



GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
PRITHVI BHAVAN, LODI ROAD, NEW DELHI – 110 003

**E-tender or Manually Sealed Tender for running of
canteen
(Invitation of Bids)**

On behalf of Hon'ble President of India, Ministry of Earth Sciences invites e-tender or sealed Manual tender from the caterers holding the registration for catering services/food business licence from Municipal Corporation etc.. The application form may be obtained directly from Section Officer (General) of this Ministry or downloaded from this Ministry's website www.moes.gov.in.

The complete tender may be submitted to the undersigned within 21 days from the date of publication of the Tender Notice in Newspapers. The Tender can be submitted either through online or manually (in Hard Copy) duly sealed. The complete details of the tender are available on the Ministry's website (www.moes.gov.in) and CPP portal (www.eprocure.gov.in).

Any corrigendum/addendum regarding this tender will be available in the above said websites only.

(Tarun Sood)
Section Officer (GA)
Tel:-24669596



भारत सरकार
पृथ्वी विज्ञान मंत्रालय
पृथ्वी भवन, लोदी रोड, नई दिल्ली-110003

कैंटीन चलाने के लिए ई-निविदा अथवा मैनुअली मुहरबंद निविदा
(बोलियां आमंत्रित करना)

भारत के माननीय राष्ट्रपति की ओर से, पृथ्वी विज्ञान मंत्रालय उन केटररों से ई-निविदा अथवा मैनुअली मुहरबंद निविदा आमंत्रित करता है, जिन्होंने नगर निगम आदि से केटरिंग सेवा/खाद्य व्यवसाय का पंजीकरण कराया हुआ है। आवेदन पत्र इस मंत्रालय के अनुभाग अधिकारी (सामान्य) से सीधे प्राप्त किया जा सकता है अथवा इस मंत्रालय की वेबसाइट www.moes.gov.in से डाउनलोड किया जा सकता है।

पूर्ण रूप से भरी हुई निविदा इस निविदा सूचना के समाचार पत्रों में प्रकाशन की तिथि से 21 दिनों के भीतर अधोहस्ताक्षरी को प्रस्तुत की जा सकती है। मुहरबंद निविदा को ऑनलाइन अथवा मैनुअली (हार्ड कॉपी) जमा कराया जा सकता है। निविदा सूचना का पूर्ण विवरण और अनुसूची इस मंत्रालय की वेबसाइट(www.moes.gov.in) तथा सीपीपी पोर्टल (www.eprocure.gov.in) पर उपलब्ध है।

इस निविदा में किसी भी प्रकार का संशोधन/अनुशेष केवल उपर्युक्त वेबसाइटों पर उपलब्ध होगा।

(तरुण सूद)
अनुभाग अधिकारी(सामान्य प्रशा.)
टेलीफोन:- 24669596

TENDER DOCUMENT
(Tender Ref No. Admn:)

TENDER FOR CANTEEN SERVICES CONTRACT

- **Last Date for Submission of offers:-**
On or before **14.30 Hrs of 28th August, 2015.**
at MoES, Prithvi Bhawan, Lodhi Road,
New Delhi-110003
1. **The Tender can be submitted either on-line or in hard copy (Manually) in the Tender Box kept in this Ministry (Room No.1, Prithvi Bhawan, Lodhi Road, New Delhi).**
 2. **The instructions for on-line Bids submission are given at Annex. VII.**
 3. **A Pro-forma for ‘Tender Acceptance Letter’ is given at Annex. VIII which is also to be filled in and submitted with Technical Bid.**
 4. **The last date for submission of Bids, both for online as well as for manual submission (in hard copy), will be the same i.e., 14.30 Hrs of 28th August, 2015.**

Special Conditions of the Contract

Requirements of Canteen Services

Tenders are invited to run the canteen at MoES, Prithvi Bhawan, Lodhi Road, New Delhi-110003 having about 200 employees including visiting guest/officers from other offices. Infrastructural establishment facilities like space, furniture, utensils, crockery, electricity, PNG Gas connection and water supply will be provided to the caterers by MoES. The caterer's main liability will be on material cost, LP/PNG Gas Cost and labour cost only. Contractor may please note that around 70 Lunch are served on an average. In addition on some occasions Special Lunch/Dinners are also required at the time of Conference/Meetings etc.

Items provided by MoES
Space
Electricity
Furniture
Raw Water & Water for other purpose & washing
Kitchen equipment
Plates, Glasses, Spoons, Cutlery, Crockery & Utensils
LP /PNG Gas connection
Exhaust Fans & Chimney fitted in cafeteria
Pesto Flash/Fly Removers

Items provided by the Contractor
Cooking & Serving the Food (Break-fast, Lunch, Dinner, Coffee & Tea/snacks/sweets from 08.00AM to 09.00PM-All 7days in a week)
Canteen Supervisor (Hotel Management Diploma Holder with minimum of 5 Years relevant experience to supervise all the activities of Canteen)- 1No.
Cook-, Servicing Staff -08 Nos. & Cleaning Staff-03
Required manpower for servicing and cleaning
Material required/ingredients for items to cook
Material required for cleaning utensils
Drinking water, Packaged mineral water as required in cafeteria and conference room's foyar areas.
The contractor should ensure to make the timely payment of PNG usage.

Eligibility Criteria

- (i) Their Annual Average turnover should be more than Rs.15 lakh during last 3 years.
- (ii) The firm/agency should have successfully completed similar work during the last 5 years involving the following amounts:-
 - (a) 3 similar completed works costing (turnover involved) not less than Rs.8 lakh, or
 - (b) 2 similar completed works costing (turnover involved) not less than Rs.10 lakh, or
 - (c) One similar completed work costing (turnover involved) not less than Rs.16 lakh
- (iii) The firm should have on their rolls sufficient number of cooks to prepare good quality snacks/meals etc.
- (iv) The firm/branch should be based in Delhi or NCR area.
- (v) The firm should have service tax, PAN number and other relevant registrations as mentioned in Para 2 of the Annex-I of this Tender Document.

- Note:-**
1. Similar work means experience in running of a canteen catering to about 50 to 150 employees/officers in a Central Govt./State Govt. or PSU.
 2. Scanned documents in support of each of the above Eligibility condition should be enclosed with the Technical Bid.

Other Special Terms & Conditions

1. Canteen will be supervised by a Committee of officers of Ministry to see that quality items are used and cleanliness and hygiene is maintained in the Canteen.
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contract will be initially for a period of 12 months commencing from the date of award of contract. Ministry reserves the right to extend the duration of contract for further period of maximum 1 year on the same Terms & Conditions.
4. The contractor will submit pre-receipted bill on the first week of every month against the items supplied to the meeting/officers as per their demand. The necessary requirement slip/booking slip needs to be enclosed alongwith the monthly bill.
5. The tentative menu has been provided at Annex. III of this Tender Document. Considering all the items provided by MoES as mentioned in Page-2 of this Tender Document, the contractor should provide us the most economical rates for our consideration.
6. Any other item/s which MoES suggests to be included in the menu on a mutually agreed basis.
7. The canteen will be used mainly by officers, officials of Ministry, and their visitors.
- 8. CONDITIONAL TENDER WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.**
9. If any of the conditions of Tendering are not fulfilled, such Tender/Tenders will be summarily rejected out right and objections raised in this regards will neither be entertained.
10. Ministry reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

Terms & Conditions where manpower is required to be deployed by Contractor

1. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect shall be submitted by the service provider to the Ministry.
2. The service provider will also ensure that the personnel deployed are medically fit and shall keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request.
3. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed with in the premises of this Ministry and in case of loss of cards the persons concerned will immediately report to their service providers as well as in charge of General Section of this Ministry.
4. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work.
5. The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/ their misconduct and service provider shall forthwith comply with such directions.
6. The service provider shall replace immediately any of its personnel, if they are unacceptable to this Ministry because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this Ministry.
7. This Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
8. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters as all are of confidential/secret nature that can attract legal action.
9. The persons deployed should not be below the age of 18 years or should not be more than 50 years of age and they shall not interfere with the duties of the employees of the Ministry.
10. The service provider's persons shall not claim from this Ministry any benefit/compensation/ absorption/regularization of services with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the persons deployed by the Contractor will be required to be submitted to this Ministry.
11. The persons deployed shall not claim any Master & Servant relationship with this Ministry.

12. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
13. The service provider shall engage the suitable person like cook, bearer etc. for running the canteen. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time. The contractor should not stop the payment of salary on account of delays in payment to the Contractor from this Ministry.
14. The transportation, food, medical and other statutory requirement under the various Acts/ Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of Minimum wages , PF, ESI, Service Tax etc.

General Conditions of the Contract

Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.30,000/- (in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR)/ Banker's Cheque or Bank Guarantee from any of the commercial banks will be required to be submitted along with the Technical Bid. The EMD may be drawn in favour of Drawing and Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi payable at Delhi. The bid security should be valid for a period of 45 days beyond the final bid validity period. The Bids received without the EMD will not be considered as valid. The EMD of unsuccessful bidders will be returned after award of Contract and the EMD of successful bidders will be returned only after receipt of Performance Security.

Forfeiture of EMD

The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

Performance Security

To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the Contract. The successful bidder must furnish a Performance Security Deposit of Rs.1,50,000/- within 10 days from the date of acceptance of the Bid. The Performance Security Deposit shall be in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank drawn in favour of Drawing & Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi and payable at Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD shall be refunded to the successful bidder on receipt of Performance Security.

Signing of Contract

The successful bidder will be required to enter into a contract Agreement with the Ministry within **10 days** of the issue of letter for Award of Contract.

Arbitration

All disputes and differences arising out of or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties to the Agreement.

Sub-Contract

The service provider shall not assign, transfer, pledge or sub-contract the performance of assigned services without the prior consent of this Ministry.

Force Majeure

1. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
2. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely Ministry of Earth Sciences and the Contractor.
3. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If services are suspended by Force Majeure conditions lasting for more than 2 (two) months, Ministry shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
4. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

Notice for Termination of Contract

Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim.

However, the agreement can be terminated by the Contractor by giving three month's notice in advance. If the agency fails to give three month's notice in writing for termination of the Agreement then three month's wages etc. and any amount due to the agency from this Ministry shall be forfeited.

Rates and Prices

1. Bidders should quote the rates in the format given at Annexure-II. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or overwriting is permissible.
2. All statutory duties and taxes (including Service Tax/VAT) and other applicable taxes may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

Applicable Law and Jurisdiction

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

Acceptance or Rejection of Bids

Ministry reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

Conditional Contract

Conditional Tender will not be accepted and will be rejected outright.

Ministry's Rights

The Ministry reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

Statement I- General Conditions of the Contract where 2 Bid – System is to be followed

Bid Submission Procedure – The Bids can be submitted either on-line or manually (in hard copy). In case of on-line Bids, the following procedure may be followed :

The Tender has to be submitted on-line on [http:// eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The interested Tenderers can participate in e-tendering and such tenderers should have a Digital Signature for the purpose of participation in the e-tender process. Detail instructions for submission of on-line Bids are given in Annex- VII.

Last Date & Time for submission of Bids : The E- tenders **MUST** be submitted **ONLINE** on or before **14.30 hrs on 28th August, 2015**. The date & time for submission of Tender manually (in hard copy) also remains the same.

Technical Bids and Financial Bids

The bids shall be consist of two parts – Technical bid and Price bid. All the information sought under Annex I is to be given in Technical Bid while the price quoted for the same will have be mentioned only in the Price Bid. The price bids of only those parties will be opened whose Technical Bid are found to be eligible.

In case of E-Tender the Original EMD of Rs.30,000/- instruments (such as Demand Draft, Bankers' Cheque, FDR, Bank Gurantee) & Tender Fee of Rs.500/- (in the form of Bank Draft/Banker's cheque), should be posted/couriered/deposited in person to the tender processing section of the Ministry latest by the last date and time of bid submission. **No Tender related document will be accepted after the last date & time for submission of the Bid and this Ministry shall not consider any request in this connection on account of various reasons like postal delay or courier delay etc. Such late Tenders shall be rejected and returned unopened.** The Demand Draft/Banker's cheque/FDR or Bank Guarantee should be drawn in favour of DDO, Ministry of Earth Sciences and these should be payable at New Delhi.

The details of the EMD/Tender fee physically sent must tally with the details available in the scanned copy and the data entered during bid submission time, other wise the uploaded bid will be reject. Tender /Bid received without EMD or Tender fee shall be rejected.

The Tender submitted manually (hard copy) should also have EMD and Tender fee enclosed with the Technical Bid.

The Technical Bids shall be opened on-line and the Bids received manually shall also be opened at the same time in the Conference Hall, Ministry of Earth Sciences, Prithvi Bhawan , Lodhi Road, New Delhi **at 1500 hrs on 28th August, 2015**, in the presence of one representative of each of the bidders who wishes to be present.

The Price Bid shall be opened after evaluation of Technical Bids. The financial Bids will be opened only of those firms / bidders who qualify the Technical Bids Evaluation Criteria. The bidders who qualify the Technical Bids will be informed about the date & time of opening of the financial Bid and they can participate in the opening of their financial bids.

Qualifying Information

S.No.	Details requested by MoES	Details to be furnished by the firm
01	Status of Ownership of the firm	a) Proprietary b) Partnership c) Company d) NGO
02	Statutory Registrations	a) Central Labour Authorities b) State Labour Authorities c) ESI d) EPF e) Service Tax f) PAN g) Registration for Catering Services / Food Business License (Municipal Corporation etc.)
03	No. of Manpower (Qualified, skilled and unskilled) available with the firm as on date as per the Muster Rolls	Qualified Skilled Unskilled
04	Annual Turnover of the firm for the last 3 Financial Years (2011-12, 2012-13 and 2013-14)	
05	No. of years' experience in similar contract execution, clientele details are to be provided	
06	Has the firm got ISO certification for the services required by MoES?	
07	All the above stated credentials are to be supported with the documentary evidence for evaluating the offer.	
08	Firm's address in Delhi or NCR area	

09	<p>The firm's completed works during last 5 years:-</p> <ul style="list-style-type: none">(i) 3 similar works involving Rs.8.00 lakhs.(ii) 2 similar works involving Rs.10 lakhs.(iii) 1 similar works involving Rs.16 lakhs.	
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Price Bid Format

Sl. No.	Description of Food Item	No. of unit per day	Rate per unit (including Taxes)	Rate for number of units mentioned in col.3
1	2	3	4	5
1.	Tea (per Cup)	240		
2.	Coffee (per Cup)	60		
3.	Snacks (Menu at Annex. III)	200		
4.	Sweets (Menu at Annex. III)	40		
5.	Lunch (Type I daily ordinary lunch) (Menu at Annex. IV)	70		

- Note : 1. **The rate for serving the Official lunch (lunch type II) subject to a maximum of Rs.350/- per person (including taxes) [for various official meetings] shall remain the same for all Tenderers.** (Annex.V). Similarly, the rate of High Tea shall remain the same for all Bidders subject to a maximum of Rs.200/- per head for various official meetings.(Annexure VI). The rates for official lunch and High Tea are not required to be quoted by the bidders. These rates will depend on approval given by the Ministry for each meeting.
2. This Ministry does not give any assurance about the number of items which will be sold on a particular day. Column 3 is only for calculation purpose, but quantities may increase or decrease.

Selection Criteria : The firm which quotes the overall lowest rates for the items mentioned in the Table above (Col.5) shall be awarded the contract. In case 2 or more firms quotes the same rates, the lowest bidder shall be selected based on their past experience. The decision of the Tender Committee shall be final in this regard.

Tentative Menu**Snacks** (Vegetarian only)

S. No.	Item
1.	Samosa
2.	Bread Pakora
3.	Vegetable Cutlet
4.	Dal Vada (with Sambar)
5.	Dal Vada (without Sambar)
6.	Any other snacks

Note :Chutny/sauce with snacks (wherever needed) shall be provided.

Sweets

S. No.	Item
1.	Rasgola
2.	GulabJamun
3.	KhoyaBurfi
4.	BoondiLaddoo
5.	Any other sweet

Beverages

S.No.	Item
1.	Tea (made with tea bag) – one cup
2.	Tea (made with tea bag) – half set for two cups
3.	Tea (made with tea bag) – full set for four cups
4.	Coffee – single cup
5.	Coffee - half set for two cups
6.	Coffee - full set for four cups

Note : 1. Tea, snacks and sweets will be required to be served in the rooms of the officers of the level of Under Secretary and above. Contractor is required to serve these items on demand to such officers in their rooms.

Note : 2. Biscuit/cold drinks/Nimbuz etc. to be served as per MRP.

Note: 3. The payment for Tea/Coffee etc. supplies to officers for various meetings in their Rooms will not be made daily on the spot. The contractor will obtain daily slips from the Officers and he can seek reimbursement of amount from the General Administration Section of this Ministry every month.

Note: 4. In case any other item is to be prepared (on demand from employees) the rate for the same shall be decided only with the prior permission of GA Section of this Ministry.

Daily Ordinary Lunch (Type I Lunch)

S. No.	Item
1.	Dal Fry/Dal Tadka/Dal Makhani/Rajma, Plain Basmati Rice, 2 Roti/ 1 Naan, one dry Seasonal Subji, one Tari Subji, Raita (Boondi/Kheera/Mix Veg.), Salad, Sweet

Note : 1. Based on the above list, menu for five working days of a week will be decided.

Note : 2. The lunch if ordered by an officer of the rank of Deputy Secretary and above, it will be supplied by the contractor in the room of the concerned officer.

Note: 3The sign oblique (/) may be read as or.

Annex. V

Official Lunch (Type II) – Official approved rate is subject to a maximum of Rs.350/- per head (including tax). This rate will remain same for all Bidders

The lunch as per menu given below is required to be served on the days whenever meetings/conferences are held in the Ministry

S.No.	Item (any one each)
1.	<ul style="list-style-type: none">- Dal Fry / Dal Tadka / Dal Makhani- Plain Basmati Rice / Peas Pulao / Jeera Rice- Muttor Paneer / Shahi Paneer / Palak Paneer / Saag Paneer / Kadai Paneer- Mix Veg. / Aloo Gobi / Aloo Capsicum / Aloo Gajar Muttor- Bhindi Opinion / Corn Palak / Gobi Adraki- Chana Masala / Baingan Masala / Ghiya Chana / Pumpkin Masala- Boondi Raita / Kheera Raita / Mix Raita- Plain Roti / Tandoori Roti / Naan- Green Salad / Sprout- Achar- Gulab Jamun / Rasgula / Ice Cream / Moong Dal Halwa / Gajar Halwa

Note : Whenever oblique(/) signed has been used, it may be read as **or**

Official High Tea : Official approved rate is subject to a maximum of Rs.200/- per head (including tax)

Mix Pakora, sweet, tea/coffee with cookies etc.

Or

Paneer Pakora, sweet, tea/coffee with cookies etc.

Or

Spring Roll, sandwich, sweet, tea/coffee with cookies etc.

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)