

**OFFICE OF THE DY. COMMISSIONER OF POLICE: INTEGRATED COMPLEX,
OPS. & COMMUNICATION, FC-50, SHALIMAR BAGH, DELHI -110088.**

TENDER NOTICE NO. V/13/16/DP/OPS. & COM/WIRELESS CONFERENCE SYSTEM

Dated: 06.09.2017

TERMS & CONDITIONS

Online e-tenders are invited in two bid system i.e. Technical Bid and Price Bid by the undersigned from the manufacturers/authorized distributors dealing in the trade for the purchase & installation of following item(s) through Central Public Procurement portal e-tender system website: <https://eprocure.gov.in/eprocure/app> by 1030 Hrs. on 03.10.2017. Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason:-

Sl. No	Name of the item	QTY	Delivery Period	Application fee	Earnest Money
1.	WIRELESS CHAIRMAN UNIT	01 NOS	30 days	Rs.500/- (Non-refundable)	Rs.15,000/-
2.	WIRELESS DELEGATE UNIT	13			
3.	HOST UNIT RECIEVER	01			
4.	GOOSENECK MIKE	14			
5.	RECHARGEABLE BATTERY/SET WITH CHARGER	08 SET.			
6.	POWR AMPLIFIER	01			
7.	CEILING SPEAKER	06			
8.	(a) CORDLESS MICROPHONE (HAND HELD) (b) CORDLESS MICROPHONE (RECEIVER)	01 01			
9.	SPEAKER AUDIO CABLE 40/0.2 MM, 2 CORE CABLE WITH PVC CHANNEL / BATTEN.	APP ROX 150 MTR			
10.	METAL/WOODEN EQUIPMENT RACK LOCKABLE FOR ALL AMPLIFIERS & WIRELESS RECEIVER.	01			
11.	INSTALLATION AND COMMISSIONING.	Lot			

The technical specification and Schedule of Requirement of required Wireless Conference System are enclosed with this form at **Annexure-B & C**. Instructions for submitting on-line e-tender are enclosed at **Annexure-E**. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the following terms and conditions:-

1. The tender document can be downloaded from Central Public Procurement Portal website <http://eprocure.gov.in/eprocure/app>. Bid submission will be closed on **03.09.2017 at 1030 Hours**.
2. Online technical bids will be opened at **1100 Hrs. on 04.10.2017 in the Committee Room, Old Police Lines, 5, Rajpur Road, Delhi-110054**. The bidders or their authorized representatives may be present, if they so desire.

3. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee. They should also bring Letter-Head of the firm with an undertaking that any decision/negotiation taken by them would be accepted by firm.
4. Only one representative shall be allowed to attend the meeting of the Purchase Committee on behalf of tendering firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of firm bearing an authority letter, whose specimen signatures should be attested by the firm's authorized signatory having seal of the firm.
5. **The bidders shall arrange the live demonstration of the quoted Wireless Conference System in the office of Deputy Commissioner of Police, Operations & Communication, FC-50, Shalimar Bagh, Delhi-110088.**
6. After evaluation of the Technical bids and the demonstration, the short-listed Bidders will be intimated. Decision of the committee on technical suitability of the offer shall be final.
7. The Commercial bids of the short-listed Bidders will only be opened and such short-listed bidders will be intimated about the date and time accordingly. The short-listed bidders or their authorized representatives may be present, if they so desire.
8. **Only sales tax/VAT/GST payee agencies are eligible to fill this tender.** Interested agencies shall quote their sale tax/Tin Number of VAT/GST in their quotation and also attach legible scanned documentary proof of having registered with Sales Tax/VAT/GST department for such store/items etc. with the technical bid.
9. The legible **scanned copy** of application fee of **Rs.500/- (Rupees Five Hundred only)** in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Dy. Commissioner of Police (Communication), Delhi shall be attached in the prescribed column alongwith the Technical Bid of Tender The original DD/Pay Order/ Bankers Cheque of Application Fee shall be submitted by the bidder in the office of the undersigned on or before of tender opening. **The application fee is non-refundable and failure to do so will result in rejection of the bid.**
10. The firm registered with the Central Purchase Organization (e.g. DGS&D) and National Small Scale Industries Corporation (NSIC) for the requisite item/items are exempted from Application Fee. However, the bidders will have to submit copy of Registration Certificate with the technical bid of the tender to avail the exemption.
11. The legible **scanned copy** of Earnest Money Deposit (EMD) of **Rs.15,000/- (Rupees Fifty Thousand only)** shall be deposited by the bidders with the Technical bid. **No tender will be accepted without requisite E.M.D.** as mentioned in tender notice. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Dy. Commissioner of Police, Communication, Delhi payable at Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The EMD should be valid for Forty Five (45) days beyond bid validity i.e Six Months from the date of opening of the tender. The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder on or before of tender opening. **Failure to do so will result in rejection of the bid.**
12. All SSI units registered with NSIC and DGS&D for this item as per specification are exempted from the EMD. **They have to attach the legible scanned copy of valid registration document/exemption certificate with the technical bid.**
13. The legible **scanned copy** of latest receipt/return in respect of Sales Tax/VAT/GST deposited with Sales Tax/VAT/GST department in the language of English/Hindi must be attached with technical bid.
14. As per instructions of the Government, the tender document has been published on the Central Public Procurement Portal: <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 before the stipulated date & time.
15. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.

16. Submission of on line scanned copies of unwanted/irrelevant documents /out of contest document to disturb/misuse the online procurement system will be taken seriously and stringent action will be taken against such bidders, besides action for rejection of bids and blacklisting of firm will be initiated.
17. **Conditional tender will not be accepted.**
18. **Optional tender will not be accepted.** The firm should have to quote for only one model. Options either in model or in rates will not be accepted and the tender will be rejected straightway.
19. The firm whose rates are accepted will have to deposit 10% of the total cost of the item/stores/equipments, as Security Money in the shape of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Communication, Delhi within 10 (ten) days from the date of supply order placed to the firm. Security Money shall bear no interest. Security Money should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including Warranty/Guarantee period etc.
20. In case, the firm does not install and commission the Wireless Conference System within the stipulated period, liquidated damage charges will be charged @ 1% (one percent) of total cost per week (07 days) of the item, which may be charged maximum upto the limit of 10%. Besides, action will be initiated to blacklist the firm and forfeiture of its Performance Security Money.
21. The price must be quoted as per proforma price schedule **Annexure "A"**. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price both in words as well as in figures. Any over writing/cutting etc render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.
22. In case successful bidder fails to deposit the Performance Security Money, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
23. **The Bid shall remain valid for six calendar months from the date of opening of the tender.**
24. The rates will be F.O.R. at Integrated Complex, Operations & Communication, FC-50, Shalimar Bagh, Delhi-110088.
25. In case the firm fails to supply the item within stipulated delivery period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the Performance Security Money or pending bills of the defaulting firm as the case may be, by calling explanation after issuing notice.
26. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
27. After examination of the technical bid and price bid, the purchase committee will have discretion to award the contract to more than one firm, if their L-1 rates are same.
28. The payment will be made after receipt/final acceptance of goods in good condition as per prescribed specification. **No advance payment will be made. Under no circumstances, sub-standard material will be accepted.**
29. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
30. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
31. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
32. The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.

33. The legible scanned copy of proper filled "Tender Acceptance Letter" (**Annexure-D**) duly signed & stamped by the bidder should be attached with the technical bid.
34. All the firms participating in the Tender must attach a list of their owners/ partners etc. and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with technical bid.
35. The tender will be rejected straightway without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.
36. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
37. In case of violation of any clause of contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
38. Only manufacturers or authorized distributor can participate in the tender. The bidders must have to submit scanned copy of proper valid authorization certificate from the Manufacturer in their favour alongwith OEM proof issued by any Govt. Agency. If the bidder is a Manufacturer, they have to submit a scanned copy of Manufacturing Certificate issued by any Govt. Agency like NSIC, DGS&D etc. This is subject to verification if necessary. Further, if the bidder is a foreign manufacturer, they have to submit a scanned copy of manufacturing certificate issued by any government agency.
39. **In case both manufacturer and its authorised distributor, participated in the tender, the bid of authorised distributor will not be entertained and its EMD will be refunded.**
40. Indian agents, who desire to quote directly on behalf of their foreign principals (manufacturers), have to submit scanned copy of the valid certificate of enlistment from the Central Purchase Organization (eg. DGS&D, NSIC etc). No foreign bidder can participate directly in the tender.
41. Tenderer(s) shall indicate complete specifications and all features of the Wireless Conference System. The legible scanned copy of technical specifications alongwith literature/brochures of quoted product must attach with the technical bid by the bidder.
42. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness & capability of the item and any other information given by the tendering firms.
43. The tendering firm will also submit an **undertaking** that the product offered by them is as per technical specifications of the tender.
44. **The tenderer(s) shall submit an undertaking mentioning therein the period of guarantee/warranty of the subjected store for a period of at least 12 (Twelve) months from the date of final acceptance after the installation and commissioning of Wireless Conference System..**
45. If the supplier firm fails to repair or replace the defective parts during guarantee/warranty period free of cost, within one week, the user will be free to get the same repaired/replaced from the market and its cost will be adjusted from the pending bills/security deposit of the firm.

NOTE :-

(A) THE SELF ATTESTED & STAMPED SCANNED COPIES OF FOLLOWING DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID:-

1. The Demand draft of **Rs.500/-** as Application Fee as per clause No.8.
2. Certificate regarding registration with DGS&D and NSIC if claim Application Fee exemption as per clause No.9.
3. E.M.D. in favour of DCP/Communication, Delhi amounting **Rs.15,000/-** as per clause No.10.

4. Certificate regarding registration with DGS&D and NSIC, if claim EMD exemption as per clause Nos.11.
5. Sale Tax/VAT Registration Certificate as per clause No.7.
6. Copy of latest Sales Tax/VAT deposit receipt as per clause No.12.
7. List of owners/partners/directors etc. as per clause No.33.
8. Certificate for non-blacklisting of firm and non-registration of criminal case, as per Clause No.33.
9. Copy of authorized distributorship/ Manufacturer proof/ valid enlistment certificate from CPO as per clause No.37 & 38.
10. Technical specifications alongwith literature/brochure of the quoted products as per clause No.39.
11. Tender Acceptance Letter **(Annexure-D)**.
12. Undertaking that the product offered by them is as per technical specifications of the tender as per clause No.41.
13. Undertaking for comprehensive warranty/guarantee for the period as per clause 42.

(B) THE SELF ATTESTED & STAMPED SCANNED COPIES OF FOLLOWING DOCUMENTS REQUIRED TO BE ATTACHED WITH PRICE BID :-

PRICE BID shall contain price only and no other documents shall be attached with the Price bid.

1. Details of Rates of the item quoted by the tenderer shall be submitted on their letter pad as per **Annexure "A"** format in clear terms, both in words as well as in figures. The cutting & over-writing in the price bid is not valid. **The option in the rates will not be entertained.**

**(DEVENDER ARYA) IPS
DY. COMMISSIONER OF POLICE
OPS. & COMMUNICATION: DELHI.**

SIGN. OF TENDERER: _____
NAME IN BLOCK LETTERS: _____
FULL ADDRESS : _____

PROFORMA FOR PRICE SCHEDULE

(Enclose with commercial bid)

**TENDER FOR THE PURCHASE AND INSTALLATION OF WIRELESS CONFERENCE SYTEM AGAINST
TENDER NO. V/13/16/DP/OPS. & COM/WIRELESS CONFERENCE SYSTEM**

Date of opening.....Hrs. TimeHrs.

We _____ hereby certify that we are established manufacturers or the authorized distributors of M/s _____ with factories at _____ which are fitted with modern equipment and where production methods, quality control and testing of all materials manufactured or used by us are open to inspection by the representative of the purchaser. We hereby offer to supply the following items at the prices indicated below:

S. No.	Description of work/ item	Qty.	Unit Price In Indian Rupees	Extended Price In Indian Rupees c x d	GST In Indian Rupees	Total Price with GST In Indian Rupees e+f
a	b	c	d	e	f	i
1.	WIRELESS CHAIRMAN UNIT	01 NOS				
2.	WIRELESS DELEGATE UNIT	13				
3.	HOST UNIT RECIEVER	01				
4.	GOOSENECK MIKE	14				
5.	RECHARGEABLE BATTERY/SET WITH CHARGER	08 SET.				
6.	POWR AMPLIFIER	01				
7.	CEILING SPEAKER	06				
8.	(c) CORDLESS MICROPHONE (HAND HELD) (d) CORDLESS MICROPHONE (RECEIVER)	01 01				
9.	SPEAKER AUDIO CABLE 40/0.2 MM, 2 CORE CABLE WITH PVC CHANNEL / BATTEN.	APP ROX 150 MTR .				
10.	METAL/WOODEN EQUIPMENT RACK LOCKABLE FOR ALL AMPLIFIERS & WIRELESS RECEIVER.	01				
11.	INSTALLATION AND COMMISSIONING.	Lot				

NOTE:-

1. RATE SHOULD BE OFFERED ONLY FOR ONE MODEL.
2. NO CONDITIONS SHOULD BE INSERTED IN THE FINANCIAL BID AS CLARIFIED IN CLAUSE NO. 16 OF TERMS & CONDITIONS.
3. OPTIONAL BID WILL NOT BE ENTERTAINED AS CLARIFIED IN CLAUSE NO.17 OF TERMS & CONDITIONS.

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

A Standard EXCEL Sheet of Price Schedule 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 bids in the format provided and no other format is acceptable. Bidders are required to download the EXCEL Sheet of Price Schedule 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 Standard EXCEL Sheet of Price Schedule format file is found to be modified by the bidder, the bid will be rejected.

(Signature and seal of Bidder)

Dated: _____

SCHEDULE OF REQUIREMENT OF WIRELESS CONFERENCE PA SYSTEM

Sl. No.	ITEMS DESCRIPTION	QUANTITY
1.	WIRELESS CHAIRMAN UNIT	01 NOS.
2.	WIRELESS DELEGATE UNIT	13
3.	HOST UNIT RECIEVER	01
4.	GOOSENECK MIKE	14
5.	RECHARGEABLE BATTERY/SET WITH CHARGER	08 SET.
6.	POWR AMPLIFIER	01
7.	CEILING SPEAKER	06
8.	(e) CORDLESS MICROPHONE (HAND HELD) (f) CORDLESS MICROPHONE (RECEIVER)	02
9.	SPEAKER AUDIO CABLE 40/0.2 MM, 2 CORE CABLE WITH PVC CHANNEL / BATTEN.	APPROX 150 MTR.
10.	METAL/WOODEN EQUIPMENT RACK LOCKABLE FOR ALL AMPLIFIERS & WIRELESS RECEIVER.	01
11.	INSTALLATION AND COMMISSIONING.	Lot

Note	1. The bidder should enclose unpriced Schedule of Requirement in the technical bid and priced in the commercial bid as per the proforma for price schedule
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SPECIFICATIONS FOR WIRELESS CONFERENCE SYSTEM

Sl. No.	ITEMS DESCRIPTION	CONFORMANCE YES/NO
1.	WIRELESS CHAIRMAN UNIT i. Free / Request Mode Selection ii. Anti Interference Technology iii. LCD to Display the Working Status & Battery charge state iv. Back time min 4 hrs	
2.	WIRELESS DELEGATE UNIT i. Power / Talk Button ii. LCD to Display the delegate unit no. iii. Anti-Interference Technology iv. Back time min 4 hrs	
3.	HOST UNIT RECIEVER i. Carrier Frequency 2.4 GHZ band ii. Adaptive Digital Frequency Hopping Spread Spectrum Technology. iii. Operating Range upto 40 meters or better. iv. Frequency Response 70Hz-15KHz or better v. Support up to 254 Delegate unit or more vi. Power Management System for Battery saving.	
4.	GOOSENECK MIKE i. With Microphone Indicator Ring LED ii. Gooseneck Length min 450mm	
5.	RECHARGEABLE BATTERY/SET WITH CHARGER	
6.	POWR AMPLIFIER Power Output 85W RMS at 2% THD (Total Harmonic Distortion) or better Minimum Input Channels 4xMic 0.65mV 1xAux 100mV, 1xAux 250mV Frequency Response 50Hz-15 KHz or better Speaker Output 4 Ω, 8 Ω, 70V &100V etc Digital Player MP3 Record Player with USB,SD Card Reader Power Supply AC /DC 12V Operation	
7.	CEILING SPEAKER i. Input Power Min 20W RMS. ii. Speaker Woofer 6", Tweeter 1" iii. Frequency Response 90Hz-18 KHz or better	
8.	(g) CORDLESS MICROPHONE (HANDHELD) i. Min. 80 Selectable Frequencies ii. Wireless Microphone iii. Frequency Response 50Hz-15 KHz or better iv. RF Output power Min.10Mw (h) CORDLESS MICROPHONE (RECEIVER) i. Distortion <1% ii. Frequency Response 50Hz-15KHz or better iii. S/N Ratio min 80 dB iv. Power Requirement 220-240 AC 50Hz or DC	
9.	SPEAKER AUDIO CABLE 40/0.2 MM, 2 CORE CABLE WITH PVC	

	CHANNEL / BATTEN.	
10.	METAL/WOODEN EQUIPMENT RACK LOCKABLE FOR ALL AMPLIFIERS & WIRELESS RECEIVER.	
11.	INSTALLATION AND COMMISSIONING.	

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

(Enclose with Technical Bid)

Date: _____

To,

The Deputy Commissioner of Police,
Ops. & Communication, Integrated Complex,
FC-50, Shalimar Bagh, Delhi-110088.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

TENDER FOR PURCHASE OF WIRELESS CONFERENCE SYSTEM FOR USE IN DELHI
POLICE

Dear Sir,

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

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

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

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

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

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click **here to Enroll**” on the CPP Portal 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 / TCS / 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 / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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” 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

- i) Bidder should log into 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.
- 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 Tender Processing Section, latest by the last date of bid submission. 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) A standard Price Schedule provided with tender document (excel sheet) 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 bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule provided with tender document (excel sheet) file, open it and complete the while 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 Price Schedule provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
- vi) The serve 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.
- 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, 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. The contact number for the helpdesk is 1800 233 7315.
