



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर  
**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद् **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना –800014 (बिहार), भारत  
ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA  
फोन सं. Phone No.(0612)2226024, 2228882\*104, फैक्स सं. Fax No. 2223956, Web-site:www.icarrcer.in

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING DOCUMENTS FOR FOR  
HIRING OF SERVICES OF ARCHITECT/CIVIL ENGINEER FOR PREPARATION OF  
STRUCTURE DESIGN AND ESTIMATES OF CIVIL WORKS**

**Document to be submitted online**

**for**

**(Technical & Financial Bid as per Schedule of requirement)**

**NOTICE INVITING ONLINE TENDER**

**File No. IRCER/17-18/P&S-43/Hiring of Architect**

**Dated :27.04.2018**

**The ICAR-ICAR Research Complex for Eastern Region, Patna** 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 Director, ICAR-RCER, Patna, 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 Biennial rate contract for **Hiring of Architect/Civil Engineer for preparation of structure design and estimates of civil works at ICAR-RCER, Patna.**

**CRITICAL DATE SHEET**

<b>Tender Enquiry No.: F. No. F.No.IRCER/2017-18/P&amp;S-43/Hiring of Architect</b>	
<b>Date of release of Tender through e-procurement</b>	<b>28.04.2018</b>
<b>Document Download Date</b>	<b>28.04.2018</b>
<b>Bid Submission start Date (on line)</b>	<b>28.04.2018</b>
<b>Bid Submission End Date and Time</b>	<b>18.05.2018 at 03.00 PM</b>
<b>Date and Time for Opening of Technical Bids</b>	<b>19.05.2018 at 04.00 PM</b>
<b>Last date for Receipt of Tender fees and EMD at ICAR-RCER, Patna</b>	<b>19.05.2018 at 11.00 AM</b>
E.M.D to be paid in the shape of Demand Draft in favour of “ <b>ICAR Unit, ICAR-RCER, Patna</b> ” obtained from Nationalized Bank only.	<b>Rs. 10000.00 (Rs. Ten thousand only)</b>
Tender Document Fee to be paid in the shape of Demand Draft “ <b>ICAR Unit, ICAR-RCER, Patna</b> ” obtained from Nationalized Bank only.	<b>Rs. 1000.00 (Rs. One thousand only)</b>
<b>Address for Communication</b>	<b>The Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014</b>

**Details of Items/ Scope of Work: -**

**1) The architect/civil engineer shall provide services ( i.e. Site selection, architectural design, preparation of drawing and estimate, Supervision of work, Measurement of work) in respect of the following works:-**

1. Site evaluation and analysis.
2. Architectural work and site development
3. Structural engineering work.
4. Sanitary, plumbing, drainage, water supply and sewerage work.
5. Electrical work.
6. Landscape work.
7. Interior designing.

**2) Schedule of services:-**

The architect/civil engineer shall after taking instructions from client, render the following services: “Visit the site of work and prepare preliminary and final estimate and submit to this office along with structural design/drawings as per our requirement within budgetary limit”.

**3) Mode of Payment:-**

For each of the services in the scope of the architect shall be paid in the following stages consistent with the work done plus reimbursable expenses as agreed upon. Payments made to the architect are on account and shall be adjusted against the final fee payable.

Stage 1	On submitting of estimate and structural design/drawings as per the client satisfaction.	50 % of the total fees payable
Stage 2	After receipt of final approval of submitted estimated and design/drawings etc. by the Competent Authority	50 % of the total fees payable

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://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.**

**4. EMD defined on the Portal is MINIMUM i.e. Rs. 10,000/-(Rupees Ten thousand only). The EMD should be submitted separately.**

5. ICAR-RCER, Patna will not be responsible for any delay in enrolment / 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 enrol their Digital Signature Certificate and upload their quotation well in advance.

6. 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.

7. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not withdraw his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

8. 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.

9. 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.

10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

11. Goods and Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

12. Director of the Institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.

13. 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.

14. ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Patna  
Date:27.04.2018  
**Officer**

**Purchase**  
**For Director, ICAR-RCER, Patna**



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### **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.

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. 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.**

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

10.The Technical Committee constituted by the Director, ICAR-RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.

5.The services should be delivered at ICAR-RCER, Patna and its Centres (i.e. Research Centre, Ranchi, Research Centre for Makhana, Darbhanga, KVK Ramgarh and KVK Buxar).

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

7. All the communications with respect to the tender shall be addressed to:

**The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**

The Firms are also required to upload copies of the following documents :-

1) **TECHNICAL BID**

- a) Bachelor in Civil Engineering/ Architect or equivalent from govt. recognized university.
- b) Valid Registration number in the Council of Architecture/Engineering/other equivalent Govt. Agency.
- c) The Firm, should have minimum **Experience of Ten years in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public organizations.** Bidder must *provide the details in the following tabular form.*

**Details of the Minimum 10 years experience/work done.**

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		Remarks
		From	To	

- d) PAN Number and Income Tax Clearance certificate for the financial year 2016-17 or 2017-18.
- e) GST Number with registration certificate. However in case of individual having turnover is less than 20.00 lakhs (Twenty lakhs only), a declaration should be submitted for exemption of GST.

2) **FINANCIAL BID**

- (a) Price Bid as BoQ.xls

**Sd-  
Purchase Officer**

## TERMS AND CONDITIONS

1. The tenderer shall Interested bona fide and reputed engineer/architect may **submit online bids** along with all requisite documents and scanned copies of **Tender Fee** ( in form of Demand Draft only) of **Rs. 1,000.00 (Non-Refundable)** in favour of “ICAR UNIT-ICAR-RCER, Patna” payable at Patna.

**2. 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.**

3. 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.

4. 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, Patna.

5. 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, Patna reserves the right to accept or reject any or all the tenders.

6. The firm must also possess valid PAN No. and a copy of the same must be uploaded.

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)

10. **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 PDF format.

11. 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 “ICAR UNIT-ICAR RCER, Patna” payable at Patna.

12. Tender Fee/ EMD have to be submitted to this office on or before **19.05.2018 (11.00 AM)**. 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 uploaded in e-procurement. The offers without bid security will be rejected.

13. The EMD will be returned to the unsuccessful bidders.

14. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the services.

15. The Director, ICAR-RCER, Patna reserves the right to reject any or all quotations in whole or in part without assigning any reason therefor. The decision of Director, ICAR-RCER, Patna shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

15. The contract is terminable with one month notice on either side.

16. The architect/engineer is not allowed to sub-let the contract. In case of sub-letting the contract, the contract of architect/engineer will be terminated.

17. The **rates to be quoted** should **include** cost of **each and every item** including all taxes (including Goods & Service Tax, Income Tax or any other applicable Taxes) etc. The Institute shall **not bear any extra charge** (over & above the amount payable on the basis of the quoted rates) on **any account** whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.

19. Income Tax will be deducted from the payments due for the work done as per rule.

**Purchase Officer**



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(On the letter head of the bidder)

**Checklist towards eligibility criteria**

**Name of the Firm:**

**Tender Reference No.:**

**Name of the Tender Work:**

Sl. No.	Details	Submitted (Yes/No.)	If submitted, mention page no. of PDF File	Remarks
1	Bachelor in Civil Engineering/ Architect or equivalent from govt. recognized university			
2	Valid Registration number in the Council of Architecture/Engineering/other equivalent Govt. Agency.			
3	<u>Experience of Ten years in the field of providing such services</u> in Central Govt. Establishments/Autonomous bodies of Govt. Of India/ Corporations of Govt. Of India/reputed public organizations. <i>Bidder must provide the details in the tabular form.</i>			
4	Copy of PAN Number and Income Tax Clearance certificate for the financial year 2016-17 or 2017-18			
5	GST Number with registration certificate. However in case of individual having turnover is less than 20.00 lakhs (Twenty lakhs only), a declaration should be submitted for exemption of GST			

**Signature of Bidder with Official Seal**



**Annexure-II**



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(On the letter head of the bidder)

**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.		
2	Goods & Service Tax Registration No., if applicable		
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:  
Signatory

Name of the Authorized

Place:

Stamp & Signature



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**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.

Name -----

Designation-----

Place -----

Date -----

**Signature of Bidder with Official Seal**

**TENDER ACCEPTANCE LETTER**

(To be given on bidder letter head)

Date:

To,

The Director,  
ICAR-RCER  
ICAR Parisar, P.O.:Bihar Veterinary College,  
Patna-800 014

Sub: Acceptance of terms and Conditions of Biennial **rate contract for Hiring of Architect/Civil Engineer for preparation of structure design and estimates of civil works at ICAR-RCER, Patna.**

Tender Reference No:

Name of the tender/work:.....

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby 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. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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**



## **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 bids 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. Tenderers 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](http://www.eprocure.gov.in)**

**Purchase Officer**