



ISO 9001
Company

Heavy Engineering Corporation Limited
(A Govt. of India Enterprise)
Heavy Machine Building Plant
WORKS CONTRACT (INSIDE PLANT)

Tender No. ACD/HMB/20/WC/2151-6202

Dtd: 16/01/2021

OPEN TENDER ENQUIRY
(E Tender)

**ENGAGEMENT OF CONTRACTOR FOR
UTILIZATION OF MACHINES IN HMBP PLANT**



HEAVY MACHINE BUILDING PLANT
HEAVY ENGINEERING CORPORATION LIMITED
PO – DHURWA, RANCHI



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E -Tender Notice

Tender No. ACD/HMB/20/WC/2151-6202, Dtd: 16/01/2021 for “Engagement of Contractor For Utilization Of Machines In Hmbp Plant” is available on our website in e-procurement section i.e. <https://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document.

Interested bidders are requested to submit their most competitive offer through e-procurement mode only. Offer submitted through offline mode will not be considered. For more information please visit our website <https://etenders.gov.in/eprocure/app>.

Bid submission end date	15/02/2021 till 01:00 PM
Technical Bid Opening date	17/02/2021 at 03:00 PM
Tender Fee	Rs. 2000/- (Rupees two thousand only)
EMD	Rs. 1,00,000/- (Rupees one lakh only)

Prospective Tenderer are advised to get register themselves only on at NIC e-tender portal i.e. <https://etenders.gov.in/eprocure/app>, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help files’ available in the Home Page after log in to the portal <http://etenders.gov.in>. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. Detailed instructions for online bid submission are attached in annexure-5. No registration fee would be charged from the bidders.

Bidders are required to upload the bid along with all supporting documents including priced part (BoQ) only on the e-tendering website (<https://etenders.gov.in/eprocure/app>), on or before the due date and time for submission of bid.

NOTE:

- 1. Any Future changes/notifications including extension of bid due date, pertaining to this tender will be published/hosted only on website & CPP Portal only.**
- 2. This procurement of goods under the reference tender is covered under Public Procurement Policy 2017, revised 16.09.2020 and here in after any further revisions.**



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Submission of tender

The Following 2 covers shall be submitted through online CPP - portal by the bidders. Last date and time of submission of bids (cover 1, 2) is as per given dates.

Cover – I: - Containing techno-commercial bid

Cover – I containing

- i. Duly Filled Annexure-1 & 2
- ii. Documents as per Annexure-1
- iii. All other documents as per NIT

Cover - II: Price Bid (BoQ)

a) The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

Bid Opening Process is as below:-

Cover-I: Technical bid opening date will be as per given dates. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal one time only or through mail. The bidder shall upload the requisite clarification / documents within time specified by HEC, failing which tender will be liable for rejection.

Cover-II: The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be intimated through portal. (Depending on Cover-I evaluation any changes in the date shall be intimated through e-tendering portal).



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TERMS AND CONDITIONS OF THE CONTRACT

1.1 Price

Price is to be quoted only as per Annexure-3 of this tender document. Price quoted should be firm without any deviation. The agreed price will remain firm throughout the period of the contract i.e. 01 year from the date of issue of contract. In case of any discrepancy, the rate/ value given in words shall prevail.

1.2 Description of work

Sl. No.	Description of work	Unit	Oty
1	SMH for turner	SMH	50400
2	SMH for machinist	SMH	39900

The work involves receipt of input material from shops and hand over the same to the respective shops after completion of technical operations i.e.. Machining Operation on Lathe & VTB and Machining Operation on Milling, V.Milling P.Milling, Spical Beval cutting m/c & Horizontal Boring...etc

1.3 Quantum/Scope of Works:

Tender is invited for engagement of contractor who can supply operators for utilization of 29 machines in HMBP work premises. Total projected annual SMH generation based on One shift/ two shifts working on all 29 nos. of machine tools issued in this tender is 90300 (Ninety Thousand Three Hundred Only). The details are given under Clause No- 1.2.

1.4 Eligibility / Required Information to be submitted along with offer:

- Contractor should have similar nature of work experience.
- Contractor should have qualified manpower to perform shot blasting and painting work.
- Labour license copy, Permanent Account Number (PAN) of Income Tax Department in the name of the firm, is to be submitted.
- GST registration number, ESIC registration no/certificate and EPF code number & compliance.



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- e) Status of Constitution and legal status of the contractor (individual, partnership, co-operative, society, registered firm etc.); existence of joint-venture or other tie-ups for technology, equipment, financial backing and/or project management is to be submitted.
- f) Details of Registration with specified agencies/HEC if any to be furnished.
- g) Availability of key personnel for supervision & management of the work or project to be spelt out.
- h) Information regarding project in hand, current litigation, orders regarding execution / expulsion or black listing, if any.

1.5 Contractor's Responsibility

- a) Contractor will be provided necessary raw material for manufacturing of required items. He has to receive the input material from shops in separate list shop-wise.
- b) The contractor will be responsible for the received materials till it is handed over to the concerned shop after machining is complete in accordance with drawing. They will have to make the monthly list of job performed/rejected/reworked.
- c) In normal conditions the contractor will ensure generation of 7 SMH/ Shift/machine. He will be responsible for highest utilization of machine provided.
- d) The contractor will avail all the inputs provided by the company. The coordination with concerned agency is the responsibility of the contractor.
- e) The contractor will be responsible for keeping all the machine tools & surrounding areas clean from chips and the chips will be collected at one place specified for it.
- f) The Contractor will be also responsible for machine cleaning & up keeping and periodical lubrication of the same as specified by Maintenance Department or whenever required.
- g) Arranging necessary consumables like Jute, K.Oil & cleaning materials etc.
- h) Punching the drawing numbers on the completed jobs whenever required.
- i) Safety equipments/ dresses such as PPE, masks, eye protective etc., for the employee of the contractors.
- j) Statutory rules like P.F. deduction, Group insurance, ESI etc. to be followed by the contractor(as per corporation rule)
- k) Contractors who have been awarded works contracts should have EPF code number.



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- l) In case the contractor has his own EPF Code given by RPFC, then in that case he should deposit the contribution of his workmen against their UAN no every month and will submit a copy of the challan in this regards along with his bills to the concerned finance deptt.
- m) Safety rules to be followed and safety appliances as suggested by HEC Safety department is to be provided by the contractor to their workmen.
- n) Workers must be paid in accordance with minimum wages act of the Government. Bank A/c of each and every persons working under the tenderer should have individual bank account and wages to be paid in bank A/c.
- o) Accommodation for worker & his staff shall be in the scope of contractors.
- p) Expenses incurred due to COVID-19 related testing/protocols including quarantine...etc in the scope of contractor.
- q) Any rejection of parts due to poor workmanship or miss handling is sole responsibility of the contractor & proportionate cost shall be deducted judiciously as decided by the respective executing shop or QCA.
- r) Accountability/optimization of all free issue items provided by HEC is to be ensured by the contractor in line with directions of shop in-charge.

1.6 Facilities to be provided by HEC

- a) Supply necessary drawings for machining / manufacturing.
- b) Free supply of power, compressed air and water, coolant etc. required to perform the specified work.
- c) Providing necessary raw material required for machining of job i.e. necessary tools & tackles, instrument will be handed over to the contractor on returnable basis only. Old & worn out tools will have to be returned by the contractors before getting issue of fresh tools.
- d) Space required for storage cum office will be provided at work site by HEC.
- e) HEC will provide 29 nos. of machine which includes Lathe, VTB, Milling, V. Milling, P.Milling, Horisontal Boring, Spical Beval cutting machineetc

In addition to the above the contractor will also be allowed to use crane available in the shop for loading / unloading of jobs. Contractor has to arrange his own operators for operating the machines & cranes. If any damage to the machine /crane is caused due to wrong / negligent operation, the repair cost for such damage is to be borne by the contractor.



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- f) Break down of machine will be maintained by HEC maintenance wing of the shop.
- g) HEC will allow the contractor and his men inside the work premises from 6:00 AM to 11:00 PM on working days. They can enter or leave work premises during gate opening/ closing time only. However they may be allowed to work on Sunday/ Holiday only after prior instructions of executing authority duly approved by GM/ HMBP.
- h) For the work to continue without any load problem, load of about 400 SMH per machine will be made available at the beginning of the month based on two shifts working in the month.

1.7 Reworking /rejection of job

- a) Reworking if involved due to operational mistake/rejection the credit of additional SMH will not be given.
- b) Reworking if involved due to material fault etc. the credit of additional SMH will be given to contractor.
- c) If the item gets rejected due to machining fault credit of SMH will not be given and contractor has to compensate HEC suitably.
- d) If the jobs gets rejected due to material and other fault, SMH credit will be limited to actual work done.

1.8 Break down of machines

- a) All out efforts shall be made to limit the break down hours within 8-10 % of available hours.
- b) If breakdowns hours exceed 10%, then alternate other machine may be provided.

1.9 Acceptance of Tender

Tender may be accepted in full or part. Any incomplete tender in any respect is liable to be rejected. The company is having right to reject any tender without assigning any reason for which no question can be asked anywhere.

- 1.10 Tender Document Fee : Rs. 2000/-** (Rs. Two thousand only) will have to be deposited by demand draft on any of the nationalized banks in favor of "Heavy Engineering Corporation Limited, payable at Ranchi. The copy of Tender Fee in form of DD will have to enclose in the Techno- Commercial bid (Part 1) and the original copy of the same has to reach before opening date of



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tender. Exemption of Tender Fee shall be applicable on submission of valid SSI/NSIC/MSME certificate and as per Govt rules. SSI/NSIC/MSME Certificate to be enclosed in Techno Commercial Bid Part 1.

1.11 Earnest Money: Rs. 1,00,000/- (Rs. One lakh only) will have to be deposited by demand draft on any of the nationalized banks in favor of “Heavy Engineering Corporation Limited, payable at Ranchi” or in the form of Bank Guarantee as per annexure. The copy of EMD in form of DD/BG will have to enclose in the Techno- Commercial bid (Part 1) and the original copy of the same has to reach before opening date of tender. Exemption of EMD shall be applicable on submission of valid SSI/NSIC/MSME certificate and as per prevailing govt guidelines. SSI/NSIC/MSME Certificate to be enclosed in Techno Commercial Bid Part 1.

1.12 Security Deposit

Security deposit shall be 10% of the contract value. The SD amount (as retention money) shall be deducted @ 10% from the running bills. In the event of non execution of the contract or withdrawal before expiry of the validity period security deposit will be forfeited.

1.13 Refund of Security Deposit

The security deposit will be refunded within 14 days time of issue of completion certificate against the request of the contractor and no claim certificate from the respective executing department.

1.14 Executing Authority

PPC Department of HMBP will be the executing authority of the contract and contractor after award of work has to take all necessary working instructions from them only.

1.15 Inspection

Inspection will be done by QCA/HMBP and representative of customer. QAP (Quality Assurance Program) whenever required will be given to the contractor.



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1.16 Measurement of Work

Contractor has to detail out the method to evaluate the quantum of work done using physical parameters and to be duly recorded in Measurement Book. Depending on work, time frame may be indicated against successive quantum of task.

1.17 Paying Authority: DGM I/c (Finance)/HMBP

1.18 Submission of Bills

Contractor has to submit his bills in triplicate along with following documents once in a month to DGM/ACD/HMBP duly certified by I/c 041-042 Shop/HMBP or I/c / SFW shop/ HMBP.

- a) Inspection certificate issued by QCA/HMBP for all the items machined during the month.
- b) Assessment of SMH for the total items machined per month to be issued by IED/HMBP.
- c) Receipted Challan for the jobs performed from the respective shop/planning Incharge during the month.
- d) Wage Bill for the month
- e) Measurement book submitted
- f) EPF payment compliance

1.19 Payments Terms

Contractor can claim payment for the value of work done at the end of every month. TDS shall be deducted as per rule.

1.20 Start of Work

The successful tenderer shall start the work within 1 weeks of issue of Letter of Award of the Work Order. The contractor will meet the executing authority for taking possession of working area in the shop.

1.21 Validity of the contract

Validity of contract will be 12 months from the date of issue of LOA/ Work Order i.e. contract period shall be 12 months with a provision of extension on satisfactory performance and mutual agreement.



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1.22 Liquidated Damage:

In case of delay in completion of work LD to be levied @ 0.5% of the unfinished part per week of delay subject to maximum deduction of 10% of the contract price.

1.23 Termination of Contract.

- a) Unprecedented delay in execution of work due to shortage of manpower or other resources in the scope of contractor may lead to termination of contracts with due procedure of HEC.
- b) The contract can be terminated if the contractor fails to perform the work assigned in time and even after giving in writing to him, he does not improve his performance then contract can be terminated.
- c) If the contractor does not follow statutory rules, safety rules and in spite of giving notice he does not improve.
- d) Any other reason due to which company thinks it fit to terminate the contract.
- e) In the event of the termination of the contract in part/ full the company can get the work completed from any other agency/ departmentally at the risk and cost of the contractor.

1.24 Splitting of SMH amongst more than one successful bidders-

Based on requirement of HEC, in order to ensure security of job from more than one sources, the total SMH in any of the two categories may be distributed amongst more than one successful bidders at L-1 Landed Rate leading to placement of Work Orders on more than one successful bidders.

1.25 Arbitration Clause: The parties to the contract at the first instance shall endeavor to settle by mutual discussion all the questions of disputes or differences arising out of, or relating thereto, or in connection with this contract. In the event of failure of settlement, the aggrieved party with prior written permission of other party, shall refer the unresolved dispute(s) or differences(s) to the Chairman- cum- Managing Director of the HEC Limited (CMD / HEC) for adjudication by a Sole Arbitrator to be appointed with mutual consent by CMD / HEC. The Sole Arbitrator shall adjudicate the matter in accordance with the Arbitration and Conciliation Act, 1996 (For short "Act") and publish the award. The parties shall have no objection, if the Sole Arbitrator so appointed is an ex- employee, superannuated before 3 years from the services of HEC Ltd. If the Sole Arbitrator for any reason,



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whatsoever, becomes unable to proceed with the arbitration, the CMD / HEC with mutual consent of both the parties, shall appoint his successor arbitrator who may proceed with the reference from the stage it was left by his predecessor or subject to the provisions of the Act. The venue of the Arbitration proceeding shall be at Ranchi in the State of Jharkhand alone.

The other provisions of Arbitration and Conciliation Act, 1996 shall be applicable (as amended from time to time) especially the provisions of Schedule V and Schedule VII and sections 6, 11(2), 12(5) should be considered during the appointment of Sole Arbitrator.

JURISDICTION OF COURT: For any or all types of disputes arising out of the contract, the exclusive jurisdiction of the Court(s) shall be at Ranchi in the State of Jharkhand alone.

1.26 General Conditions of contract for work contract of HEC Ltd.

The contract will be governed by General conditions of contract for work contract of HEC Ltd., which is available in the website of the company for downloading by the interested tenderer.

Note:-

1. As per the govt. Guidelines it is to be specified clearly in your offer whether your firm is registered with SSI/NSIC/MSME and also confirm whether the firm is owned by SC/ST Entrepreneurs or not.
2. Pl. provide UAM/UDYAM no to avail Facilities of MSME.
3. Please get registered your firm with HEC Ltd.

(DGM/ACD/HBMP)
For & On Behalf of HECL



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Annexure - 1

To,

The DGM / ACD
HMBP, Ranchi- 834 004

Dear Sir,

I have gone through the Tender Document and I submit my offer for doing the work as specified in the tender. I give following technical details to carry out the work:-

1. Number of persons proposed to be engaged.
(With details like trade, experience, qualification etc.)
3. Details of D.D. submitted as E.M.D. :.....
4. Details of DD Non refundable towards the cost of Tender Document/
application Fee:.....

5. Details of other documents enclosed with the offer are as below:

Sl.No.	Description	Remark
1	Documentary proof of similar kind of work execution	(Yes / No)
2	Labour License copy	(Yes / No)
3	PAN No. of IT deptt. in the name of the firm	(Yes / No)
4	GST Registration No./ Certificate	(Yes / No)
5	ESIC Registration No./Certificate	(Yes / No)
6	EPF Code Number / Certificate	(Yes / No)
7	Documents regarding Legal status of the contractor as per NIT	(Yes / No)
8	Details of Registration with specified agencies/HEC	(Yes / No)
9.	Validity of offer 90 days	(Yes / No)
10.	Contact person Name: Contact number: Email:	

Date:

(Signature of Tenderer)
With official Seal



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Annexure - 2

To,

The DGM /ACD/HMBP
HMBP, Ranchi- 834 004

Dear Sir,

I have gone through the contents of the Tender Document and the following clause of the document are not acceptable to me and needs to be amended as below :-

Sl.No.	Clause No.	Amendment proposed
-----	-----	-----

Date:

(Signature of Tenderer)
With official Seal

Note: If any new clause is to be incorporated then that may be mentioned in this annexure. If no amendment is proposed or no new clause is to be incorporated then the tenderer should write NIL.



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Annexure – 3

PART-II (Price Bid)

The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.



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Annexure - 4

Format for

BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(to be issued by any Nationalized bank preferably State bank of India negotiable at their counters in Ranchi)

NO.

Dated:

TO

ANCILLARY & CONTRACT DEPARTMENT
MATERIAL MANAGEMENT DIVISION
HEAVY MACHINE BUILDING PLANT
HEAVY ENGINEERING CORPORATION LTD.
RANCHI-834004, JHARKHAND
INDIA

Dear Sirs,

In consideration of your agreeing to accept the Earnest money deposit of Rs.-----
------(Rs-----) furnishable to you by M/s-----

-(Hereinafter Referred to As Contractor) In terms of the Enquiry No. -----
-----Dtd. ----- for Supply of -----
----- (Hereinafter Referred to as the Contract) in the form of a Bank
Guarantee in the Manner hereinafter contained we -----
-----, having registered office at -----
do hereby covenant and agree with you as follows.

1. We hereby undertake to indemnify you up to a sum of Rs. ----- (Rs. -
----- only) against any loss or damage caused to or
suffered by you or that may be caused to or suffered by you by reason of any
breach or breaches on the part of the contractor of any of the terms and conditions
contained in the said contract and in the event the Contractor shall make any
default or defaults in carrying out any of the works under the said contract or
otherwise in the observance and performance of any of the terms and conditions
relating thereto in accordance with the true intent and meaning thereof, we shall



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forthwith on demand and without any protest or demur pay to you such sum or sums not exceeding in total the said sum of Rs.----- (Rs. ----- *amount*-----only) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default or defaults on the part of the contractor.

2. Notwithstanding anything to the contrary contained in this guarantee your decision as to whether the contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims or damages or losses suffered by you but will pay the amount demanded by you under this guarantee forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the contractor after expiry of the related warranty period of the said contract and after the contractor have discharged all their obligations under the said contract and produced a certificate of due completion of the work under the said contract and submitted a "NO Demand Certificate" provided always that this guarantee shall in no event remain in force after the date of----- without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us not withstanding that the same is or are enforced after the said date.

4. We-----, further undertake to extend the validity of this beyond the period prescribed in clause 3 or as extended from time to time for such further period as may be required in writing before the Expiry of this and upon such extension(s), all terms and conditions of this shall remain in full force till the expiry of this extended period(s).

5. You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the contractor or to postpone for any time or from time to time any of your rights or powers against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the contractor or any other forbearance, act or omission on your part or any indulgence by you to the contractor or by any other variation or modification of the said contract or any other act, matter or things whatsoever, which, under the law relating to sureties, would but for the provisions hereof, have the effect of so releasing us from our liability hereunder provided always that nothing herein



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contained will enlarge our liability hereunder beyond the limit of Rs. -----(Rs.-
-----) as aforesaid or extend the period of the
guarantee beyond the said Date of -----unless expressly agreed to by us
in writing in terms of clause 4 hereof.

6. This guarantee shall not in any way be affected by your taking or varying or giving
up any securities from the contractor or any other person, firm or company on its
behalf or by the winding up, dissolution, insolvency or death as the case may be of
the contractor.

7. In order to give full effect to the guarantee herein contained, you shall be
entitled to act as if we are your principal debtors in respect of all your claims
against the contractor hereby guaranteed by us as aforesaid and we hereby
expressly waive all our rights of suretyship and other rights, if any, which are in any
ways inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid this guarantee will
cover all your claim or claims against the contractor from time to time arising out of
or in relation to the said contract and in respect of which your claim in writing is
lodged on us before expiry of six months from the date of expiry of this guarantee.

9. Any notice by way of demand or otherwise hereunder shall be in writing and may
be sent by special Courier or Telefax to us or our Local Address as aforesaid.

10. This guarantee and the powers & provisions herein contained are in addition to
and not by way of limitation or substitution for any other guarantee or guarantees
heretofore given to you by us whether jointly with others or alone and now existing
uncancelled and that this guarantee is not intended to and shall not revoke or limit
such guarantee or guarantees.

11. This guarantee shall not be affected by any change in the constitution of the
contractor or us nor shall it be affected by any change in your constitution or by any
Amalgamation or absorption thereof or therewith but will ensure for the benefit or
and be available to and enforceable by the absorbing or amalgamated company or
concern.

12. This guarantee is irrevocable during the period of its currency and shall not be
revoked without your previous consent in writing.

13. We further agree and undertake to pay you the amount demanded by you in
writing irrespective of any dispute or controversy between you and the contractor
or any reference to arbitration of the said dispute/controversy pending or a civil
suit filed by the contract or in respect of the dispute or controversy.

14. Notwithstanding anything contained herein above our liability under this
guarantee is restricted to Rs.----- (Rs. -----
only) and this guarantee shall remain in force until -----unless a



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written claim is lodged on us for payment under this guarantee within six months from the date of expiry of this guarantee . i.e. On or before-----all your rights under this guarantee shall be forfeited and we shall be deemed to have released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.

15. We have power to issue this guarantee in your favour under the memorandum and articles of association of the bank and the undersigned has full power to execute this guarantee under the power of Attorney Granted to them by the Bank.

FOR AND ON BEHALF OF



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Annexure-5

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

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) 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.
- (v) 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.*
- (vi) 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.



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SEARCHING FOR TENDER DOCUMENTS

- i) 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.
- ii) 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.
- iii) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.*
- iii) 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 formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv) 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



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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.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- i) 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.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) 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 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.
- v) 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 white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once



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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.

- vi) 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.
- vii) 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) 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.
- x) 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

- i) 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.
- ii) Any queries relating to the process of online bid submission or queries



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relating to CPP Portal in general may be directed to the 24x7 **CPP Portal** Helpdesk.

Note: For any query related to registration and processing on the Portal please visit FAQ available at

<https://etenders.gov.in/e procure/app?page=FAQFrontEnd&service=page>

You may call the Helpdesk. The 24 x 7 Help Desk Numbers are
0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787
E-Mail: support-eproc@nic.in

Or

You may call to our service provider, Mr.Kushal (7903884318)
E-Mail: kushalnicccl@gmail.com
