

 एच॰ई॰सी॰ ISO 9001:2000	HEAVY MACHINE BUILDING PLANT HEAVY ENGINEERING CORPORATION LIMITED (A Govt. of India Enterprise) Ranchi – 834 004 (INDIA)
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E-mail: purhmbp@hecltd.com

Web : www.hecltd.com

OPEN TENDER

Sub: E-tendering with E-price bids for Supply of T1 Plates

Tenders are invited electronically through website. Tenders are to be submitted strictly as per guidelines furnished in the website of <https://etenders.gov.in> and hereunder:

INSTRUCTION TO BIDDERS (ITB)

1.0 Tender Summary :

Tender Ref No.	Enquiry No. PUR/HMB/22/968539/IS-6366 dated 20.09.2022	
Mode of Tender:	E tender with e price bid	
Tender Fee (To be submitted in the form of DD in favor of Heavy Engineering Corporation Limited, Payable at Ranchi) Pl. also refer at point 25 of Annexure -A	Rs.200.00	
Earnest Money Deposit (EMD) (To be submitted in the form of DD / BG in favor of Heavy Engineering Corporation Limited, Payable at Ranchi) Pl. also refer at point 24 of Annexure -A	Rs. 5,000.00	
Type of tender	Two Bid tender (Open mode)	
Last date and time for on-line submission of tender	10.10.2022	UPTO 13 Hrs (IST)
Due date and time for on line opening of tender :	11.10.2022	AT 15 Hrs (IST)
Due date and time for online opening of Price bid of technically suitable firms	Will be intimated through e tender portal	
(Under unforeseen circumstances and if the due date falls on holiday, the tender will be opened on the next full working day at same time)		

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: HEC reserves the right to extend / change the schedule of any activity by intimating the bidders through a notification on the e-tender portal.

2.0 Contents of tender documents:

1	Scope of Supply & NIT Condition	Annexure "A"
2	Techno-Commercial Terms and Conditions of NIT	Annexure "B"
3	Template for Price Bid/BOQ format for online	BOQ.xls

3.0 Requirements for Vendors:

- A) P.C. connected with internet.
 - B) Registration with Service provider portal <https://etenders.gov.in>
 - C) The vendor should possess a Class-II or Class III Digital Signature certificate (Mandatory). (Bids will not be recorded without Digital Signature Certificate.)
 - D) Registration / Enrollment of Bidder on e-tender Portal of HEC: In order to submit the bid, the bidders have to get themselves registered online on the e-tender portal of HEC Ltd with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA. The online Registration of the Bidders on the portal will be free of cost and one time activity only. The registration should be in the name of the bidder, whereas DSC holder may be either bidder himself or his duly authorized person.
- 4.0 For **registration**, Submission procedure and method of correspondence etc. Please visit our website: <https://www.hecltd.com> / <https://etenders.gov.in> and click on the relevant link for help.

5.0 Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website <https://www.hecltd.com> or <https://etenders.gov.in>. The bidders have to Log on to official website and then click on the specified links to start participating in the e-procurement process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB :

- (I) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such, tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
 - (II) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderers who have downloaded the documents from website. Please see websites i.e., <http://www.hecltd.com> or <http://www.etenders.gov.in>
- 6.0 The offer should be submitted (uploaded) strictly as per the terms and conditions and Procedures laid down in the website <https://etenders.nic.in>. tender document failing which the offer is liable for rejection.
- Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.
- 7.0 The offers with any deviations to the NIT Terms and conditions shall be liable for rejection.
- 8.0 The bidder must upload all the documents required as per the terms of NIT. (Any other document uploaded which is not required as per the terms of the NIT shall not be considered.)

- 9.0 It may be noted that E-tendering or e-procurement fall under the purview of the Information Technology Act 2000 and Information Technology (Amendment) Act 2008 and other relevant acts and subsequent amendments if any).
- 10.0 There will be no physical sale of the tender documents.

11.0 PREPARATION OF TENDER DOCUMENTS :

Tender is to be submitted in two bid system in the following manner and shall be submitted through electronic mode only:

- a. Techno-commercial bid (Part 1) – The offer is to be scanned and uploaded in our portal consisting technical details

The commercial terms and conditions (as per annexure B). The format (Commercial sheet.xls) in excel format shall be downloaded and the same excel file duly filled by the bidder is to be uploaded while submitting the offer.. No price part is to be uploaded in this part

- b. Part -II – Price-Bid/BOQ: This part of the offer should contain price portion .The format of Price Bid/BOQ which in excel format shall be downloaded by the bidder and rate offered by the bidder shall be filled in the excel file and uploaded the same excel file of e tendering system while submitting the offer.

The price -bid/BOQ which is incomplete and not submitted as per the instructions given will be liable for rejection.

Note :

Bidders are requested to upload all the attachments /documents in one single PDF File in Other Important Documents (OID) or as indicated in the online instructions. For Example if more than one document is to be uploaded in support of Eligibility criteria or proveness criteria or any other requirement then bidder must prepare one single PDF file of all the related documents and then upload in the system in OID

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. 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).

12.0 Disclaimer Clause:

The Company (**Heavy Engineering Corporation Ltd.**) nor the service provider (www.etenders.gov.in) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

13.0 Please read carefully before you quote: -

Last date of Receipt of Tender Document: by 1:00 PM (IST) on 10.10.2022
Due date of tender opening (Part 1 only): 11.10.2022 at 3:00 PM (IST)

1. **Quotation will be invited in two bid system i.e. Techno Commercial bid and Price bid.**
2. Items to be supplied as per the provided specifications.
3. Offer has to be quoted on FOR HMBP Stores, Ranchi basis. The rate quoted shall be inclusive of all packing & forwarding and exclusive of GST.
4. Validity – Minimum 90 days from the date of opening of tender.
5. Order will be under L.D. clause.
6. Price bid to be uploaded as per BOQ of NIT.
7. Terms and condition in Annexure B to be submitted/uploaded along with Technical (Part-I) bid.
8. EMD of **Rs.5,000.00** in the form of DD/BG & Tender Fee of **Rs. 200.00** in form of DD to be submitted separately before opening date by the participating firm as per the eligibility at the following address:-

Mgr./PUR/HMBP
Admn Building
HMBP
HEC Ltd., Dhurwa
Ranchi- 834004
Jharkhand

1.0 SCOPE OF SUPPLY: - Supply of Plates details as given below:

Sl. No.	Mat Code	Description	Material	Total Qty In Kg
1.	1168120892	Plate t= 12	T1 Steel, ASTM A514 - 77 OR EN 10025-6 Gr. S690QL Size: 12 x 2500 x CTL	210.00
2.	1168250892	Plate t= 25	T1 Steel, ASTM A514 - 77 OR EN 10025-6 Gr. S690QL Size: 25 x 2500 x CTL	550.00
3.	1168320892	Plate t= 32	T1 Steel, ASTM A514 - 77 OR EN 10025-6 Gr. S690QL Size: 32 x 2500 x CTL	1390.00
4.	1168400892	Plate t= 40	T1 Steel, ASTM A514 - 77 OR EN 10025-6 Gr. S690QL Size: 40 x 2500 x CTL	2340.00

Commercial Terms and Conditions:

1. Price to be quoted on FOR HMBP stores Ranchi basis.
2. The rate quoted shall be inclusive of all packing & forwarding.
3. **Tolerance:** Tolerance of Qty. = +/- 5% by wt.
4. If submitted on Ex-works basis then freight charges to be submitted separately for the material to reach HMBP Stores, Ranchi.
5. The Price quoted by the tenderer should be exclusive of GST. The rate and nature of GST applicable should be shown separately. GST will be paid to the seller at the rate at which it is liable to be assessed or has actually been assessed on the date of supply provided the transaction of sale is legally liable to GST and within the delivery period. Any change on the taxes & duty structure beyond the delivery period will not be considered by HEC.
6. The rates quoted must be firm and the offers made must remain open for acceptance for three month from the date of opening of the tender.

7. Payment Terms: -

Payment terms shall be as under: 100% payment along with full GST and freight shall be made through RTGS within 60 days of the receipt and acceptance of supplies at the destination, along with Guarantee certificate, Test certificate, inspection certificate /CRV (To be issued by HEC), original invoice .

Note:

- i. For payment all the processing charges by the bank shall be on account of the firm.
- ii. If you offer any other payment terms other than NIT payment terms then your offer can be loaded with bank interest rate (Presently 1% per month i.e 12% per annum (Maximum) as per the rules of the company for L1 consideration only

8. Delivery: -

Within 4 weeks from the date of placement of order.

- a) Delivery date offered must be specified and guaranteed.
- b) The time for and the date of delivery of the Stores stipulated in the acceptance of Tender shall be deemed to be the essence of the Contract and delivery must be completed not later than the dates specified therein.

Otherwise:

1. **LD Clause** - The purchaser to recover from the Contractor a sum of 0.5% per week (Completed week) of the price of the Stores (up to maximum 10%) as liquidated damages, which the contractor has failed to deliver as aforesaid or
2. The purchaser may procure the undelivered stores/ similar items from elsewhere, without notice to the contractor at the risk of the contractor without canceling the contract in respect of the consignment not yet due for delivery or
3. To cancel the contract or a portion thereof.

9. Guarantee: -

Each item shall be individually guaranteed from all defects in material & composition from the initial period of 12 months from the date of commissioning or 18 months from the date of supply whichever is earlier.

10. Inspection: -

Material shall be inspected at firm's works by Sr DGM, I/c/QCA, HMBP/HEC or his representative(s), however, HEC reserves the right to inspect the material after receipt at HMBP Store and if it is not found confirming to our specification, the material shall be rejected and firm have to replace it at no extra cost.

11. Price Bid should contain only FOR rates. Rest all the details must be specified in the techno-commercial offer.

12. **Packing:** Consignment should be securely packed & marked as per standard practice/ to withstand the rigorous of transport to prevent any loss/damage or pilferage in transit and ensure safe arrival at destination.

13. The rates quoted must be firm and the offer made must remain open for acceptance for 90 days from the date of opening of the tenderer. The rate quoted must be in word and figure as well. In case any discrepancy in rate given in figures and word, the rate given in words will prevail.

14. The corporation reserves the right to reject any / all tender partly / *cancel* the tender without *assigning* any reason thereof.

15. Based on HEC's requirement and in order to ensure security of supply from more than one sources, the total tendered quantity of any item may be split amongst more than one successful bidder at L1 Landed price. Hence Purchase Order may be placed on more than one firm.

16. Repeat Order: Repeat order for 100% quantity may be placed on successful bidder with mutual consent.

17. **Risk purchase clause** - If order is not executed within the scheduled delivery period then it will be the prerogative of HEC to procure this item at risk & cost of the firm.

18. **Security Deposit (SD) (SD BG format as per annexure C)** – Successful bidder has to deposit the Security Deposit to the extent of 5% of total purchase order value within 21 days from P.O. date and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.

19. **General conditions of the contract** :Unless otherwise specified in the Terms & Conditions above, the order placed as a result of this tender shall be governed by General conditions of contract of purchase of HEC Ltd, which is available in the web site of HEC.(www.hecltd.com)

20. In case bidder is covered under MSME criteria, it is mandatory to quote UAM no. in Bid Documents.

21. The final quantity may vary at the time of finalization of tender; however the proper clarification / confirmation shall be taken from the firms.

22. RESOLUTION OF DISPUTE(s) by ARBITRATION

The parties to the contract at the first instance shall endeavor to settle by mutual discussion all the questions of disputes all differences arising out of , or relating thereto, all 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 company(HEC) for adjudication by a sole arbitrator to be appointed with mutual consent by him (CMD of the company) who(sole arbitrator) shall adjudicate the matter in accordance with the arbitration and conciliation act ,1996(For short "ACT") and publish the award. The party shall have no objection if the sole arbitrator so appointed is an Ex- Employee of HEC, superannuated almost three years ago from the date of reference .If the sole arbitrator for any reason , whatsoever , becomes unable to proceed with the arbitration , the chairman-CUM-Managing Director of the company , 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 the 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 & Conciliation act , 1996 , (As amended from time to time) especially as per the provisions of schedule V and schedule VII and sections 6 , 11(2), 12(5) should be considered during the appointment of sole arbitrator .

23. Law Governing contract-

- (1) This contract shall be governed by the laws of India for the being in force.
- (2) Irrespective of the place of delivery, the place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- (3) Jurisdiction of Courts: For any or all types of disputes arising out of the contract, the exclusive jurisdiction of the court (s) shall be Ranchi in the State of Jharkhand alone.
- (4) Marking of Stores: The marking of the stores must comply with the requirements of the laws relating to Merchandise Marks for the time being in force in India.

24. Earnest Money Deposit- Earnest money of **Rs. 5,000.00** will have to be deposited by the tenderer in the form of demand draft or Bank Guarantee **issued from any nationalized bank payable at Ranchi, in favour of Heavy Engineering Corporation Ltd.**

- a. No EMD shall be required under the following cases on submission of relevant updated documents.
 - i) Firm registered with National Small Industries Corporation / Small Scale Industries / Micro, Small scale industry (MSE), as per Government Directive *.
- b. EMD deposited will be converted to Security Deposit (Part) in case of successful bidder(s).
- c. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
- d. If the successful tenderer fails to furnish the required security deposit within the specified period, its EMD will be forfeited.
- e. EMD furnished by unsuccessful tenderers should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after finalization of the contract.

25. Tender Fee- Tender Fee of **Rs. 200.00** will have to be deposited by the tenderer in the form of demand draft **issued from any nationalized bank payable at Ranchi, in favour of Heavy Engineering Corporation Ltd.**

26. This procurement of goods/services under the reference tender is covered under Public Procurement Policy 2017 & PPC MSME (2012), revised 16.09.2020 and here in after any further revisions.

Mgr./PUR/HMBP
Heavy Engineering Corporation Limited
Dhurwa, Ranchi – Jharkhand (India),

Terms & Conditions:

Sl. No.	Contents	Desired by HEC	Bidders Confirmation
1	Price Term	Price to be quoted on FOR HMBP stores Ranchi basis	
2	Packing and Fwd.	Inclusive	
3	GST Component	To be indicated , HSN no of material and GSTN of firm	
4	Payment Terms	100% payment within 60 days after receipt & acceptance of the material at HMBP store.	
5	Validity of Offer	90 days	
6	Discount offered(Yes/No)	To be indicated separately if any	
7	Delivery Schedule	Within 4 weeks from the date of placement of order.	
8	Test Certificate as per scope of supply	To be provided	
9	Guarantee Certificate	To be provided	
10	EMD Rs. 5,000.00	DD/BG in favour of HEAVY ENGINEERING CORPORATION LIMITED, (Issued from any nationalized bank) payable at Ranchi	
11	Tender Fee Rs. 200.00	DD in favour of HEAVY ENGINEERING CORPORATION LIMITED, (Issued from any nationalized bank) payable at Ranchi	
12	Security Deposit	5% of P.O. value to be submitted within 21 days	
13	UAM (Udyog Aadhar No) No if registered under MSME	To be mentioned by bidder if applicable	
14	L/D Clause	To be Accepted	
15	Guarantee	To be Accepted 12 months from the date of commissioning or 18 months from the date of supply whichever is earlier.	
16	Acceptance of Risk Purchase clause(yes/no)	To be accepted	
17	Inspection	By QCA/HMBP or authorized by QCA/HMBP	
18	General Condition of contract (Clause no. 20 of Commercial terms& Condition)	To be accepted	
19	Please indicate whether your firm is covered under MSEs/MSEs owned SC/ST or covered under SSI separately in Tech. Bid.		

NOTE:

1. Please indicate whether your firm is covered under MSEs/MSEs owned SC/ST or covered under SSI separately in Tech. Bid.

2. Terms & Conditions duly filled in and to be submitted along with Tech –Bid of offer otherwise your offer may not be evaluated.

Format for
BANK GUARANTEE FOR SECURITY DEPOSIT/EMD

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

TO,

M/S HEAVY ENGINEERING CORPORATION LIMITED
PLANT PLAZA ROAD,
DHURWA,
RANCHI – 4

Dear Sir,

In consideration of your agreeing to accept the security deposit of rs.'amount'..... furnishable to you by m/s 'firms name'..... (hereinafter referred to as contractor) in terms of the contract no.'hec's purchase order no'.....for supply of 'details of items'.....(hereinafter referred to as the 'contract') in the form of a bank guarantee in the manner hereinafter contained we.....'bank details'..... branch, having registered office at 'place'..... do hereby covenant and agree with you as follows:

1. We hereby undertake to indemnify you up to a sum of rs.'amount'.....(rupees 'amount in words'.....) against any loss or damage caused to or suffered by you or that may 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 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.'amount'.....(rupees 'amount in words'.....) 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 untill 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 ...'date'..... 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 notwithstanding that the same is or are enforced after the said date.

4. We*'bank name'*....., 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 forebear 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 or so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of rs.*'amount'*.....(rupees*'amount in words'*.....) as aforesaid or extend the period of the guarantee beyond the said date of ...'date'.... 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 surety ship and other rights, if any, which are in any way 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, speed post or telefax to us at our local address as aforesaid.
10. This guarantee and the powers & provisions herein contained are in addition to and not by way of limitation of 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 of 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 contractor in respect of the dispute or controversy.
14. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs.'amount'.....rupees*'amount in words'*.....) and this guarantee shall remain in force until*'date'*.... unless a 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 ...*'date'* + *'6 month'*..... 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
'name of bank'

'signature with seal'

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.

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 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 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 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/eprocure/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