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**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

वुद ddku ddnzi ykUMi i kLV jktkmykri Vkvk jkM] ukedq j kpbh& 834010] >kj [kM] Hkkj r  
**Research Centre, Post Rajaulatu, Tata Road, Namkum, Ranchi – 834010 (Jharkhand),  
INDIA**

Web-site:www.icarrcer.in, e-mail ó [headicarrceranchi @ gmail.com](mailto:headicarrceranchi@gmail.com)

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING  
DOCUMENTS FOR PURCHASE OF SCIENTIFIC EQUIPMENT AT  
ICAR-RCER, RESEARCH CENTRE, RANCHI**

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

**NOTICE INVITING ONLINE TENDER**

**File No. 1-3/14-15/kray**

**Dated : 15-1-2019**

**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 supply of the following goods.

**CRITICAL DATE SHEET**

Tender ID ( To be allotted by portal after uploading of tender)	
Tender Reference No.	<b>F.No. 1-3/14-15/kray /Equipment Table Top Refrigerated Centrifuge</b>
Date of release of Tender through e-procurement Portal	<b>15.1.2019</b>
Date and time of Pre-bid meeting	<b>22.1.2019</b>
Bid Submission Start Date (Online)	<b>23.1.2019</b>
Last date for Receipt of Tender fees and EMD at <b>ICAR-RCER, Research Centre, Plandu, Ranchi (Off line)</b>	<b>8.2.2019</b>
Last Date & time for submission of online Bid	<b>8.2.2019 (5:00 PM)</b>
Date & time for opening of technical Bid	<b>11.2.2019 (3:00 PM)</b>
Address for Communication	<b>The Head, ICAR Research Complex for Eastern Region, Research Centre, Plandu, Post-Rajaulatu, Namkum, Tata Road, Ranchi-834010</b>
	<b>Sd/- Assistant Admn. Officer</b>

**Details of Items.**

Sl. No.	Name of Equipment	Quantity	Imported/Indigenous	E.M.D. to be deposited (Rs.)	Place of delivery / Installation of Goods/Equipment
1	Table Top Refrigerated Centrifuge	One	Ind	3,750/-	ICAR-RCER, Research Centre, Plandu, Post-Rajaulatu, Ranchi - 10

**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.3,750/-(Rupees Three thousand seven hundred and fifty only) as indicated in the EMD column of the above table. The EMD should be submitted separately for each equipment. In case of offered price of equipment/instrument is less than Rs.1,00,000/-, there is no need to submit EMD (Bid Security.)**

5. ICAR-RCER, Research Centre, Ranchi 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. ICAR-RCER, Research Centre, Ranchi reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Ranchi

Date: 15.1.2019

Assistant Admn.Officer  
For Director, ICAR-RCER, Patna



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Research Centre, Post Rajaulatu, Tata Road, Namkum, Ranchi 6 834010 (Jharkhand), INDIA  
Web-site: www.icarcr.in, e-mail 6 [headicarranchi@gmail.com](mailto:headicarranchi@gmail.com)

### 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. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.

4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.

5. The equipment shall be in compliance with the specifications mentioned in Annexure I of the tender and shall be of the latest technology, best quality and high standards.

6. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.

7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.

**8. 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.**

9. **Head, ICAR-RCER, RC, Ranchi** 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.

11. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. **ICAR-RCER, Research Centre, Plandu, Post-Rajaulatu, Namkum, Ranchi** be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

12. The item should be delivered at **ICAR-RCER, Research Centre, Plandu, Post-Rajaulatu, Namkum, Ranchi** and the supplier shall be responsible for any damage during the transit of goods.

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

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

**THE HEAD, ICAR-RCER, RESEARCH CENTRE, PLANDU, POST-RAJAU LATU, RANCHI-834010**

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

**1) TECHNICAL BID**

- (a) Scanned copy of Tender fee and Earnest Money Deposit ( EMD)/its exemption, if any
- (b) Scanned copy of firm registration, PAN Card, GSTIN.
- (c) Tender Acceptance letter ( Annexure-IV)
- (d) In case of imported equipment, scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing Certificate.
- (e) Scanned copy of Income Tax Statement for the last two years.
- (f) Scanned copy of Bank details (Annexure-II).
- (g) Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write-ups.
- (h) Warranty of the equipment may also be mentioned in the tender documents.
- (i) Check list in compliance to specification to be uploaded (Anx.VI) duly filling Col.No.4.

**2) FINANCIAL BID**

- (a) Price Bid as BoQ.xls
- (b) **The bidder are advised to quote price for equipment in INR and for Indigenous equipment in INR.**

**Sd-  
Assistant Admn.Officer**

## TERMS AND CONDITIONS

1. The tender shall Interested bona fide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may **submit online bids for each of the above equipment** 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 **öHEAD, ICAR-RCER, RC, RANCHIö** payable at **Ranchi**.

**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, Research Centre, Ranchi** reserves the right to accept or reject any or all the tenders.

6. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.

7. Bid Validity: 180 days.

8. Our Institute is registered with DSIR and are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.

9. 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>

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 Cover-I of the e-tender 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 öHEAD, ICAR-RCER, RC, RANCHIö payable at RANCHI }** mentioned against each equipment/Instrument .

**12. In the case of offered price of equipment/instrument is less than Rs.1,00,000/-(Rupees One lakh only), there is no need to submit EMD (Bid Security).**

13. **Tender Fee/ EMD** have to be submitted to this office (**Off Line**) on or before **08.02.2019 (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 included in Cover of the E-tender. The offers without bid security will be rejected.

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

15. 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.

**16. 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 5% (five percent) of the contract value within 15 days of receipt of confirmed Purchase Order.**

**17. Delivery: For Indian supply:** Maximum of **four weeks** from the date of supply order

**18. Payment :**

**(A) Payment for Goods supplied from abroad:**

- (a) On shipment 90% of the contract price (FOR) shall be paid through Irrevocable Letter of Credit upon submission of documents detailed in L/C.
- (b) 10% of the contract price (FOR) (in foreign currency) will be released after satisfactory installation/working of equipment/machine etc.
- (c) The bidders may also opt Forex Demand Draft/Sight Draft mode of payment on successful supply and installation. The bidders will be intimated the copy of FDD along with confirmed Purchase Order.

**(B) Payment for Goods (imported/indigenous) supplied within India:**

100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report.

19. Installation: Within 10 days from the date of receipt of equipment in the Institute's Centre falling which Liquidated damage clause shall apply.

Liquidated Damage Clause: It would be realized @0.5% (half percent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.

20. PRICES:-

- I.** If any bidder wants to quote in foreign currency, price to be quoted on FOR basis to **ICAR-RCER, RESEARCH CENTRE, RANCHI.**
- II.** If any bidder wants to quote in INR, Price to be quoted on FOR, **ICAR-RCER, RESEARCH CENTRE, RANCHI** basis including all taxes.

- III. Preference shall be allowed for items manufactured in India “(Public Procurement – Preference to Make in India Order 2017(PPP-MII Order)” pursuant to Rule 153 (iii) of General Financial Rules, 2017 in compliance to Notification/Endorsement by ICAR/Govt. of India ,Ministry of Commerce & Industry as per norms.**
- IV. The bidder are advised to quote price for imported equipment Multi Currency (INR) and for Indigenous equipment in INR.**
- V. IN CASE THE STORES PERTAINS TO IMPORT:**
- a) Kindly ensure to upload (in cover-1 of e-tender) Manufacturer’s Authorization in favour of Indian Subsidiary Firm. It may also be noted that further authorization by subsidiary firm in favour of any other firm located in India to promote their sale must have authorization to an Indian firm, failing which the tender is liable to be cancelled.
  - b) Price to be quoted on FOR to **ICAR-RCER, Research Centre, Ranchi.**
  - c) The FOR price is inclusive of all incidental charges i.e. freight, forwarding and insurance etc.
  - d) The clearing charges from custom house will be borne by the Indian Agent. The documents will be provided to the Indian Agent on request by **ICAR-RCER, Research Centre, Ranchi.**

**Assistant Admn.Officer**



Annexure-I

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Web-site:www.icarrcer.in, e-mail ó [headicarrceranchi@gmail.com](mailto:headicarrceranchi@gmail.com)

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	a. Scanned copy of Tender fee and Earnest Money Deposit ( EMD)/its exemption, if any			
2	b. Scanned copy of Firms registration, PAN Card, GSTIN.			
3	c. Tender Acceptance letter ( Annexure-IV)			
4	d. In case of imported equipment, scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing Certificate.			
5	e. Scanned copy of Income Tax Statement for the last two years.			
6	f. Scanned copy of Bank details (Annexure-IV).			
7	g. Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write-ups.			
8	h. Warranty of the equipment may also Be mentioned in the tender documents.			

Signature of the Bidder,  
with Official Seal



**Annexure-II**



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Research Centre, Post Rajaulatu, Tata Road, Namkum, Ranchi ó 834010 (Jharkhand), INDIA  
Web-site: www.icarrcer.in, e-mail ó [headicarrceranchi@gmail.com](mailto:headicarrceranchi@gmail.com)

(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., 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:

Name of the Authorized Signatory

Place:

Stamp & Signature

**Annexure-III**

**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) during the last three years.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

**TENDER ACCEPTANCE LETTER**  
(To be given on Company letter head)

Date:

To,

The Head  
ICAR-RCER  
Research Centre, Plandu,  
Post-Rajaulatu, Namkum,  
Ranchi-834010

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

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Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:

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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**

**QUESTIONNAIRE**

**ONLINE BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EEEVASIVE THE BID WILL BE LAIBLE TO BE IGNORED.**

1. Bid Noí í í í í í í í í í í í í í . Date for bid opening oní í í í í í í í í í í í ..

2. Offer is open for acceptance  
í í

3. Brand of goods offered :

4. Name & address of manufacturer :

5. Station of Manufacturer. :

6. What is your permanent Income Tax A/C No.:

7. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.

8. Status :

(a) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the items(s) quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.

(b) If you are not registered either with NSIC , please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so indicate the date up to which you are registered and whether there is any monetary limit on your registration.

(c) Are you registered under the Indian Companies Act, 1956 or any other Act?  
Please attach certified copy(copies) of the relevant registration certificate(s) in confirmation to you above answer(s).

9. Please indicate  
Name & Full address of your Banker(s):

10. Whether you are :

- i) Manufacturer of the goods quoted; or
- ii) Manufacturers authorized agent for those goods.

11.State whether business dealings with you have been currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.:

**Signature of Witness**

Name & address of Witness

**Signature of Bidder**

Full name, designation & address of  
the person signing above For and on  
behalf of Messrs.

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Name & address of bidding firm)

**Name of the equipments: Table Top Refrigerated Centrifuge**

**Specifications:**

- Refrigerated centrifuge capable of supporting different type of rotors
- Small foot print (table top)
- Min speed (RPM): 12,000-16,000 with accuracy of 10 rpm.
- Min. RCF : 16,000-18,000 g
- Temperature ranges from at least -8<sup>0</sup>C to +40<sup>0</sup>C with CFC free refrigeration system for fast and stand by cooling facility (Room temperature to 4<sup>0</sup>C within 10 min). Sample temperature should be 4<sup>0</sup>C or less at max speed
- System should have dedicated short spin key for short spin.
- Facility to run the 24-36 × 1.5/2 mL micro tubes
- Time pre-selection : short run, 0 - 99 min, continuous run
- Microprocessor controlled "Touch Screen" or alphanumeric LCD Screen for display of set & run parameters i.e. speed, RCF, temperature, run time, etc.
- Maintenance-free, noiseless (even at the highest speed) and brushless drive motor
- Different curves for acceleration and deceleration
- Imbalance identification and auto cut off
- Error message alarm indicator
- Automatic rotor identification system.
- Motorized lid lock with automatic lid opening after run
- User defined more than 20-40 Programmable storage memory for routine experiments
- Provision for changes in parameters during centrifugation
- Emergency lid release should be integrated in to front panel of the instrument for easy access
- Compact system should be space saving and easy one handed operation
- System to operate at : 220-240 V AC, 50/60 Hz
- System should have International certification
- System should be quoted with suitable voltage stabilizer.
- **A suitable autoclavable fixed-angle rotor for at least 24-36 × 1.5/2 mL micro tubes at least speed 12,000-16,000 rpm with 0.5 ml adaptors**

## **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 Layer128 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](http://www.eprocure.gov.in)**

**Assistant Admn.Officer**