



Hkkj rh; d f'k vuq a'kku i f j "kn~ dk i whz vuq a'kku i f j l j

ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Farming System Research Centre for Hill & Plateau Region

कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र

प्लाण्डु, राँची-834010(झारखण्ड) Plandu, Ranchi-834010 (Jharkhand)

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING
DOCUMENTS FOR ANNUAL RATE CONTRACT FOR SUPPLY
OF FYM & VERMICOMPOST AT ICAR-RCER, FSRCHPR,
RANCHI**

**Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)**

NOTICE INVITING ONLINE TENDER

File No. RC-Ranchi/20-21/Purchase-11/ARC of FYM/Vermicompost

Date : 14.12.2020

The ICAR-ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill & Plateau Region, Ranchi is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Head, ICAR-RCER, FSRCHPR, Ranchi (India), invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for supply of FYM & Vermicompost on Annual Rate Contract rate basis at ICAR-RCER, FSRCHPR, Ranchi.

Sr. No.	Particulars	Annual Requirement
1.	FYM (Well rotten)	20,000 ó 25,000 Cft
2	Vermicompost **	80,000 ó 90,000 Kg

* Delivery Schedule: Within 10-20 days, after issuing/receiving the supply orders.

** Free from sand, soil & stones & other inert material



Hkkj rh; d f" k vu d ' kku i f j " kn- dk i whz vu d ' kku i f j l j
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Farming System Research Centre for Hill & Plateau Region
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची-834010(झारखण्ड) Plandu, Ranchi-834010 (Jharkhand)

CRITICAL DATE SHEET

Tender Enquiry No.: RC-Ranchi/20-21/Purchase-11/ARC of FYM/Vermicompost	
Date of release of Tender through e-procurement	14.12.2020
Document Download Date	14.12.2020
Bid Submission start Date (on line)	16.12.2020
Bid Submission End Date and Time (on line)	4.1.2021 at 02.00 PM
Date and Time for Opening of Technical Bids	6.1.2021 at 02.00 PM
Last date for Receipt of Tender fees, EMD at ICAR-RCER, FSRCHPR, Ranchi (offline)	4.1.2021 at 02.00 PM
E.M.D to be paid in the shape of Demand Draft in favour of "Head, ICAR-RCER, RC, Ranchi" and payable at "Ranchi" obtained from Nationalized Bank only.	Rs. 10,000/- (Rupees ten thousand only)
Tender Document Fee to be paid in the shape of Demand Draft "Head, ICAR-RCER, RC, Ranchi" and payable at "Ranchi" obtained from Nationalized Bank only.	Rs. 1,000/- (Rupees one thousand only)
Address for Communication	Head, ICAR Research Complex for Eastern Region, FSRCHPR, Plandu, P.O. Rajaulatu, PS – Namkum, Ranchi-834010
Tender fees and EMD should be submitted to the Head, ICAR Research Complex for Eastern Region, FSRCHPR, Plandu, P.O. Rajaulatu, PS – Namkum, Ranchi- 834010 before bid submission end date and time by Post/Speed Post/Courier only.	

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-RCER website www.icarrcer.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. **EMD defined on the Portal is MINIMUM i.e. Rs. 10,000/-(Rupees ten thousand only) as indicated in the EMD column of the above table.**
4. **ICAR-RCER, FSRCHPRRC, Ranchi** will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.

5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
6. ICAR-RCER, FSRCHPR, Ranchi reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
7. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
8. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part. You are, however, at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
9. **Performance Security @ 2% of the anticipated overall drawal during the rate-contract period of one year, will be obtained at the time of award of rate-contract**, from the successful rate-contract awardee(s), in the shape of Demand Draft/Bank Guarantee drawn in favour of "**Head, ICAR-RCER, RC, Ranchi**" *which will be refunded after satisfactory completion of rate-contract period of one year*. In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.
10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
11. The GST or any other tax which is as per the rules of the Govt., shall be deducted at source from bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
12. Decision of the Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
13. The evaluation of bids will be based on the item wise lowest bid-price among the Technically responsive bidders, to be based on the lowest bid-price for any individual items. As such, the Negotiation, if any, will be held only with the bidder, whose overall consolidated bid-price is found to be the lowest. While awarding the contract, the Institute may choose to delete certain items, if their respective bid-prices appear to be unreasonable.

Place: Ranchi
Date: 14.12.2020

**Sd/
Assistant Administrative Officer**



Hkkj rh; d f" k vuq a'kku i fj "kn~ dk i whz vuq a'kku i fj l j

ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Farming System Research Centre for Hill & Plateau Region

कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र

प्लाण्डु, राँची-834010 (झारखण्ड) **Plandu, Ranchi-834010 (Jharkhand)**

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. For more information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

3. The item shall be in compliance with the specifications mentioned in bid document and shall be of the best quality and high standards.

4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.

5. **Director, ICAR-RCER, Patna** reserves the right to reject any tender/bid wholly or partly without assigning any reason.

6. The Technical Committee constituted by the **Head, ICAR-RCER, FSRCHPR, Ranchi** shall have the right to verify the particulars furnished by the bidder independently.

7. Tenderer shall take in to account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. **ICAR-RCER, FSRCHPR, Ranchi** be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

8. The item should be delivered at **ICAR-RCER, FSRCHPR, Ranchi** and the supplier shall be responsible for any damage during the transit of goods.

9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.

10. All the communications with respect to the tender shall be addressed to: **The Head, ICAR RCER, FSRCHPR, Plandu, P.O. Rajaulatu, P.S – Namkum, Ranchi – 834 010 (Jharkhand).**

11. The bidders are required to upload documentary evidence in support of the following qualification criteria.

Mandatory documents to be attached are:

1) TECHNICAL BID

- i. Registration certificate of Firm with Government.**
- ii. Goods and Service Tax Number of Firm.**
- iii. Pan Card and Income Tax Return of the financial year 2017-18 and 2018-19 of the Firm.**
- iv. Scan copy of experience of at least one year in the field for supply of FYM & Vermi compost in last 5 (five) years (2015-16 to 2019-2020).**
- v. Minimum turnover of the firm should not be less than Rs. 10.00 lakhs (Rupees ten lakhs only) during financial year 2017-18 and 2018-19.**
- vi. Scanned copy of tender fee and earnest money deposit (EMD)/its exemption, if any.**

2) FINANCIAL BID

- (a) Price Bid as BoQ.xls**
- (b) Price Bid/ Financial Bid Declaration**

**Sd-
Assistant Administrative Officer**



हक़्क़ र्क; दफ़्क वुद अकु इ फ़्कन-दक इ व्हल वुद अकु इ फ़्कल ज

ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Farming System Research Centre for Hill & Plateau Region

कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र

प्लाण्डु, राँची-834010 (झारखण्ड) Plandu, Ranchi-834010 (Jharkhand)

TERMS & CONDITIONS OF CONTRACT

1. The Bidder(s) may note that **ONLINE BIDS** will **ONLY** be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded **On-line** <http://eprocure.gov.in/eprocure/app>. The Bids sent through **FAX, E-mail, by hand and/or by post** shall not be accepted/ processed, in any case.
2. The detail specification for supply of FYM, Vermicompost on ARC rate basis required in given below:-

Sr. No.	Particulars	Annual Requirement
1.	FYM (Well rotten)	20,000 ó 25,000 Cft
2	Vermicompost **	80,000 ó 90,000 Kg

* **Delivery Schedule: Within 10-20 days, after issuing/receiving the supply orders.**

** **Free from sand, soil & stones & other inert material**

3. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
4. The bidders may submit duly filled and completed bidding document **ONLINE** as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
5. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with **ICAR- RCER, FSRCHPR, Ranchi**.
6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The **ICAR- RCER, FSRCHPR, Ranchi** reserves the right to accept or reject any or all the tenders.
7. **Bid Validity: 180 days.**
8. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
9. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.

10. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only, in favour of Head, ICAR-RCER, RC, Ranchi}** payable at **Ranchi**.
11. Name of the Tenderer and Tender reference number has to be furnished behind the EMD/Tender Fee Demand Draft. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover of the E-tender. The offers without bid security will be rejected.
12. The EMD will be returned to the unsuccessful bidders.
13. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
14. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs. 1,00,000.00 shall have to deposit performance security at the rate of 2% (two percent) of the contract value within 10 days of receipt of confirmed Purchase/Supply Order.**
15. The Institute reserves the right to reject any or all of the tenders received without assigning any reason.
16. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.
17. The bidder should not have been black-listed by any organization on any grounds.
18. Bidder shall ensure submission of complete information / documents at the first instance itself. The Institute reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
19. Please note that falsification/suppression of information shall lead to the disqualification of the tenderer among other measures as deem fit by Competent Authority of this Institute.
20. Tenders should be complete in all respects and incomplete tenders and tenders not complying with the terms and conditions of the tender document will be summarily rejected without any notice.
21. Income tax deduction will be made at source from all payments as per laid down rules of Ministry of Finance.
22. No other terms and conditions are acceptable from the contractor if not stipulated in the work order or accepted.
23. The rates should be quoted as per Format of financial bid enclosed with this tender document for FOR/delivery at **ICAR-RCER, FSRCHPR, Ranchi**.
24. The ARC proposal/tender/bid should be strictly for items of the specification, best quality and feed ingredients should be as per BIS (Bureau of Indian Standard) only. The Warranty period of feed must be mentioned in the proposal/tender/bid.
25. Conditional tender/bid will not be entertained and the same will be rejected automatically.
26. Payment shall be made only on the completion of the supply in good condition as per verified weight/measurement mentioned in the supply order. No advance payment will be made in any circumstances.
27. The supply must be made within **10-20 days** from the date of placing the supply order, failing which **penalty will be charges @ 0.05% per day**.
28. The **Head, ICAR-RCER, FSRCHPR, Ranchi** reserves the right to accept or reject any or all Tender or part tender without assigning any reason thereof.

29. The **Head, ICAR-RCER, FSRCHPR, Ranchi** also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotation / finalization of the tender and assignment of the job without assigning any reason therefore. The decision of the **Head, ICAR-RCER, FSRCHPR, Ranchi** in all these matters shall be final and binding.

**Sd/
Assistant Administrative Officer**



Hkkj rh; d f" k vud d kku i f j " kn- dk i whz vud d kku i f j l j
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Farming System Research Centre for Hill & Plateau Region
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची-834010(झारखण्ड) Plandu, Ranchi-834010 (Jharkhand)

Annexure-I

(On the letter head of the Firm)

Name of the Firm	:			
Tender Reference No.	:			
Name of the Tender/work	:			
Check List				
Sl. No.	Details	Submitted (Yes/No)	If submitted , mention page no. of pdf file	Remarks
1	Registration certificate of Firm with Government			
2	Goods and Service Tax Number			
3	Pan Card and Income Tax Return of the financial year 2017-18 and 2018-19.			
4	Scan copy of experience of at least one year in the field for supply of FYM, Vermi compst on ARC rate basis in last five years (2015-16 to 2019-2020)			
5	Minimum turnover of the firm should not be less than Rs.10.00 lakhs (Rupees ten lakhs only) during financial year 2017-18 and 2018-19.			
6	Scanned copy of tender fee and earnest money deposit (EMD)/its exemption, if any.			

Signature of Bidder with Official Seal



Hkkj rh; d f'k vuq a'kku i f j "kn- dk i whz vuq a'kku i f j l j

ICAR RESEARCH COMPLEX FOR EASTERN REGION

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Farming System Research Centre for Hill & Plateau Region

कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र

प्लाण्डु, राँची-834010 (झारखण्ड) **Plandu, Ranchi-834010 (Jharkhand)**

Annexure-II

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.	
2	Goods & Service Tax Registration No.	
3	Bank details:	
	a Bank Name	
	b Branch Address	
	c Account No.	
	d Type of Account (Current/Savings)	
	e MICR No.	
	f RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



Hkkj rh; d'f'k vuq a'kku ifj"kn~dk iwhz vuq a'kku ifj| j
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Farming System Research Centre for Hill & Plateau Region
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची-834010(झारखण्ड) Plandu, Ranchi-834010 (Jharkhand)

Annexure-III

(On the letter head of the Firm)

CERTIFICATE ABOUT NON BLACK LISTING

We.....on this date ----- do hereby

certify that our company / firm has not been blacklisted by any Government Department / Government Educational Institutions / Research Institute(s) on any grounds.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----



Hkkj rh; d f" k vuq a' kku i f j " kn- dk i w h z vuq a' kku i f j l j
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Farming System Research Centre for Hill & Plateau Region
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची-834010(झारखण्ड) **Plandu, Ranchi-834010 (Jharkhand)**

Annexure- IV

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

Date:

To,
The Director
ICAR Research Complex for Eastern Region,
ICAR Parisar, P.O.: Bihar Veterinary College,
Patna 6 800 014 (BIHAR) INDIA

Sub: Acceptance of Terms & Conditions of Tender for **ANNUAL RATE CONTRACT FOR SUPPLY OF FYM, VERMICOMPOST AT ICAR-RCER, FSRCHPR, Ranchi.**

Tender Reference No: _____

Name of Tender / Work: - -----

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the

contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



Hkkj rh; d f" k vuq d' kku i fj " kn~ dk i w h z vuq d' kku i fj l j
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Farming System Research Centre for Hill & Plateau Region
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची-834010(झारखण्ड) **Plandu, Ranchi-834010 (Jharkhand)**

Annexure V

(On the letter head of the Firm)
Financial Bid/Price Bid Undertaking

UNDERTAKING

1. I submit the Financial Bid for **ANNUAL RATE CONTRACT FOR SUPPLY OF FYM, VERMICOMPOST AT ICAR-RCER, FSRCHPR, Ranchi** as envisaged in the Tender document of Tender Id.....
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

SIGNATURE OF BIDDER & STAMP

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as "Offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must 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. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

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

General Instructions to the Bidders

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

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY

CPP Portal website: www.eprocure.gov.in

Assistant Admin. Officer