ESI	6 SC	7 ST	(3+4+5+6+7)
1.	Security Supervisor (Ex servicemen)	02						
2.	Security Gunman (Ex serviceman)	03						
3.	Security Guards (Ex Serviceman)	13						

Total in Words:- Rupees \_\_\_\_\_

Note:- Wages/salary for security personal deployed will be governed by the rules & regulation and in accordance with the rates based on minimum wages as notified by the Labor department of NCT of Delhi and subject to revisions from time to time.

Signature of Tenderer  
With full address.



**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.

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**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)