OFFICE OF THE DY. COMMISSIONER OF POLICE: PROV. & LOGISTICS:
(AN ISO 9001:2008 UNIT)
5, RAJPUR ROAD, DELHI – 110054 (FAX NO.011–23993344 & 23974427)

NOTICE INVITING E-TENDER

Tender Notice No. 482/CSA/Q-III/DCP/P&L/2018

Digitally signed online short-term e-tenders are invited by the undersigned in two bid system from the firms dealing in the trade for hiring of Tentage Articles in connection with Written Test for the post of MTS (Civilian) in Delhi Police – 2017 in the following venues/grounds in Delhi:-

S.No.	Venue of Written Test	No. of Grounds	Period
1.	PTS Wazirabad North Side	05	27.11.2018 to 19.12.2018 (18 Working Days except Sunday/GH & 2 Reserve days).
2.	PTC Jharoda Kalan	05	
3.	New Police Lines (Sports Ground (03) & Parade Ground (01)	04	

The last date for submission of tender is **13/11/2018** upto **1130 Hrs**, which will be opened on **14/11/2018** at **1130 Hrs**. at Committee Hall, Prov. & Logistics Unit, 5, Rajpur Road, Delhi. In case the due date is declared holiday, the tenders will be opened on the next working day at the same time. For more information please log on Central Public Procurement Portal (CPPP): https://eprocure.gov.in/eprocure/app. as well as on the official website of Delhi Police i.e. www.delhipolice.nic.in.

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DY. COMMISSIONER OF POLICE:
PROV. & LOGISTICS DELHI

TERMS & CONDITIONS

Digitally signed online short-term e-tenders are invited by the undersigned in two bid system from the firms dealing in the trade for hiring of Tentage Articles in connection with Written Test for the post of MTS (Civilian) in Delhi Police – 2017 in the following venues/grounds in Delhi:-

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4.	PTS Wazirabad North Side	05	27.11.2018 to 19.12.2018 (18 Working Days except Sunday/GH & 2 Reserve days).
5.	PTC Jharoda Kalan	05	
6.	New Police Lines (Sports Ground (03) & Parade Ground (01)	04	

The details of quantity, specifications and schedule of requirement of the required items are mentioned at **Annexure "A" to Annexure – "C".** Instructions for submitting online e-tender are enclosed at **Annexure-F**. 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 https://eprocure.gov.in/eprocure/app. Bid submission will be closed on **13/11/2018** at **1130 Hrs**.

2. Online technical bids will be opened on **14/11/2018** at **1130 Hrs** in the Committee Room, at 5, Rajpur Road, Delhi. The bidders or their authorized representatives may remain present, if so desire.

3. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. He/She should also bring authority letter on company/firm's letter head and any decision/negotiation taken by him/her would be accepted by company/firm.

4. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering company/firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company possessing an authority letter, whose specimen signatures should be attested by the company/firm's authorized signatory with seal.

5. Only GST payee firms are eligible to bid for the tender. The firm shall quote their GST registration No. in their technical bid and also attach/upload legible scanned documentary proof of having registered with GST department for such services/trade.

6. The firm shall also upload a legible scanned copy of documentary proof of deposit of GST upto 31.03.2018 or thereafter for such services/trade in the concerned department (in the language of English/Hindi).

7. As per instructions of the Govt., 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.

8. The legible scanned copy of application fee of Rs.500/- (Rupees Five Hundred only) separately for each work in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Dy. Commissioner of Police (Prov. & Logistics), 5, Rajpur Road, Delhi-110054 shall be uploaded in the prescribed column alongwith the Technical Bid of Tender. The application fee is non-refundable. The original DD/Pay Order/ Bankers Cheque i.e. Application Fee shall be submitted by the bidder either before or at the time of tender opening.

9. The legible scanned copy of Earnest Money Deposit (EMD) as tabulated below shall be uploaded by the bidders with the Technical bid:-

S.No.	**Name of Venue**	**No. of Grounds**	**EMD (in Rs.)**
1.	PTS Wazirabad	05	4,00,000/-
2.	PTC/ Jharoda Kalan	05	4,00,000/-
3.	New Police Lines (Sports Ground & Parade Ground)	04	3,50,000/-

No tender will be accepted without requisite E.M.D., as mentioned in tender notice. Bidder shall submit/upload the EMD for the work for which he is participating. In case a bidder applies for more than one work, the EMD shall be uploaded in proportion to the EMD amounts mentioned in the table above for the purpose. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Dy. Commissioner of Police, Prov. & Logistics, 5, Rajpur Road, 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 days beyond bid validity (180 days). The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder either before or at the time of opening of Technical bid of Tender i.e. upto **1130 Hrs**. on **14/11/2018**.

10. In case the firm fails to submit the Original Demand Draft / Pay Order / Banker's Cheque of application fee as well as EMD before opening of tender i.e. upto **1130 Hrs**. on **14/11/2018**, the tender shall be rejected straightway.

11. In case the firm fails to upload the scanned copy of Demand Draft / Pay Order / Banker's Cheque/Bank Guarantee in respect of application fee as well as EMD online, the tender shall be rejected straightway.

12. Firms registered with NSIC/DGS&D/Startup for the particular item/service (i.e. providing Tantage Articles on hiring basis) for which the tender is invited, are exempted from the Application Fee as well as EMD. They have to upload the scanned copy of valid registration document/exemption certificate with the technical bid showing their registration for the said item.

13. Conditional tender will not be accepted.

14. Submission/uploading of unwarranted/irrelevant/out of context documents online with the bid with an intension to disturb/misuse online procurement system will be taken seriously and stringent action against such bidders besides action for rejection of bid and blacklisting of firm initiated.

15. The price must be quoted as per proforma price schedule at **Annexure-D**. 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. will render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.

16. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.

17. The firm whose rates are accepted will have to deposit 10% of the contractual amount 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, Provisioning & Logistics, 5, Rajpur Road, Delhi-54 before the 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 vendor.

18. In case successful bidder fails to deposit the Security Money within the given time-frame, the E.M.D. of the firm will be forfeited in favour of department and suitable action as per provisions of GFRs will be initiated against the firm.

19. The legible scanned copy of properly filled **"Tender Acceptance Letter"** **Annexure-E** duly signed and stamped by the bidder should be uploaded with the technical bid.

20. Any items which are not specially mentioned in the tender but are necessary, are to be provided by the supplier without any extra charge for completeness of the work under this tender.

21. In case, the contractual firm failed to install the Tentage Articles by scheduled date and time as per requirement and specifications, penalty @ 10% per day of contractual value of the site cost will be recovered from the bills of the firm besides action will be initiated for forfeiture of Security Money and blacklisting the firm.

22. The contractual firm will have to bear the cost of damage to the Tentage Articles that may occur due to storm, fire, rain, natural calamities and any other unforeseen circumstances.

23. The contractual firm will depute his representative, who will remain present to ensure proper installation of Tentage Articles, till the completion of event.

24. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the completion of contract.

25. The Contractual firm shall complete the installation of Tentage Articles as per requirements latest by 24.11.2018 for inspection to the satisfaction of user.

26. The commencement of Recruitment (Written Test) can be cancelled/postponed/discontinued at any stage on administrative grounds without given any prior notice. The payment will only be given, on proportionate & actual basis, for the specific period (days) during which the services (tentage articles) are availed. No claim for releasing complete payment will be entertained. The decision of department (Delhi Police) for releasing proportionate payment, as per report of user (R.Cell), will be final and will not be open for further discussion.

27. The payment will be made only after receipt of the satisfactory reports from the user units after completion of contract successfully. No advance payment will be made.

28. If the quality of the installed tentage articles is not found good, the supplier will have to replace the same as per desired standard within the stipulated period at his own cost. In case the supplier fails to replace the same as per desired standard, the Security Money will be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.

29. The Bid shall remain valid for six calendar months from the date of opening of the tender.

30. 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 rates are lowest and same.

31. 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 delay.

32. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.

33. The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.

34. The competent authority reserves the right to scrap/call off the tender at any stage on administrative reasons.

35. The Purchase Committee, in order to satisfy itself can order a spot enquiry to verify soundness, capability and viability of the firms.

36. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.

37. The participating firms/companies are requested to upload self attested/scanned legible documentary proof of the following documents with their technical bids:-

a) Application Fee as prescribed.
b) EMD as prescribed.
c) Certificate regarding registration with DGS&D, NSIC, Startup if claim for Application Fee and EMD exemption.
d) GST registration certificate.
e) Latest GST deposit receipt/challan upto 31.03.2018 or thereafter.
f) A list of their owners/ partners etc.
g) 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.
h) Tender Acceptance Letter (Annexure – E).
i) Documents relating to past performance, if any.

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 uploaded with the Price bid.

Details of Rates quoted by the tenderer shall be submitted as per **Annexure - D** format in clear terms, both in words as well as in figures. The rates must be inclusive of all taxes and charges. The cutting & over-writing in the price bid is not valid. The option in the rates will not be entertained.

38. All firms participating in the tender must upload a list of their owners/partners etc. and a certificate to the effect that the firm is neither blacklisted by any government department/agency nor any criminal case is registered against the firm or its owners/partners anywhere in India.

39. The tender will be rejected straightway without assigning any reasons if the firm founds to be involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc. at any stage of procurement process of the tender.

40. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.

41. In case of violation of any clause of work order/contract/agreement deed, the explanation of the firm can be called by issuing Show Cause Notice In case the reply is not found satisfactory action for forfeiture of Security money and blacklisting of firm can also be taken prior to initiating any legal action.

42. Foreign Companies shall participate in the tender, only through their Distributors/Agent in India. No foreign company shall be entertained directly.

43. All the procedure for purchase of store laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.

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DY. COMMISSIONER OF POLICE:
PROV. & LOGISTICS: DELHI.

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

ANNEXURE- A

Requirement of **Tentage Articles** at **PTS/Wazirabad-North side (05 Grounds)** in c/w Written Test for the post of MTS (Civilian) in Delhi Police-2017 from 27.11.2018 to 19.12.2018 (except Sunday & 02 Reserve days)

Sl.No.	Items	Quantity	Size
1.	Wooden Tables with cover and Frill	200 Nos.	6' x 2½ '
2.	Chairs with cover for officers & Staff	450 Nos.	-
3.	Iron/Plastic or Banquet chair for candidates in good condition (*The Vendor has to flair the chairs and arrange as per seating plan*)	15600 Nos.	
4.	Takhat for dais 6 in each ground	30 Nos.	6'x3'
5.	Kanat for Biometric Work station	150 Kanat	
6.	Electric wire (25 mm) for Biometric Work stations	2800 Running mtr.	
7.	Electric socket of 15 Amp of good quality (25 in each ground)	125 Nos.	
8.	Halogen light (500 watt) with wire (20 in each ground)	100 Nos.	
9.	Generator Set 62 KVA sound proof *(For 8 hours. Diesel & Operator will be provided by Vendor)*	01 No. alongwith one standby	
10.	Water proof ceiling covered with black curtain with woven carpet for CCTV Control Room	1 No.	18'x18'
11.	Ceiling covered with curtain and woven carpet for Venue Incharge	01 No.	18'x18'
12.	Ceiling covered with curtain and woven carpet for Ground Incharges	05 No.	18'x18'
13.	Ceiling covered with curtain and woven carpet for Communication Control Room	01 No.	18'x18'
14.	Ceiling covered with curtain and woven carpet for Help Line Counter & Reserve staff	02 Nos.	18'x36'
15.	Grounds to be covered with roof ceiling	60000 Sq.mtr	100 Mtr. X 120 Mtr. (5 Grounds)
16.	Bamboo double barricading	3200 Running mtr.	5' height
17.	Kanat/Cloth to be covered out corden	1800 Running mtr.	7' height
18.	Wooden double barricading nearby DFMDs installed at entry gate	1000 Running mtr.	5' height
19.	Tin sheet boundary	2000 Running mtr	7 feet height

NOTE: 1. The vendor has to install Tentage articles in the venue/grounds latest by 24.11.2018.
2. Cleaning of carpet area will be the responsibility of the Vendor.

ANNEXURE- B

Requirement of **Tentage Articles** at **PTS/Jharoda Kalan (05 Grounds)** in c/w Written Test for the post of MTS (Civilian) in Delhi Police-2017 from 27.11.2018 to 19.12.2018 (except Sunday & 02 Reserve days)

Sl.No.	Items	Quantity	Size
1.	Wooden Tables with cover and Frill	200 Nos.	6' x 2 ½ '
2.	Chairs with cover for officers & Staff	450 Nos.	-
3.	Iron/Plastic or Banquet chair for candidates in good condition (*The Vendor has to flair the chairs and arrange as per seating plan*)	15600 Nos.	
4.	Takhat for dais 6 in each ground	30 Nos.	6'x3'
5.	Kanat for Biometric Work station	150 Kanat	
6.	Electric wire (25 mm) for Biometric Work stations	2800 Running mtr.	
7.	Electric socket of 15 Amp of good quality (20 in each ground)	100 Nos.	
8.	Halogen light (500 watt) with wire (20 in each ground)	100 Nos.	
9.	Generator Set 62 KVA sound proof *(For 8 hours. Diesel & Operator will be provided by Vendor)*	01 No. alongwith one standby	
10.	Water proof ceiling covered with black curtain with woven carpet for CCTV Control Room	2 Nos.	18'x18'
11.	Ceiling covered with curtain and woven carpet for Venue Incharge	01 No.	18'x18'
12.	Ceiling covered with curtain and woven carpet for Ground Incharges	05 Nos.	18'x18'
13.	Ceiling covered with curtain and woven carpet for Communication Control Room	01 No.	18'x18'
14.	Ceiling covered with curtain and woven carpet for Help Line Counter & Reserve staff	02 Nos.	18'x36'
15.	Grounds to be covered with roof ceiling	60000 Sq.mtr	100 Mtr. X 120 Mtr. (5 Grounds)
16.	Bamboo double barricading	3200 Running mtr.	5' height
17.	Kanat/Cloth to be covered out corden	1800 Running mtr.	7' height
18.	Wooden double barricading nearby DFMDs installed at entry gate	2000 Running mtr.	5' height

NOTE: 1. The vendor has to install Tentage articles in the venue/grounds latest by 24.11.2018.
2. Cleaning of carpet area will be the responsibility of the Vendor.

ANNEXURE- C

Requirement of **Tentage Articles** at **New Police Lines - Sports Ground (03 Grounds)** and **Parade Ground (01 Ground)** in c/w Written Test for the post of MTS (Civilian) in Delhi Police-2017 from 27.11.2018 to 19.12.2018 (except Sunday & 02 Reserve days)

Sl.No.	Items	Quantity	Size
1.	Wooden Tables with cover and Frill	160 Nos.	6' x 2 ½ '
2.	Chairs with cover for officers & Staff	375 Nos.	-
3.	Iron/Plastic or Banquet chair for candidates in good condition *(The Vendor has to flair the chairs and arrange as per seating plan)*	12480 Nos.	
4.	Takhat for dais 6 in each ground	24 Nos.	6'x3'
5.	Kanat for Biometric Work station	120 Kanat	
6.	Electric wire (25 mm) for Biometric Work station	2200 Running mtr.	
7.	Electric socket of 15 Amp of good quality (20 in each ground)	80 Nos.	
8.	Halogen light (500 watt) with wire (20 in each ground)	80 Nos.	
9.	Generator Set 62 KVA sound proof *(For 8 hours. Diesel & Operator will be provided by Vendor)*	01 No. alongwith one standby	
10.	Water proof ceiling covered with black curtain with woven carpet for CCTV Control Room	2 Nos.	18'x18'
11.	Ceiling covered with curtain and woven carpet for Venue Incharge	01 No.	18'x18'
12.	Ceiling covered with curtain and woven carpet for Ground Incharges	05 Nos.	18'x18'
13.	Ceiling covered with curtain and woven carpet for Communication Control Room	01 No.	18'x18'
14.	Ceiling covered with curtain and woven carpet for Help Line Counter & Reserve staff	02 Nos.	18'x36'
15.	Ceiling covered with curtain and woven carpet for DCP/Recruitment	01 No.	18'x18'
16.	Grounds to be covered with roof ceiling	48000 Sq.mtr	100 Mtr. X 120 Mtr. (4 Grounds)
17.	Bamboo double barricading	2600 Running mtr.	5' height
18.	Kanat/Cloth to be covered out corden	1450 Running mtr.	7' height
19.	Wooden double barricading nearby DFMDs installed at entry gate	1000 Running mtr.	5' height

NOTE: 1. The vendor has to install Tentage articles in the venue/grounds latest by 24.11.2018.
2. Cleaning of carpet area will be the responsibility of the Vendor.

ANNEXURE – "D"

PROFORMA FOR PRICE SCHEDULE
(Attach with price bid)

TENDER FOR HIRING OF TENTAGE ARTICLES IN CONNECTION WITH WRITTEN TEST FOR THE POST OF M.T.S.(CIVILIAN) IN DELHI POLICE – 2017

S. No.	Description of work	Qty required	**Rate Per day** offered by the Bidder	**GST, if any**	**Extended price per day inclusive GST**
(1)	(2)	(3)	(4)		
1.	Rates offered by the firm for hiring of Tentage Articles in connection with Written Test for the post of MTS (Civilian) in Delhi Police – 2017 (**at 05 grounds)** w.e.f. 27.11.2018 to 19.12.2018 for 18 working days (except Sunday/GH & 2 Reserve Days) **in PTS Wazirabad-North Side**, Delhi.	**As per Annexure – A**			
2.	Rates offered by the firm for hiring of Tentage Articles in connection with Written Test for the post of MTS (Civilian) in Delhi Police – 2017 (**at 05 grounds)** w.e.f. 27.11.2018 to 19.12.2018 for 18 working days (except Sunday/GH & 2 Reserve Days) **in PTS Jharoda Kalan**, Delhi.	**As per Annexure - B**			
3.	Rates offered by the firm for hiring of Tentage Articles in connection with Written Test for the post of MTS (Civilian) in Delhi Police – 2017 (**at 04 grounds)** w.e.f. 27.11.2018 to 19.12.2018 for 18 working days (except Sunday/GH & 2 Reserve Days) **in Sports Ground(03) & Parade Ground (01), NPL.**	**As per Annexure - C**			

NOTE:-1. NO CONDITIONS SHOULD BE INSERTED IN THE PRICE BID AS CLARIFIED IN THE 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 work and (or) install the Tentage Articles as 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 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 Standard EXCEL Sheet of Price Schedule format file is found to be modified by the bidder, the bid will be rejected.

ANNEXURE – E

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)
(Enclose with Technical Bid)

Date:_____

To,

The Deputy Commissioner of Police,
Prov. & Logistics, 5, Rajpur Road,
Delhi-110 054

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

TENDER FOR HIRING OF TENTAGE ARTICLES AT _____(NAME OF THE VENUE) IN CONNECTION WITH WRITTEN TEST FOR THE POST OF MTS (CIVILIAN) IN DELHI POLICE-2017.

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)

ANNEXURE-F

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 which is free of charge.
ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 take note of 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.

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