सत्यमेव जयते

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX AND CENTRAL EXCISE मण्डल,
ERNAKULAM DIVISION
केन्द्रीय उत्पाद शुल्क भवन, कत्रिकड़वु, कलूर-682017
CENTRAL EXCISE BHAWAN, KATHRIKADAVU, KALOOR-682017
E-mail: cgst.ti04@gov.in Fax: 0484-2533060 Phone: 0484-2533169/2333247

C. No. I/22/03/2019 Admn Ekm **Dated: 02.03.2020**

E-TENDER NOTICE FOR HIRING OF VEHICLES

The Office of the Assistant Commissioner of Central Tax and Central Excise, Ernakulam Division, Central Excise Bhavan, Kathrikadavu, Kochi- 682017 invites bids for hiring of 1 motor car with driver from eligible bidders for use at the Office of the Assistant Commissioner of Central Tax and Central Excise, Ernakulam Division,.Central Excise Bhavan, Kathrikadavu, Kochi- 682017. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice may submit their bids online as given in this notice on or before 24.03.202 by 11.00 AM.

Sl. No.	**Category**	**No. of Vehicles Required**	**Usage**	**Maximum amount payable per month (Upper Ceiling) per vehicle (Exclusive of GST)**
1	Operational Car like Amaze, Civic, Verna etc. (Full Option)	1	To be used up to 25/26 days subject to maximum of 2000 KM, in a Month	Rs. 40,000/-

Data Sheet

Item	Description
Name of the Hirer	Government of India, Ministry of Finance, Department of Revenue, Office of the Assistant Commissioner of Central Tax and Central Excise, Ernakulam Division Central Excise Bhavan, Kathrikadavu, Kochi 682017.
Tender Inviting Authority	Assistant Commissioner, Central Tax and Central Excise, Ernakulam Division
Tender Name	Hiring of the Vehicle
Tender No. & Date	C. No: I/22/3/2019 Admn- Ekm Dn dated 02.03.2020
Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from Central Public Procurement Portal at **http://eprocure.gov.in/eprocure/app**
Date and time of Tender Notice issuance	03.03.2020, 11.00 AM
Last date and time for bid/Proposal submission (On or before)	24.03.2020, 11.00 AM
Bid opening Time & Date	25.03.2020, 11.30 AM.
Period of hiring	1st April 2020 to 31st March 2021 (subject to change)

2. Tender documents may be downloaded from **Central Public Procurement Portal (CPPP)** site **http://eprocure.gov.in/eprocure/app.** Aspiring bidders who have not enrolled/ registered in e-procurement should enroll/ register before participating through the website procurement should enroll/ register before participating through the website **http://eprocure.gov.in/eprocure/app**. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-V regarding instructions for online bid submission.

CRITICAL DATES

Publish Date	03.03.2020
Bid Document Download/ Sale Start Date	03.03.2020
Bid Submission Start Date	03.03.2020, 11 AM
Bid Submission End Date	24.03.2020, 11.00 AM
Bid Opening Date	25.03.20209, 11.30 AM

3. Bids shall be submitted online only at CPPP website: **https//eprocure.gov.in/eprocure/app.** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the complete Tender document in to electronic Tender on website **http: //eprocure.gov.in/eprocure/app.**
- Tenders and supporting documents shall be uploaded only through e-procurement portal.
- Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website **https://eprocure.gov.in/eprocure/app**, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

4. The tenders shall be submitted only online and in two parts viz., **Technical Bid** and **Financial Bid**, along all the tender documents evidencing (i) GST Registration no. of the bidder (ii) Details of the car(s) offered for hiring (ii) Year of manufacturing of the said car(s) (iii) Registration & ownership details of the car(s) etc., duly signed in all the pages**.** The format of **Technical** and **Financial Bid** is mentioned in **Annexure-IV**. All the pages of bid being submitted must be signed and over writing, if any, has to be duly initialed by the bidder and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Further, the **'Terms & Conditions' (Annexure-II)** & **Tender Acceptance Letter (Annexure-III)** should also be duly signed on all the pages and uploaded along with other tender documents. It may be noted that, in case of non-uploading of copies of documents specified in **Annexure-II** (Terms & Conditions) on the CPPP, such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website

https://eprocure.gov.in/eprocure/app shall not be considered. No correspondence will be entertained in this matter.

5. Interested service providers are advised to visit CPPP website **https://eprocure.gov.in/eprocure/app** regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

6. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

7. Interested parties may also download the tender from the official website **http://cenexcisekochi.gov.in/**

8. The bids, complete in all respects should be submitted through the Government e-procurement portal **https://eprocure.gov.in/eprocure/app** on or before **11.00 AM on 24.03.2020.** Offers received beyond the specified date/ time shall not be entertained.

Enclosures:

(i) Annexure – I (General Instructions)
(ii) Annexure – II (Terms and conditions)
(iii) Annexure – III (Tender Acceptance Letter)
(iv) Annexure – IV (Technical Bid & Financial bid Format)
(v) Annexure – V (Instructions for Online Bid Submission)

जयकांत सी वी/JAYAKANTH C. V.)
हायक आयुक्त/**ASSISTANT COMMISSIONER**

Copy to:

1. The Principal Commissioner, Central Tax and Central Excise, Kochi.
2. The Superintendent, Computer Cell, Central Tax and Central Excise, Kochi for publication in the Official Website **http://cenexcisekochi.gov.in/**

Annexure – I (General Instructions)

(i) The tender consists of three parts - **Terms and conditions & Tender Acceptance Letter, Technical bid and Financial bid.**

(ii) The bidders should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.

(iii) All the bidders are requested to submit their offer **(TECHNICAL BID** and **FINANCIAL BID)** duly filled in with relevant documents/information on or before the last date and time as stated in the tender notice.

(iv) Offers received after due date and time as stated in the tender notice shall be rejected.

(v) **The Technical bids** will be opened on **25.03.2020, 11:30 AM** at Office of the Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division, Central Excise Bhavan, Kathrikadavu, Kochi 682017.

(vi) The **Financial bids** of those who qualify on evaluation of technical bids would be opened on **25.03.2020, 11:45 AM** at Office of The Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division.

ANNEXURE – II (TERMS AND CONDITIONS)

1. The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.

2. The service provider/bidder shall be a proprietorship/partnership registered firm/ company and the vehicle(s) should be registered in Kerala.

3. The contract for providing vehicles on monthly basis will be given to the lowest bidder, while meeting all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-1 (firm who has quoted lowest rates) tenderer.

4. The vehicles shall be for exclusive use of this office and should not be used by the service provider for any other purpose.

5. The vehicle shall be made available on **all days including Saturdays, Sundays and holidays, if required**.

6. The calculation of mileage shall be from the **reporting point to the relieving point** and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorised officer of this Division may get odometer of the vehicle checked from any authorised workshop at the cost of the service provider.

7. The vehicles provided should conform to the relevant Motor Vehicle Act/ Rules and be in perfect running/ Mechanical Condition. The vehicles should be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including pollution clearance. The tenderer should ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control certificate etc., relating to the hired vehicles are in the personal custody of the licensed drivers.

8. The vehicles provided should not be more than **2 (two)** years old (minimum 2018 model). The vehicles should be provided with complete upholstery including clean and tidy white seat covers/ towels and other necessary comforts and facilities. The **interior & exterior** of the vehicles should be well maintained and **cleaned properly on daily basis.** In case the condition of the **vehicles is found to be unsatisfactory, they shall be returned for immediate replacement**.

9. The time and distance in respect of hired vehicles will commence and terminate from the office to which it is being assigned. The vehicles would normally be utilised during the period from **07:00 Hrs to 20:00 Hrs**. However, depending on the exigency of official work, utilisation may be **extended beyond the period without any notice to the tenderer**.

10. The tenderer should possess adequate vehicles with capacity to provide/ replace the vehicle at short notice. **In case of any breakdown of vehicle on duty**, the service provider shall make arrangement for repairing their vehicles and provide another vehicle. In such a case, **mileage from garage to the point of breakdown would not be paid**. The driver should not ordinarily be changed unless requested by the office of the Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division, Central Excise Bhavan, Kathrikadavu, Kochi 682017.

11. The vehicle(s) deployed should not be changed ordinarily and in exceptional circumstances change of the vehicle(s) could be made with prior consent of the authorized officer.

12. The owner/ firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergency cases.

13. The driver(s) should possess valid driving licence, shall be adequately experienced, maintain decency, good habits and politeness and should be well conversant with the road routes and locations of the respective area. The driver(s) shall observe all the etiquette and protocol while performing duty. The driver(s) should be in proper and clean white dress and be available on mobile phones provided by the tenderer at all times during vehicle deployment. The driver(s) should adhere to the instructions of the officer in charge of the vehicle as well the officer assigned with the vehicle. The driver should be well versed with the roads and places in Kerala. The driver should be ready and prepared for out station journeys at short notice.

14. Contractor shall ensure that the driver(s) deployed by him do not have any criminal antecedents. If a driver is found to be unsuitable for any reason, the tenderer shall replace him with another driver with suitable qualification immediately. The driver(s) should not be involved in more than **2(two)** challans for negligent driving. The driver(s) shall remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers. The driver should have a minimum experience of **3(three)** years of driving, which should be verifiable from the date of issuance of his driving licence.

15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer in the Division office for scrutiny & payment of the bills.

16. The billing will be for a maximum of **2000 km per month**. **The balance kilometers will be carried forward to the succeeding month(s)**. This office will however reimburse toll tax and parking charges against production of documentary evidence.

17. If any vehicle does not report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The service provider shall also be liable for a penalty of Rs. 500/- per day per small size vehicle and Rs. 1000/- per day per mid-size vehicle/staff car for each such incident.

18. If the vehicles are not provided from the **desired location**, a penalty up to **Rs. 500/-** per day per small size vehicle and up to **Rs. 1000/-** per day per mid-size vehicle/staff car can be imposed besides termination of contract.

19. The service provider shall provide the vehicle of the make/ model as per the terms of the contract/ tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by this office, temporarily.

20. In case quality of service by the provider is found wanting, this Office may terminate the contract after giving **15 (Fifteen)** days' notice. In case of such termination, services of other empaneled service providers may be utilised.

21. TDS as applicable will be deducted from each bill.

22. GST will be reimbursed on production of proof of its payment by the service provider.

23. This Office will have the discretion to extend the period of contract or terminate the contract prematurely in case of unsatisfactory service.

24. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office, whose decision shall be final.

25. No conditional bids shall be entertained by this Office, and Conditional bids will be rejected, summarily.

26. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.

27. This Office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.

28. Contract can be terminated by either party prematurely by giving advance notice of **1(one)** month.

29. The instruction contained in CVC guideline issued vide OM No. 16/CEX/36/322446 dated 12.08.2016 should be complied with while making bid for supply of vehicle.

30. The tenderer has to submit **the certified copies of R.C. books and the comprehensive insurance policies for the vehicles to be provided at the time of acceptance of the terms and conditions of the tender along with driving license copy and details and**

experience of drivers to be deployed. **A copy of all these documents has to be uploaded along with technical bid**.

31. In case of any accident, all claims arising out of such accident shall be met by the tenderer and also would indemnify the department for any loss, damages of property of life arising out of negligence of driver for poor maintenance of vehicles. The Department shall not entertain any claim, damages, insurance liability, etc., arising out of mishap/accident etc. to the personnel employed by the Contractor. The Contractor will take such necessary action, under the various Acts/Rules/Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc., as and when required. **Office of the Assistant Commissioner of Central Tax and Central Excise, Ernakulum Division** will not be responsible for any claim in this regard.

32. The rates quoted should be **exclusive of applicable GST** but inclusive of all other taxes/levies, if any, as applicable. Once the rates are finalized, no increase would be considered in the rates quoted by the tenderer for whatever reason during the continuance of the contract.

33. Pre-receipted typed bills shall be submitted in duplicate by the tenderer to this office during the **1st week of every month** for the service rendered during the **previous month** for settlement. Necessary Log Book to be maintained properly and submitted to the concerned officer of this Office for necessary verification along with bill. The payment will be electronically made by the PAO, Central Tax and Central Excise, Cochin, which takes about **3(three) weeks** after the receipt of bills from the Service Provider. The contractor shall fully comply with all the applicable Laws, Rules and Regulations relating to Employees Provident Fund and Miscellaneous Provisions Act, 1952 including the payment of PF contributions, Payment of Bonus under Payment of Bonus Act,1965, Minimum Wages Act,1948, Workmen's Compensation Act,1923, ESI Act,1948, Contract Labour (Regulations & Abolition) Act,1970, relating to certificates of registration, relating to licence, relating to issue of employment card and relating to annual returns of the principal employer, Essential Commodities Act,1955, Interstate Migrant Workmen(RE and CS) Act, 1979, and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per Income Tax Act,1961, and any other act as may be relevant as applicable to him from time to time.

34. The contract shall be awarded initially for a period of Twelve Months **from 01.04.2020 to 31.03.2021 (subject to change)**. It may be considered for extension by mutual agreement for such further period as may be agreed upon. The contract awarded based on this tender would commence from the date of consent of the tenderer to the specified terms and conditions. However no subcontracting would be allowed by the selected contractor.

35. The tenderer should enter into agreement on Rs. 200/- stamp paper and the cost of stamp paper is to be borne by the tenderer.

36. The Department at any time, without conveying any reason, giving the stipulated notice, can terminate the contract and no compensation would be payable to the contractor on this account. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Central Tax and Central Excise, Cochin shall be final and binding.

37. The Office of the Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division reserves the right to fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire with this office and to reject any or all tenders or the contract at any time without assigning any reason, thereof.

38. Tenders submitted shall be governed by directions issued by the Ministry of Finance, Department of Revenue, Government of India as per whose schemes the vehicles are being hired.

39. All columns in the tender document shall be duly filled in and no column shall be left blank. **"Nil" or "Not applicable"** shall be marked, where there is nothing to report. All the pages of the tender document shall be **signed** by the bidder. Any other cutting or use of white ink should be duly attested by the bidder. In case of Co-Owners/ Joint Owners, the bid documents i.e., **Technical Bid, Financial Bid** and other documents, should be signed by all the Co-Owners/Joint Owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the other remaining owners. **Office of the Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division , Central Excise Bhavan, Kathrikadavu, Kochi-682017** reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.

40. In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.

41. No tender documents will be accepted by Fax, email or any other such means.

42. In the financial bid, rates should be indicated in <u>both figures and words</u>. If there is a difference between the two said rates, the rates quoted in words will prevail. The rate quoted should be **exclusive of GST**, which would be paid extra by the department on actual basis, based on documentary evidence about payment of GST by the successful bidder.

43. The Department reserves the right to accept/ reject any tender or all tenders without assigning any reason.

44. Contractor shall be solely responsible for any/all disputes between him and the driver deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against this office, or any of its officers on this account. The Contractor will keep this office indemnified against all actions.

45. The Contractor should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the Service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office. The Service provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.

46. The Contractor shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under the Service contract.

47. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

48. The Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division shall be at liberty to withhold any of the payments in full or in part for default in service and/or any loss/damage to Government property, equipment, etc. The decision of the Department will be final.

49. In case the Contractor fails to carry out the said services or fails to deliver services to the desired standard due to absence of his personnel or any other reason, **penalty as decided by the Assistant Commissioner of Central Tax and Central Excise, Ernakulam Division** shall have to be paid by the Service provider. The decision of the Department will be final

and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount/ payment due to the Service Provider.

50. The offer should remain valid for **3(three)** months from opening of financial bid and allotment of the tender. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of price and other terms and conditions quoted in the **Technical** or **Financial Bids**. The bidder is required to submit an **undertaking on non-judicial stamp paper of requisite value duly signed,** that the bidder shall not back out/cancel the offer/offers made to **Office of the Assistant Commissioner of Central Tax & Central Excise, Ernakulam Division, Central Excise Bhavan, Kathrikadavu, Kochi-682017** during the validity period.

51. Tender is likely to be rejected because of non-fulfilment of any of the above terms.

52. If at any stage it is found that any of the details documents furnished by the bidder is false/misleading/fabricated, his/her bid would be liable for cancellation without intimation to the bidder.

53. All disputes will be subject to local jurisdiction only.

Read and Accepted

Name & Signature

Stamp (if any) of bidder

ANNEXURE – III (TENDER ACCEPTANCE LETTER)

To

The Office of the Assistant Commissioner
Central Tax & Central Excise, Ernakulam Division
Central Excise Bhavan, Kathrikkadavu
Kochi-17

Sir,

Subject: Acceptance of Terms & Conditions of tender.

Tender Reference No : ----------

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

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender 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 (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I/we shall abide by the terms/conditions/clauses contained therein.

3. The corrigendum(s), issued from time to time by your department 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 we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours Sincerely,

Name & Signature with stamp (if any) of Bidder

ANNEXURE-IV

(TECHNICAL BID)

1	Name of the Organization/ Firms with full address with Pin Code, Phone No, Fax No, email, etc.	
2	Name of the Proprietor / Partners / Directors	
3(a)	PAN No. of the Firm. (Please attach self-attested copies of the PAN)	
3(b)	Copy of the Income Tax Return filed for last 3 years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.	
4	Experience as provider of vehicles for hire (in years)	
5	Registration Number of Tenderer/Concern with GST Department: (Attested Photo copy of registration certificate should be attached)	
6	Registration Number of Tenderer/Concern with other Government Departments: (Attested Photo copy of registration certificate should be attached)	
7	Details of pending legal disputes relating to providing of vehicles, if any	
8	Any other information to be considered:	
9	Details of vehicles offered:	

Category	No. of Vehicles required.	Make, Model No. & Colour of the Vehicle offered for hire.	Fuel Type	Year of manufacture
Operational Small-size car	1			

Name & Signature with stamp (if any) of bidder

ANNEXURE- IV
(FINANCIAL BID)
PROFORMA FOR QUOTING RATES

01	Name of the Contractors/Firm/Company	
02	Address	
03	PAN No.	
04	Telephone Nos.	
05	Fax No.	
06	Email ID	
07	Name and address of Proprietor/ Partners/ Director	
08	PAN No.	
09	GST Registration No.	

Category	Type of Vehicle/ Model/ Brand of Vehicles (Year of manufacture should be specified)	Rate per Month (Excluding GST)	Rate per KM beyond 2000 KM	Remarks, if any
Operational small-size car - 1				

Signature of Bidder with date

Name & full address: ……..

……

……...

……

Telephone No: Office ……..

Residence ……..

Email: ……..

Seal:

Annexure V (Instructions for Online Bid Submission)

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:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which 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 / 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

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**" or "Other Important Documents" 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 log into the site well in advance for bid submission so that they can 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. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4. 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 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. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be

filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the **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 BoQ file is 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents 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. 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

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.

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 Help