



# ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759

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URL: <http://www.icar-nrri.in>



**STANDARD ONLINE (E-PROCUREMENT MODE)  
BIDDING DOCUMENTS FOR  
PROCUREMENT OF ANNUAL RATE CONTRACT FOR THE SUPPLY OF  
MISCELLANEOUS ITEMS.**

(Document to be submitted online as per Schedule of requirement)

**NOTICE INVITING ON LINE TENDER**

**Tender Enquiry No: 43/Store/ARC/MISC./NRRI/2020-21**

F.No. 34(2)/Store/ Misc./2020-21/\_\_\_\_\_

Date: 04.02.2021

E-tenders (Two Bid System) through the website URL: <http://eprocure.gov.in/eprocure/app> are invited from the reputed manufacturers/authorized distributors/ authorized dealers (having the current authorization from the principal company) for entering into **Annual Rate Contract for the supply of Miscellaneous items** as per details given below:

Sl. No.	Name of Items	Brand / Make	Basic Rate without GST (as per BOQ)
1.	Aluminium Foil (Per pc)		
2.	Aluminium Label (Per pc)		
3.	Aluminium Label with wire 8x3cm (Per pc)		
4.	Blotting Paper (Per pc)		
5.	Broom Stick (Per pc)		
6.	Butter Paper bag 20x8cm (Per pc)		
7.	Butter Paper bag 30x12cm (Per pc)		
8.	Craft Paper bag 15x6cm (Per 1000 pcs)		
9.	Craft Paper bag 30x12cm (Per 1000 pcs)		
10.	Crossing bag(Machine made) (Per pc)		
11.	Dusta Bucket 10ltr. Cap (Per pc)		
12.	Dustbin(Medium size) (Per pc)		
13.	Duster (Per pc)		
14.	Field Level (Per pc)		
15.	Field Note book (Per pc)		
16.	Hand Wash(100ml) (Per pc)		
17.	Hand Wash(Refill) (Per pc)		
18.	Irrigation Pipe Bundle (5ödia) (Per pc)		
19.	Jewel Tag (Per 100 pcs)		
20.	Label Paper (Per pc)		
21.	Luggage label no.3 eyeleted 8x4cm (Per pc)		
22.	Luggage label no.3 eyeleted 10x5cm (Per pc)		
23.	Napththalene balls(rates per kg) (Per1 kg)		

24.	Paint brush(1∅) (Per pc)		
25.	Paint brush(2∅) (Per pc)		
26.	Asian paints(black) (Per1 Ltr.)		
27.	Asian paints(green) (Per1 Ltr.)		
28.	Asian paints(yellow) (Per1 Ltr.)		
29.	Phool Jhadu (Per pc)		
30.	Plastic Bucket(with lid)15ltr (Per pc)		
31.	Plastic Bucket(with out lid)15ltr.cap(Per pc)		
32.	Plastic tray(300x200x100mm)(joyo) (Per pc)		
33.	Plastic tray(400x300x150mm)(indo) (Per pc)		
34.	Ordinary Plastic tray(small) (Ankur) (Per pc)		
35.	Ordinary Plastic tray(big) (Ankur) (Per pc)		
36.	Plastic Water proof label with eyelet (Per pc)		
37.	Polythene bag(1kg cap) (Per 1 kg)		
38.	Polythene bag(1/2kg cap) (Per 1 kg)		
39.	Polythene bag(10kg cap) (Per 1 kg)		
40.	Polythene bag(2kg cap) (Per 1 kg)		
41.	Polythene bag(5kg cap) (Per 1 kg)		
42.	Seed packet yellow 10x6cm (Per 1000 pcs)		
43.	Soap (100gm) (Per pc)		
44.	Sutuli Sample -A (Per 1 kg)		
45.	Sutuli Sample -B (Per 1 kg)		
46.	Tissue Roll (Per roll)		
47.	Turpentine Oil(1ltr.) (Per pc)		
48.	Turpentine Oil(1/2ltr.) (Per pc)		
49.	Winnow (kula) (Per pc)		
50.	Wooden Scale(1mtr.) (Per pc)		
51.	Write in sticker (Per pc)		
52.	Zip Polythene bag Small size(3"x4") (Per pkt)		
53.	Zip Polythene bag Medium size(4"x5") (Per pkt)		
54.	Zip Polythene bag Big size(6"x8") (Per pkt)		

**N.B.:** GST applicable on products/ items will be paid in actual. Rate may be quoted in BOQ accordingly.

#### **Critical Dates**

<b>Date of Uploading of Tender Documents (online)</b>	<b>04-02-2021</b>	<b>11:00 hrs.</b>
<b>Bid Document Download Start Date (Online)</b>	<b>04-02-2021</b>	<b>11:00 hrs.</b>
<b>Bid Submission Start Date (Online)</b>	<b>04-02-2021</b>	<b>11:00 hrs.</b>
<b>Bid Submission End Date (Online)</b>	<b>25-02-2021</b>	<b>11:00 hrs.</b>
<b>Date of Technical Bid Opening (Online)</b>	<b>26-02-2021</b>	<b>11:00 hrs.</b>
<b>Date of Opening of financial bid</b>	<b>As will be notified at the time of uploading of technical evaluation report</b>	

#### **Important Notes:**

1. The Firms may submit their quotations with the rates along with make, model to ensure quality and quantity invariably in BOQ (wherever applicable) against each size/ quantity of Miscellaneous items failing which the quotation will be rejected.
2. The Competent Authority has authority to select the items based on Quality & Brand for the longibity and use in office.
3. Tender Documents can be downloaded from the ICAR-N.R.R.I. website [www.icar-nrri.in](http://www.icar-nrri.in) or from the Central Public Procurement Portal URL: <http://eprocure.gov.in/eprocure/app>. Bidders should enroll/ register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
4. **Bids received through e-tendering portal only will be considered.**
5. ICAR-N.R.R.I. reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
6. **Bid Security Declaration (Annexure-III)** must be submitted in the letterhead of the bidders for accepting the clause that **the bidder will be suspended from participation in bidding process for One Year if they withdraw or modify their bids during the period of validity etc.**
7. The companies/dealers who cannot provide validity of rates for One year i.e. w. e. f. acceptance of RC need not apply.
8. ICAR-N.R.R.I. will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer/ tender documents. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
9. The firms must have been registered with the GST Authorities of India.
10. The Institute is having GST exemption Certificate issued by the DSIR against applicability of GST 5%.
11. The Rate Contract will generally be valid for a minimum period of one year. However the extension for more than one year may be considered in deserving cases. Hence, the Firms entering in to the Annual Contract must accept the order for supply at the same rate.
12. Price quoted should be for delivery on **FOR destination at National Rice Research Institute, Cuttack-753006.**
13. The stores shall be supplied within a period of 15 days either directly or through dealer after receipt of Supply Order.
14. NRRI, Cuttack reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
15. The Rate Contract can be terminated at any time by giving one month's notice.
16. If, the supplier fails to deliver the material within the stipulated period, the Institute may procure such items from other sources without prior intimation to the firm.
17. The Institute shall not be liable for any excess costs incurred by the supplier for procurement of materials or services due to late delivery.
18. The items, so supplied must be of high quality and grade and in the inspection/test if these are found to be of inferior quality on inspection/test, the same shall be replaced by the supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply/non compliance of complete order may also lead to cancellation of contract.
19. Payment will be made by **e-transfer** through our Account with State Bank of India. Hence the supplier should submit **the complete bank details. This institute will not be held responsible for delay in payment due to mismatch in Bank details.**
20. No request for advance or part payment will be entertained
21. Discount, taxes and other levies if any are to be specified clearly in the bid
22. This Institute is exempted from payment of customs/ Excise duty & GST as per relevant norms of Govt. of India. This registration is valid up to 31.08.2021

23. Any dispute arises in this contract shall be subject to the Jurisdiction of Cuttack only.
24. The tenders are liable to be rejected, if the above conditions are not complied with.
25. The Director, NRRI, Cuttack reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.

**Place: NRRI, Cuttack**

**Date: 04/02/2021**

**Digitally signed by :**

**Date : .....2021**

**Location : NRRI**



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## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/ obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).

### **Registration of Bidders for Submission of On-line Bids:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link [Click here to Enroll](#). Enrollment on the CPP Portal is free of charge.
2. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
3. The item should be delivered at ICAR-N.R.R.I., Cuttack ó 753006 as per terms & conditions and the supplier shall be responsible for any damage during the transit of goods.
4. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Head of Office, ICAR-N.R.R.I., Cuttack ó 753006.

### **DOCUMENTS TO BE UPLOADED ONLINE**

#### **(A) TECHNICAL BID (In pdf format only)**

1. Scanned copy of Bidders Profile duly filled (Annexure-I).
2. Tender Acceptance letter (Annexure-II).
3. Bid Security Declaration (Annexure-III)
4. Certificate of Price Justification (Annexure-IV).
5. Scanned copy of Firms registration, PAN Card, GST No. etc.

#### **(B) FINANCIAL BID / BOQ (In xls. Format only)**

- (a) Financial Bid as BoQ\_XXXX.xls to be filled online & submitted. Please note that the file name should not be changed.

**Tender Inviting Authority: The Director, ICAR-N.R.R.I., Cuttack.**

**Name of Work: Annual Rate Contract for the supply of Miscellaneous items at ICAR-NRRI, Cuttack.**

**Contract No: 43/Store/ARC/MISC./NRRI/2020-21**

## **TERMS AND CONDITIONS**

- 1) The authorized distributors/ dealers should produce an original letter from manufacturer for applying against above tender (i.e. indicating Tender Notice Open Tender No and Date). The tender documents can be made available from our website [www.icar-nrri.in](http://www.icar-nrri.in) from 04/02/2021 onwards.
- 2) The Bidder(s) may note that **ONLINE BIDS will ONLY** be accepted no other mode of submission of bid is acceptable. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
- 3) The ARC will be **valid for One year**.
- 4) The manufacturer having valid Registration/ Dealership & PAN, IT/ Service Clearance Certificate (the photocopies of the certificates/documents as the case may be, have to be mandatorily be uploaded as proof) in the E-tender.
- 5) The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- 6) The Director, ICAR-N.R.R.I. will not be responsible for any delay in enrolment or submission of the offer/ up-loading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website <https://eprocure.gov.in> & enrol their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.
- 7) The firm irrespective of registration of status has to submit tender fee/ tender processing fee.
- 8) Delivery: As per purchase order's term & conditions
- 9) Payment: 100% of the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security.
- 10) Price once quoted will be final and no further negotiation/alteration will be made thereafter.
- 11) The rate should be quoted as per the BOQ uploaded on the CPP Portal. However, taxes if any will be considered as per prevailing Govt. norms. The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offers/rate of discount in the permitted column and upload the same in the Financial Bid. The Bidder shall not temper/modify downloaded price bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender of the concerned will be completely rejected and bidder is liable to be banned from doing business with ICAR-N.R.R.I.
- 12) In case, the institute observed holiday declared by the Govt. of India, non-working day due to strike/ bandh etc., the next working day will be counted for opening of the bids.

- 13) The initial period of Contract would be for One year. The Director, ICAR-N.R.R.I. reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the organization.
- 14) The required materials will be supplied to this Institute, ICAR-N.R.R.I., Cuttack ó 753006, Odisha.
- 15) The Institute will prefer to enter into rate contract with manufacturers who can supply the materials directly to ICAR-N.R.R.I., Cuttack, Odisha. They may specify the names and address of their authorized dealers /distributors of the locality of this Institute.
- 16) The offer must be based on free delivery at ICAR-N.R.R.I., Cuttack ó 753006, otherwise your offer will not be considered.
- 17) No delivery or any other charges will be allowed over and above expect your quoted price and tax components (GST etc.) as Govt. of India norms.
- 18) The tenderer must agree for immediate free replacement in case of any damage or discrepancy found with regard to quality/ quantity of the material supplied by them under this rate contract.
- 19) In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination
- 20) The rate contract can be terminated without any notice in case the performance of the tenderer is found consistently unsatisfactory or due to the serious lapses on the part of the tenderer. Where lapses are of serious nature, in addition to termination of contract the Performance Security will be forfeited.
- 21) The firm must also possess valid PAN No., TIN No. & GST Registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
- 22) Bid Validity: 180 days.
- 23) The Director, ICAR-N.R.R.I. reserves the right to accept / reject any/ all tenders in part/ full /terminate contract without assigning any reason thereof.
- 24) Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
- 25) The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)
- 27) The Director ICAR-N.R.R.I. reserves the right to cancel the contract without assigning any reason thereof.
- 28) Any bid security will not be linked to any pending amount in this organization
- 30) The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm
- 32) The rate should be quoted keeping in view of supply the material as per specification, delivery at F.O.R ICAR-N.R.R.I., Cuttack inclusive of transportation charges, charges for loading & unloading the materials etc. **[Excluding G.S.T. which will be paid as per actual]** as per BOQ.
- 33) Dispute resolution: Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration &

Constitution Act, 1996. The seat of Arbitration will be Cuttack and language will be English. Laws of India will be applicable.

34) In the event of any dispute the legal matter shall be subjected to the jurisdiction of the Court located in Cuttack only.

### **Benefits to Micro and Small Enterprises (MSEs)**

With reference to the Order of the Ministry of MSME, under the Public Procurement Policy March 2012, Micro and Small Enterprises shall be entitled for benefits, subject to terms and conditions, as under:

#### **1) Qualifying Criteria for MSEs, SC/ST Vendors:**

a. MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME):

- National Small Industries Corporation (NSIC)
- District Industries Centres (DIC)
- Coir Board
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Project Directorate of Handicrafts and Handloom

b. SC/ST owned enterprises (i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Company) shall additionally submit relevant SC/ST certificates issued by any of the following:

- District/Additional District Magistrate/ Collector/ Deputy Commissioner/
- Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub-Divisional Officer of the area where the individual and/or his family normally resides

c. The registration shall be valid as on date of placement of order. A self-attested photocopy of the relevant certificate shall be submitted as a support document.

The registration must be for the items/category of items/services relevant to the tendered items/category of items/services.

#### **2) Exemption from Earnest Money Deposit (EMD)/ Security Deposit (SD) for MSE:**

MSE units qualifying as at (point no. 1) above shall be exempted from paying EMD.



**Bidders Profile**

I/We (Name & Designation) \_\_\_\_\_ of M/S \_\_\_\_\_ hereby submit the following details of our profile. It is also certified that as on this date the information furnished in this form about the firm are accurate and true to the best of my/our knowledge. I/we shall be responsible for any information if found false or incorrect.

Name of the Bidder	:	
Name of the Firm & Address with phone, Fax No. E. Mail addresses (Attach proof).	:	
Category No. name of the Brand offered	:	
Permanent Account Number (PAN)	:	
GST Number		
Whether any penalty imposed during the last five years by any organization. If so, give details indicating name of organization that inflicted the penalty, date, and the reasons thereof (Attach copy)	:	
Bank details for e-payment	:	
Whether you are: i) Manufacturer of the products quoted, or ii) Manufacturer's authorized agent for those products, (attach proof in case of authorized agent)	:	
Signature of Witness Name & Address of Witness	:	Signature of Bidder:  Full Name, designation & address of the person signing above for and on behalf of M/s..... (Name & Address of the Bidding Firm)

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company letter head)**

To,

The Head of Office,  
National Rice Research Institute,  
Cuttack 6753006 (Odisha).

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website 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), schedules(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. I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

TENDERER'S NAME & SIGNATURE WITH SEAL

**ANNEXURE-III**

**BID SECURITY DECLARATION**

We M/s. \_\_\_\_\_ do hereby declare that if we withdraw or modify our bid during period of validity, we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

**ANNEXURE-IV**

**CERTIFICATE OF PRICE JUSTIFICATION**

**NIT No. :**

I/We/, M/S -----  
certify that the rates provided are our best rates and we have not given these materials to any Government Department/ PSU/ Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

## **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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:

<http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrollment 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 enrollment, 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 others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS:**

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

### **PREPARATION OF BIDS:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" 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 login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
7. 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.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

## **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY  
CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**