

# REQUEST FOR PROPOSAL

For hiring of a Non-AC vehicle 2500 CCInnova or equivalent (With Driver and without fuel)  
By Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.)

REFERENCE No. 1/1/2018/OV-



सत्यमेव जयते

GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
O/O. THE REGIONAL DIRECTOR, CENTRAL REGION, BHOPAL

Section-1

Table – A: Time and Work frame

For hiring of a Non-AC vehicle 2500 CC Innova or equivalent (With Driver and without fuel) by Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.)-462003

Manual bids shall not be accepted.

**CRITICAL DATE SHEET**

<b>S.No.</b>	<b>Tenders</b>	<b>Dated</b>
1	Date of issue of Tender	20/11/2018 from 11:50
2	Bid document download / sale start date	20/11/2018 from 11:55
3	Start date for submission of filed-in tender document	20/11/2018 from 12.00
4	Bid submission end date	04/12/2018 from 14:55
6	Date of opening of technical bid	05/12/2018 from 15:00
7	Date of meeting with bidders post technical bid opening for presentation and document verification.	05/12/2018 from 15.00
8	Validity of bid	One year from the date of issue of the work order

Dear Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the two Bid system Technical Bid and Financial Bid for providing a Non-AC vehicle 2500 CC to Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal.
2. The System of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

**Document Download: Tender documents may be downloaded from CPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**

Technical Bid should, inter alia, contain all technical details of services and solutions to be provide along with such documentary proofs. Financial Bid should, inter alia, indicate time-wise price and other commercial / financial terms against the times mentioned in the Technical Bid.

### **3. Bid Submission:**

Applications / intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) Technical Proposal, and (ii) Financial Proposal respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.

**Bids shall be submitted online only at CPP website: <https://eprocure.gov.in/eprocure/app>.**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

### **4. Earnest Money Deposit:**

1. The Hard copy of original instructions in respect of cost of earnest money of Rs. 22,500/- (Rupees Twenty Two Thousand Five Hundred) only must be delivered to the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.) in the form of Demand Draft / F. D. R. drawn in the favour of **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal- 462003** on or Bid opening date/ time as mentioned in critical date sheet. Tender shall likely to be liable for legal action for non-submission of original payment instrument like FDR etc. against the submitted Bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.

### **5. The EMD be submitted separately as under:-**

1. Tender inviting authority is the Regional Director, Central Region, Archaeological Survey of India, Bhopal - 462003.
2. Work order shall be for a period of one year and the same may be extended for further two years depending upon satisfactory performance on yearly basis.

**6. Estimated Cost of Tender:**

The estimated cost of the tender is approximately Rs. 4.50 lakhs (Rupees Four Lakhs Fifty Thousand) only.

Address for communication, is as given below;

Contact Details

Contact Person	Madan Singh Chouhan Regional Director, Central Region
Address for communication	Archaeological Survey of India, 1 <sup>ST</sup> Floor, Office Hall, Inner Court Building, G.T.B. Complex, T.T. Nagar, Bhopal (M.P.) – 462003

**7. Cost of Tender:**

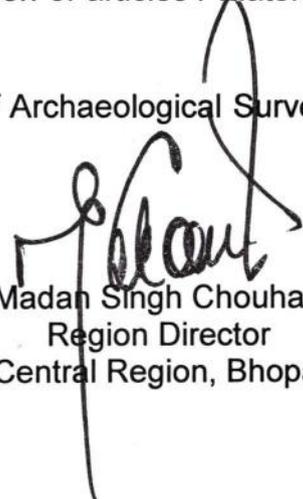
The tender cost of **Rs. 500/- (Rupees Five Hundred)** only non-refundable in the form of Demand Draft drawn in favour of **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal – 462003.**

F.No. 1/1/2017/OV-710  
Government of India  
Archaeological Survey of India  
Office of the Regional Director,  
Central Region, Bhopal

Dated:16/11/2018

**NOTICE INVITING TENDER**

1. Online Tenders on behalf of the President of India, are invited under Two Bid system i.e. Technical Bid and Financial Bid, from registered Transporters / Travel Agency within the Capital of Madhya Pradesh for hiring of Non-AC vehicle 2500 CCInnova or equivalent (with Driver and without fuel) not older than 2016 in good condition for the use in the office of **Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal** for a period of one year, from date of award of contract which is extendable for two years on yearly basis. **The rates should be inclusive of all charges including all taxes and wages of the Driver.**
2. Complete Tender Documents can be accessed from CPP Portal <https://eprocure.gov.in/eprocure/app>.
3. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened **on 05/12/2018 at 3:00PM** in the presence of authorized representative of Bidders as may wish to be personally present.
4. The RD, CR, ASI, reserves the right to amend or withdraw any of this terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Regional Director, Central Region, Archaeological Survey of India, Bhopal regard shall be final and binding on all.
5. The vehicle should be provided with sufficient space for transportation of articles / material from one place to another place.
6. The vehicle should be convenient for visit in remote areas / sites of Archaeological Survey of India.

  
(Madan Singh Chouhan)  
Region Director  
Central Region, Bhopal

Copy to:-

1. Notice Board.
2. Website of the O/o. the RD, CR, ASI.

## GENERAL INSTRUCTIONS FOR TENDERS

2. The Regional Director, Central Region, Archaeological Survey of India, Bhopal-462003 requires quotations from registered Transporters / Travel Agency within the Capital of Madhya Pradesh for hiring of Non-AC vehicle 2500 CC (Innova or equivalent with Driver and without fuel) not older than 2016 and in good running condition for use in the Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.)-462003.
3. The contract will be for period of **One year** from the date of award of contract. The period of contract may be further extended for two more years depending upon satisfactory work on yearly basis, **unless it is curtailed or terminated by this office owing to deficiency in service or any other reason.**
4. The interested Companies / Firms / Agencies may deposit / submit the Earnest Money Deposit (EMD) for Rs. 22,500/- (Rupees Twenty Two Thousand Five Hundred) only in the form of Demand Draft / F.D.R. drawn in the favour of **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal-462003**
5. The critical dates relating to "Tender for providing Non-AC vehicle 2500 CC (Innova/ Mahindra XUV/ Scorpio/ Tavera / Safari Storme with Driver and without fuel) are cited as under:-

Last Date and time for submission of Quotation (Technical)	04/12/2018 at 2:55PM
Date and time for opening of Technical Bids	05/12/2018 at 3:00PM
Date and time for opening of Financial Bids	<b>Shall be indicated separately</b>

6. The Earnest Money Deposit (EMD) of **Rs. 22,500/- (Rupees Twenty Two Thousand Five Hundred)** only refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the agency, failing which the tender shall be rejected summarily.
7. The successful tenders will have to deposit Performance Security Deposit of **Rs. 45,000/- (Rupees Forty Five Thousand)** only in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company / Firm/ Agency but hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal covering the initial period or Demand Draft in favour of **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal**. The FDR will have to be accordingly renewed by the successful tenders.
8. The tendering Companies / Firms/ Agencies are required to enclose photocopies of the following documents along with the Technical Bid failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further:-
  1. The Registration No., make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor / partner of this firm, with comprehensive insurance and pollution certificate.
  2. Valid driving license of driver
  3. Qualification of driver i.e. minimum matriculate.
  4. PAN No. / Service Tax No.
  5. a) Name of Firm  
b) Registered office address of firm

- c) Name of Proprietor / Partner of the firm
  - d) Telephone No. of the firm.
  - e) Mobile No. of Proprietor / Partner of firm.
6. A certificate from bidder that all the term & conditions are acceptable to him.
  7. Income Tax Return for the last 3 years ending on 31/03/2018.
  8. Declaration regarding blacklisting as per format attached.
9. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
10. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
11. The Technical Bid of tenders shall be opened **on 05/12/2018 at 3:00 PM** at Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal. In the presence of the authorized representative of the Companies/ Firms/ Agencies, if any, who are present on the spot at that time.
12. The Regional Director, Central Region, Archaeological Survey of India, Bhopal reserves the right to cancel any or all the bids without assigning any reason.

## TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY / FIRM/ AGENCY

The tendering Company/ Firm/ Agency should fulfill the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

Sl.No.	Requirement	Copy of relevant document	Enclosed Yes/ No	Page No. of Bid Document
1	The Registration No. make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor / partner of the firm, with comprehensive insurance and pollution certificate.	Copies to be attached.		
2	Valid driving license of driver and qualification of driver i.e. minimum matriculate.	Copies to be attached.		
3	PAN No. / Services Tax/ Registration No.	Copy of Pan No./ Service Tax and Registration No.		
4	The Registered Office or one office of the Branch Office of the Company / firm/ Agency should be located in Bhopal / M.P.	Proof of Address.		
5	The Company / firm/ Agency should have completed 3 orders of providing of vehicles during the last one work order for providing a vehicle to Ministry / Govt. offices. / Govt. organizations.	Copy of work order to be attached		
6	A certificate from bidder that all the terms & conditions are acceptable to him	Copy of the certificate		
7	Income Tax Return for the last 3 years ending on 31/03/2018.	Copies to be attached		

## APPLICATION FOR TENDER

1. Name of Tendering Company / Firm/ Agency  
(Attach certificate of registration)

2. Name of proprietor / Director of Company / Firm/ Agency:

3. Full Address or Regd. Office-----  
-----  
-----  
-----

Telephone No. -----Fax No. -----E-Mail address-----

4. Full address of Operating Branch -----  
-----  
-----  
-----

5. PAN/GIR No./Service Tax Reg.No.--- -----  
GST Registration of any -----  
(Attach self-attested copy) -----

6. Give details of the major similar contracts handled by the tendering Company / Firm/ Agency during the last three years in the following format:-

Sl.No.	Details of client with address, telephone and FAX Nos.	Amount value of Contract (Rs. In lakhs)	Duration of Contract	
			From	To
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

7. Additional information, if any  
(Attach separate sheet, if required)

Date:

Place:

Signature of authorized person  
Name

Seal:

## DECLARATION

1. I -----Son/Daughter of Shri-----signatory of the agency/ firm mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry / Department of Government of India, and Government of India undertaking in the last three Years as on date of opening of this Tender.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. 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:

Date:

Place:

Signature of authorized person  
Full Name

Seal:

**APPLICATION FOR TECHNICAL BID**  
**For providing a Non-AC vehicle 2500 CC**  
**(Innova or equilent with Driver and without fuel)**

Name of tendering Company / Firm / Agency/-----

Sl.No.	Requirement	Copy of relevant document	Enclosed Yes/ No	Page No. of Bid Document
1	The Registration No. make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor / partner of the firm, with comprehensive insurance and pollution certificate.	Copies to be attached.		
2	Valid driving license of driver and qualification of driver i.e. minimum matriculate.	Copies to be attached.		
3	PAN No. / Services Tax/ Registration No.	Copy of Pan No./ Service Tax and Registration No.		
4	The Registered Office or one office of the Branch Office of the Company / firm/ Agency should be located in Bhopal / M.P.	Proof of Address.		
5	The Company / firm/ Agency should have completed 3 orders of providing of vehicles during the last one work order for providing a vehicle to Ministry / Govt. offices. / Govt. organizations.	Copy of work order to be attached		
6	A certificate from bidder that all the terms & conditions are acceptable to him	Copy of the certificate		
7	Income Tax Return for the last 3 years ending on 31/03/2017.	Copies to be attached		

Date:

Place:

Signature of authorized person  
Full Name

Seal:

**Financial Bid**

Monthly Basis (For first 2500 K.M. in a month) with driver excluding cost of fuel & including all taxes.

Sl. No.	Particular	Amount in (Rs.)	Charges for extra km.	Charges for extra hour
1	Non-AC vehicle 2500 CC (Innova or equivalent with Driver and without fuel) fixed monthly charges for first 2500 K.M. in a month with limitation on hours of uses.			

Signature-----

Name-----

Company seal-----

Date-----

## EVALUATION CRITERIA

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quoted lowest rate for providing a Non-AC vehicle with driver, without fuel & including all taxes will be declared L1.
3. In case of tie in lowest rate, the Company / Firm / Agency who has completed more work order in last 3 years for providing higher number of vehicle in Ministries/ Government offices/ Government organizations shall be declared L1. Copies of order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to L1 bidder.

Government of India  
Archaeological Survey of India  
Office of the Regional Director,  
Central Region, Bhopal

**Term and conditions for hiring of Non-AC vehicle 2500 CC Innova or equivalent (with driver & without fuel) on monthly basis for official use in the Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.)**

1. The vehicle should be in excellent running condition and should be of 2016 and above make. The vehicle must be registered either in the name of the firm or in the name of proprietor / partner of the firm. Copies of registration certificate of the vehicle comprehensive insurance will have to be enclosed with the technical Bid failing which the Bid will be rejected.
2. The driver of the vehicle should be well experienced and have adequate knowledge of All MP roads. He should be in proper Uniform and well behaved.
3. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
4. The successful firm will have to deposit a performance security (PSD) of **Rs. 45,000/- (Rupees Forty Five Thousand)** only in the form of Fixed Deposit Receipt (FDR) made in the name of the firm but hypothecated to the **Superintending Archaeologist, Archaeological Survey of India, Bhopal Circle, Bhopal** within fifteen days of the award of the Contract. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenders.
5. The vehicles and drivers once offered will not be changed. In rare case it will be allowed with prior permission of the Regional Director, Central Region, Archaeological Survey of India, Bhopal (M.P.) in case of the Vehicle/ Driver is changed without prior consent of the officer, 70% of the charges payable for the day(s) would be deducted on each occasion.
6. The chargeable mileage will be the total mileage (starting & ending point 'Gomatika Parisar garage') limited to the mileage from garage to G.T.B. Complex, T. T. Nagar, Bhopal/ intimated reporting place upto 10kms. Per day (i.e. a distance of upto 5kms. Between the garage to G.T.B. Complex, T.T. Nagar, reporting place in chargeable).
7. The vehicles are expected to normally remain with the office for official use during 9:00AM to 8:30PM on working / non-working days, but may be also required for longer hours and on holidays.
8. The agency must have 24 hours working telephone system so that requirement of cars can be met at short notice at odd hours and on holiday. It would be desirable for the drivers to have mobile phones so that they could be contacted for duty.

9. No request for escalation in rates shall be entertained for whatever reasons, during the period of the contract.
10. Actual parking charges / toll taxes / entry taxes /inter-state for journeys will be reimbursed along with the hiring charges bill.
11. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by duty slips, duly certified by the officer concerned should be submitted after each completed month by 7<sup>th</sup> of the following month without fail.
12. The driver deputed on duty must possess a valid driving license and must be properly verified by Firm.
13. The driver shall be in possession of all valid documents concerning the vehicle such as driver's license, road tax paid, registration, pollution under check, insurance papers etc. while on duty as per the law of the land. The mission will not be responsible to pay any penalty imposed by Govt. authorities in this regard or compensation for accidents etc. during the contract period.
- 14. Period of contract shall be for one year from the date of award of the contract which may be extended by two years, subject to satisfactory performance, on yearly basis. The Regional Director, Central Region, Archaeological Survey of India, Bhopal also reserve the right to terminate the contract at any time or at any stage during the contract period without giving any notice or assigning any reason. No compensation will be payable to the firm on this account. The decision of the Regional Director, Central Region, Bhopal in the matter will be final.**
15. A penalty of Rs. 100/- per day may be levied, if vehicle fails to meet the terms and conditions prescribed herein on any day or operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forth with at the risk and cost of the firm.
16. The vehicle on duty shall have to be kept in clean, odor free and good running condition. The seats shall be covered with neat and good quality seat covers. No payments shall be made if the vehicle is found in dirty or shabby condition.
17. In case of any break down while on journey, all the expense are to be borne by the firm. Further substitute arrangement, if any, shall have to be made by the firm failing which the taxi will be hired from the open market and the expense incurred thereon shall be deducted from the monthly bill of the firm.
18. The rates quoted would be valid for a period of one year with the effect from the date of conclusion of the contract.
19. In the event of the firm backing out of the contract midstream, without any explicit consent of this office (Office of the Regional Director, Central Region, Archaeological Survey of India, Bhopal), the firm will be liable to the recovery of highest rates, via-a-vis those contracted, which may have to be incurred by this office on transportation of officer for the

balance period of contract through alternatives means. The bill amount of the month along with performance security would be forfeited.

20. In case of any theft or loss of property due to negligence or carelessness of driver, the firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the performance security amount / bills of the firm.
21. The firm shall ensure proper conduct of the driver in office premises, and enforce prohibition or consumption of alcoholic drinks, paan, smoking and loitering without work.
22. The firm shall be responsible for the contract and integrity of driver deployed for duty in the Mission and will also be responsible for any act of commission or omission on this part. The firm will vouch for their character and integrity.
23. The firm shall ensure deployment of suitable driver from proper background investigation. The character and antecedents of the driver will be got verified by the firm from the Police before their deployment on duty. A copy of verification report has to be furnished to the Department.
24. The Regional Director, Central Region, Archaeological Survey of India, Bhopal office will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings and equipment of the drivers/ firm or vehicle of the firm.
25. The firm shall be liable for depositing all taxes, levies, cess etc. on the amount of service rendered by it to the Regional Director, Central Region, Archaeological Survey of India, Bhopal to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
26. The Tax at source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
27. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency without the prior written consent of **Regional Director, Central Region, Archaeological Survey of India, Bhopal**. The circumstances for change will be submitted in writing to ASI for approval in the first.
28. Legal disputes, if any, arising during the course of agreement will be settled in Bhopal (Madhya Pradesh) only.
29. If the vehicle or driver is found to be engaging/being party to any illegal activity, its contract will be terminated and Security Deposit will not be refunded.
30. The tender should be duly registered with concerned Central/State Government authorities and should be a well-established taxi agency/firm (hereinafter referred to as the agency/firm).

### **31.FORCE MAJEURE**

Force majeure clause will mean and be limited to the following in the execution of the contract /work order placed by Regional Director, Central Region, Archaeological Survey of India, Bhopal:-

"If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to events) provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Regional Director, Central Region, Archaeological Survey of India, Bhopal as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract".

### **32.ARBITRATION**

Regional Director, Central Region, Archaeological Survey of India, Bhopal and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by D.G., A.S.I., and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhopal (Madhya Pradesh)

### **33.APPLICABLE LAW**

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

## 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 Enrolment**" 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 Certificate 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 tender 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 Tender's folders. 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 contract 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 car copy, annual reports, auditor certificate etc.) has been provided to the Bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline to pay the tender fee/ EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the 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 reject.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has 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 colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without

changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadline 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 person 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 summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgment of the submission of the Bid. This acknowledgment may be used as an entry pass for any Bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant 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 Mobile Number - + 918826246593 Tel: The 24x7 help Desk Number 0120-4200462, 0120-4001002,

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance to Terms & Conditions of Tender.

Tender Reference No.F.No. 1/1/2018/OV-

Name of Tender / Work

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Dear Sir,

1. I/ we have downloaded / obtained the tender documents (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 form page No-----to -----(including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we abide hereby the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department / Public sector undertaking.
5. 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.

Your's Faithfully,

(Signature of the Bidder, with Official Seal)