



**OFFICE OF THE PRINCIPAL COMMISSIONER OF GST AND CENTRAL EXCISE
CHENNAI NORTH COMMISSIONERATE**

No. 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034

C.No.IV/16/08/2019-PRO

Dated: .02.2019

TENDER NO. /2019
NOTICE INVITING e-TENDER FOR SUPPLY OF 'CLEANING MATERIAL AND
ACCESSORIES'

The office of the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate, Chennai-34 invites e-tender quotations from reputed Parties engaged in the business of supplying Cleaning Materials to the Office of the Principal Commissioner of GST and Central Excise, Chennai North Commissionerate for the period **from 01.04.2019 to 31.03.2021**.

1. Document Download:

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/appas> per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

TIME SCHEDULE OF TENDER

S.No	Particulars	Date	Time
1	Tender e-publish date	21.02.2019	12:00 Hrs
2	Document download start date	21.02.2019	18:00 Hrs
3	Start date for seeking clarification (on-line)	22.02.2019	11:00 Hrs
4	Last date for seeking clarification (on-line)	08.03.2019	17:00 Hrs
5	Bid submission start date	21.02.2019	18:00 Hrs
6	Bid submission last date	14.03.2019	17:45 Hrs
7	Tender opening date (Technical)	15.03.2019	11:00 Hrs

2. Bid Submission:

- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure V for online submission of bids.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with this Office.

5. Intending tenderers are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. The rates shall be quoted in Indian Rupees only.

7. The rates will be inclusive of all taxes.

8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

The following Cleaning Materials and accessories to be supplied as per the make specified;

SL.No	PARTICULARS	MAKE	QTY.
1	Phenyl Compound Scented (Pine Oil) (5LTR)	STANDARD BRAND	1 can
2	Perfumed Soap oil (5LTR)	STANDARD BRAND	1 can
3	Glass Cleaner R3 CONCENTRATE (5LTR)	DIVERSEY/TASKI	1 can
4	Cleaning powder	SABENA DIVERSEY/TASKI	1Kg
5	Garbage Bag Big Size (48" inches x 27" inches)	PLASTOBAG DIVERSEY/TASKI	1 Kg
6	Garbage Bag Extra Large (76 CM X 94 CM)	PLASTOBAG DIVERSEY/TASKI	1 Pkt
7	Garbage Bag Medium (48 CM X 54 CM)	PLASTDBAG DIVERSEY/TASKI	1 Pkt
8	Bleaching Powder	DCM/KRISHNA/DIVERSEY/TASKI	1 Kg
9	Liquid TDILET BOWL CLEANER R6 CONCENTRATE (5LTR)	HARPIC/ DIVERSEY/TASKI	1 can
10	Naphthalene Balls(500 gms)	EAGLE /DIVERSEY/TASKI	1 Pkt
11	Bath room cleaner cum sanitirer (5LTR)	DIVERSEY/TASKI	1 No
12	Floor Cleaner - R2 CONCENTRATE (5LTR)	DIVERSEY/TASKI	1 can
13	Duster Cloth Checked (20" inches x 18" inches)	STANDARD BRAND	1 No
14	Mop REFILL COTTON	STANDARD BRAND	1 No
15	Soft Broom (JHADDO)	ANIL BRAND	1 No
16	Hard Broom Long Size (JHADDO)	STANDARD BRAND	1 No
17	Urinal deodorizer Screen (7 inches)	KC GREEN OR EQUIVALUNT	1 NO
18	Room Spray R 5 (5LTR)	DIVERSEY/TASKI	1 can
19	Air freshner (75 GM)	DDONIL /DIVERSEY/TASKI	1 No
20	Hand Gloves Big (Acid Gloves Thick)	ROYAL/ DIVERSEY/TASKI	1 Pair
21	Stainless Steel Scrubber (SCOTCH BRITE)(15 GM)	SCOTCH BRITE/ DIVERSEY/TASKI	1 PIECE
22	Scrub Pad (SCOTCH BRITE) (7.5 CM x 10 CM)	SCOTCH BRITE/ DIVERSEY/TASKI	1 PIECE
23	Cleaning Bar	STANDARD BRAND	1Kg
24	Room Floor Perfume	STANDARD BRAND	500 gm
25	Urinal Cubes	STANDARD BRAND	500 gm
26	200 ML HYGIENE FRESH AIR FRAGRANCE REFILL	HYGIENE FRESH	1 No
27	1000ML FOAM SOAP REFILL POUCH	HYGIENE FRESH	1 No
28	ROUND TOILET BRUSH	STANDARD BRAND	1 No
29	7M 100 TRIM 10 SCRAPPER BLADE SET	UNGER	1 No
30	UNGER MICROWIPE CLOTH	UNGER	1 No
31	CANE HANDLE FOR MOP	STANDARD BRAND	1 No
32	UNGER STRING REFILL PB45A	UNGER	1 No
33	PLASTIC BUCKET (1000 ml)	NATIONAL/ARISTO /UNGER	1 No
34	PLASTIC MUG (500 ml)	NATIONAL/ARISTO /UNGER	1 No
35	UNGER BRUSH REFILL PB45A	UNGER	1 No
36	UNGER DRY MOP REFILL	UNGER	1 No

II. TERMS AND CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

1. The product should be of standard brands and model. All chemicals shall have a shelf life of not less than 90 days.
2. The delivery of goods would be done at the risk and cost of the supplier and all products delivered would be approved only after the examination of the same is

- done by the Public Relations Officer (PRO) GST & CX, Chennai North Commissionerate.
3. The rate should be quoted including all costs including transportation.
 4. The Place of Delivery will be: 26/1, Mahatma Gandhi Road, Nungambakkam Chennai 600 034.
 5. The Cleaning Materials should be supplied within one week of receiving of the supply order.
 6. The bidder should have a valid Income Tax Registration Number / PAN and other statutory requirements as per Rules in force. The bidder should have filed Income tax returns for the assessment years 2017-18 & 2018-19
[Mode of Proof: Copy of the PAN Card and ITR's of above two assessment years to be uploaded along with bid document]
 7. The bidder must be registered with the GST department (GST registration certificate to be uploaded alongwith bid document)
 8. The Bidder/Supplier should have a branch office in Chennai.
 9. The quantity required for a particular month will be informed in advance and material should be supplied to the specified address before the start of the month as per the rates quoted in the approved tender.

CONDITIONS TO BE SATISFIED IN THE FINANCIAL BID

The 'Qualifying Bids' will be processed first. The 'Financial Bid' of bidders who fulfill the terms and conditions specified for 'Qualifying Bids' will alone be considered for further process.

III. TENDER PROCESS:

1. Tenders are invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.
2. The tender form for Qualifying bid in pro-forma prescribed in Annexure- I and the tender form for the financial bid in pro-forma prescribed in Annexure- V complete in all aspects shall be uploaded /submitted on CPPP site. The Qualifying Bid will be opened on **15.03.2019 at 11.00 a.m.** Bidders may observe the tender opening online. In the event of the specified date of tender opening being declared as a holiday for the department, the tender shall be opened at the specified time on the next working day. The date and time of opening of "Financial Bid" will be intimated to the eligible bidders after opening the "Qualifying Bids".
3. Earnest Money Deposit (EMD)
Each tender/Bid should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs.25,000/- (Rupees Twenty Five Thousand Only) which shall be in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "PAY AND ACCOUNTS OFFICER, CENTRAL EXCISE, CHENNAI." Payable at Chennai and shall be submitted in person to the Public Relations Officer (PRO), Chennai North Commissionerate on or before the bid submission last date i.e. **14.03.2019 before 17:45 hours.** Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.
4. The tenderer shall **sign and stamp** each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms

and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the prescribed Annexures and BoQ enclosed, in clear and legible terms. The tender documents are not transferable.

5. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

6. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

7. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later. Late submission of tenders shall not be accepted. The short listed tender along with the documents will be submitted to the "**Competent authority**" and upon approval by the "**Competent authority**" the successful bidders will be intimated about the award of contract to them.

Submission of Tender

- i. **The tender shall be submitted online in Two parts, viz., technical bid and Financial bid.**
- ii. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- iii. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office.
- iv. This office reserves the rights to seek any document in original for verification at any stage of tender process.
- v. After evaluation of bid, all bidders will get the information regarding
- vi. The Financial bid of the successful bidders (i.e. qualified in Technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time by the bid openers. The bidder will get information regarding the status of their financial bid and ranking of bids on website.


Technical Bid

The following documents are to be furnished by the Supplier along with Technical and Financial Bid as per the tender document:

- i) Scanned copy of Earnest Money Deposit (EMD)/Exemption from payment of EMD.
- ii) Scanned copy of entire tender document, signed and sealed on all pages.
- iii) Signed and Scanned copies of Annexures -I, II and III with necessary enclosures.

FINANCIAL BID

- (a) Price/Financial bid document/undertaking (Annexure IV).
- (b) Financial Bid (Annexure V)
- (c) Financial bid document in the form of BOQ_XXXX .xls


(RAJEEV KUMAR)
ADDITIONAL COMMISSIONER
CHENNAI NORTH COMMISSIONERATE

ANNEXURE- I
TO NOTICE INVITING TENDER FOR SUPPLY OF CLEANING MATERIAL
QUALIFYING / TECHNICAL BID DOCUMENT

1.	Name of the Registered Firm/ Company	
2.	Address of the company (with Tel. No., Fax & E-mail)	
3.	Status of Ownership (Proprietary / Partnership/ Company – upload proof)	
4.	Name & Address of the Partners/ Directors (with Mobile No.)	
5.	Contact Person (s) (with mobile number)	
6.	Date of establishment of the firm/company	
7.	Experience Certificate for providing similar work/supply (upload proof)	
8.	PAN No. (upload copy) as in II(6)	
9.	Copies of Income Tax Returns filed for The assessment years : 2017-18 & 2018-19: (upload document copies) as in II(6)	
10.	GST Registration No. (if applicable) (upload document copies as in II(7))	
11.	Details of EMD as in III (3)	
12.	Declaration as in Annexure-III	

DECLARATION

I/ we hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I/ we understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not have any dealing with the Department in future.

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No. (s), including Mobile No.(s).

Annexure-II
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Principal Commissioner,
GST & CX,
Chenna North Commissionerate,
26/1, Mahatma Gandhi Road, Nungambakkam,
Chennai - 600034

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 web site(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 by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation 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 the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore 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,

(Signature of the Bidder, with Official Seal)

ANNEXURE-III
UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s
..... has not been **blacklisted** by
any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I Son/Daughter/Wife of
Shri..... Proprietor/Partner/Director/Authorized
signatory of M/s am competent to sign this
declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake
to abide by them.

4. The information / documents furnished alongwith the above application are true and correct
to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of

any false information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage,
my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department
in future.

Date:

Signature of the authorized Signatory of the firm/

Place:

Company/Organization

Office Stamp/Seal:

ANNEXURE-IV
PRICE/ FINANCIAL BID DOCUMENT

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_Cleaning.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

The Principal Commissioner,
GST &CX,
Chennai North Commissionerate,
Chennai- 600 034.

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes including GST.

Yours faithfully

Signature of
Authorized Representative

**ANNEXURE – V
FINANCIAL BID**

**TENDER FOR PROVIDING “CARETAKING, CATERING AND MAINTENANCE SERVICES”
AT NUNGAMBAKKAM GUEST HOUSE, CHENNAI**

1. Name of the Registered Firm/ Company :
2. Address (with Tel. No. & Fax No.) :
3. PAN No. :
4. Name & Address of the proprietor,
Partners/ Directors (with Mobile Number) :

Sl. No.	Particulars	Make	Qty	*Rate (in Rs.)	*Rate (in Words)
1	Phenyl Compound Scented (Pine Oil) (5LTR)	STANDARD BRAND	1 can		
2	Perfumed Soap oil (5LTR)	STANDARD BRAND	1 can		
3	Glass Cleaner R3 CONCENTRATE (5LTR)	DIVERSEY/TASKI	1 can		
4	Cleaning powder	SABENA DIVERSEY/TASKI	1Kg		
5	Garbage Bag Big Size (48" inches x 27" inches)	PLASTOBAG DIVERSEY/TASKI	1 Kg		
6	Garbage Bag Extra Large (76 CM X 94 CM)	PLASTDBAG DIVERSEY/TASKI	1 Pkt		
7	Garbage Bag Medium (48 CM X 54 CM)	PLASTOBAG DIVERSEY/TASKI	1 Pkt		
8	Bleaching Powder	DCM/KRISHNA/DIVERSEY/TASKI	1 Kg		
9	Liquid TOILET BOWL CLEANER R6 CONCENTRATE (5LTR)	HARPIC/ DIVERSEY/TASKI	1 can		
10	Naphthalene Balls(500 gms)	EAGLE /DIVERSEY/TASKI	1 Pkt		
11	Bath room cleaner cum sanitirer (5LTR)	DIVERSEY/TASKI	1 No		
12	Floor Cleaner - R2 CDNCENTRATE (5LTR)	DIVERSEY/TASKI	1 can		
13	Duster Cloth Checked (20"inchs x 18"inchs)	STANDARD BRAND	1 No		
14	Mop REFILL COTTON	STANDARD BRAND	1 No		
15	Soft Broom (JHADOO)	ANIL BRAND	1 No		
16	Hard Broom Long Size (JHADOO)	STANDARD BRAND	1 No		
17	Urinal deaodorizer Screen (7 inches)	KC GREEN OR EQUIVALUNT	1 NO		
18	Room Spray R 5 (5LTR)	DIVERSEY/TASKI	1 can		
19	Air freshner (75 GM)	ODDNIL /DIVERSEY/TASKI	1 No		
20	Hand Gloves Big (Acid Gloves Thick)	ROYAL/ DIVERSEY/TASKI	1 Pair		
21	Stainless Steel Scrubber (SCOTCH BRITE)(15 GM)	SCOTCH BRITE/ DIVERSEY/TASKI	1 PIECE		
22	Scrub Pad (SCOTCH BRITE) (7.5 CM x 10 CM)	SCOTCH BRITE/ DIVERSEY/TASKI	1 PIECE		
23	Cleaning Bar	STANDARD BRAND	1Kg		
24	Room Floor Perfume	STANDARD BRAND	500 gm		
25	Urinal Cubes	STANDARD BRAND	500 gm		
26	200 ML HYGIENE FRESH AIR FRAGRANCE REFILL	HYGIENE FRESH	1 No		
27	1000ML FOAM SOAP REFILL POUCH	HYGIENE FRESH	1 No		
28	ROUND TOILET BRUSH	STANDARD BRAND	1 No		
29	7M 100 TRIM 10 SCRAPPER BLADE SET	UNGER	1 No		
30	UNGER MICROWIPE CLOTH	UNGER	1 No		
31	CANE HANDLE FOR MOP	STANDARD BRAND	1 No		
32	UNGER STRING REFILL PB45A	UNGER	1 No		
33	PLASTIC BUCKET (1000 ml)	NATIDNAL/ARISTO /UNGER	1 No		
34	PLASTIC MUG (500 ml)	NATIONAL/ARISTO /UNGER	1 No		
35	UNGER BRUSH REFILL PB45A	UNGER	1 No		
36	UNGER DRY MOP REFILL	UNGER	1 No		
37	TOTAL				

Rupees

NOTE:-

***Rate quoted is inclusive of GST.**

Date:

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No.(s), Including Mobile No.(s). (also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/Authorised signatory of the owner)

Annexure-VI
Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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/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 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" 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

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.

- 1) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 3) Bidder should prepare the EMD as per the instructions specified in the tender document. 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 the 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.
- 4) 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 been given as a standard BoQ format with the tender document, 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 coloured (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 online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) 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.
- 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 a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's 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
- 10) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) 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 document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender 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.