भारतसरकार GOVERNMENT OF INDIA
वित्तमंत्रालय MINISTRY OF FINANCE
राजस्वविभाग DEPARTMENT OF REVENUE
लेखापरीक्षाकेसहायकआयुक्तकाकार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER (AUDIT)
केन्द्रीयकरएवंकेन्द्रीयउत्पादशुल्क: लेखापरीक्षासर्किल- 6
CENTRAL TAX & CENTRAL EXCISE AUDIT CIRCLE - 6
केंद्रीयउत्पादशुल्कलेखापरीक्षाघर
CENTRAL EXCISE AUDIT HOUSE
टाउनहॉलरोड, त्रिशूर
TOWN HALL ROAD, THRISSUR - 680 020
Direct: 0487-2327000 Email: auditcircletrichur@gmail.com EPABX: 0487-2327300/ 600

File No.I/(15)/76/2020-ADMN-CGST-ADT

NOTICE INVITING TENDER (NIT)

Sub: Rates/ quotations for hiring of Services for Maintenance, Housekeeping, etc (Multi Task Staff -two male & one female) of office premises of Central Tax and Central Excise (Audit), Audit Circle -6, Central Excise Audit House, Opp. Town Hall, Thrissur - Reg.

The Asst. Commissioner of Central Tax and Central Excise, Audit Circle -6, Thrissur invites bids/Quotations from Service Providers (Maintenance/House Keeping etc – Multi Task Staff) for hiring of their services for house keeping works and additional duties such as opening/closure of office etc in addition to normal maintenance/upkeep of office at the Office of the Asst. Commissioner of Central Tax & Central Excise (Audit), Audit Circle – 6, Central Excise Audit House, Opp. Town Hall, Thrissur – 680 020. The office premises consist of 6,400 sq.ft. of Closed Area, 400 sq.ft Open Area and garden at **Central Tax and Central Excise (Audit), Audit Circle -6, Thrissur- (two male & one female).**

Circle-6

Data Sheet

Item	Description
Name of the Hirer	Government of India, Ministry of Finance, Department of Revenue, Central Tax and Central Excise (Audit), Audit Circle – 6, Central Excise Audit House, Opp. Town Hall, Thrissur – 680 020
Tender Inviting Authority	Assistant Commissioner, Central Tax& Central Excise (Audit), Thrissur
Tender Name	Outsourcing of Multi Task Staff & House keeping works
Tender No. & Date	I/(15)/76/2020-ADMN-CGST-ADT dated 22-10-2020
Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from Central Public ProcurementPortal (CPPP Website) at https://eprocure.gov.in/eprocure/app
Date and time of Tender Notice issuance	**22-10-2020, 05.00 PM**
Last dated and time for bid/Proposal submission (On or before)	**13-11-2020 05.00 P.M**
Bid opening Time & Date	**17-11-2020, 11.00 AM (Technical Bid)** **17-11-2020, 01.00 PM (Financial Bid)**
Period of hiring	**01/12/2020 to 31/10/2021 (subject to change)**

2. Tender documents may be downloaded from Central Public Procurement Portal (CPPP)website https://eprocure.gov.in/eprocure/appas per the schedule, as given in time schedule for tender as above, by the bidders having Digital Signature Certificate (DSC) issued from any agency authorised by Controller of Certifying Authority (CCA), Government of India and which can be traced up to the chain of trust to the Root Certificate of CCA. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the CPPP website. The portal enrolment is free of cost. Interested bidders shall submit their quotation online as per the tender document on **CPPP website**. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.



TIME SCHEDULE FOR TENDER

SL No.	Particulars	Date
1	Tender e-publish date	**22-10-2020**
2	Document download start date	**22-10-2020**
3	Document download last date	**13-11-2020**
4	Bid submission start date	**22-10-2020**
5	Bid submission last date	**13-11-2020**
6	Tender opening date Technical/Financial bid	**17-11-2020**

3. Tenderer who has downloaded the tender from the on **CPPP website**, 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 with all the tender documents evidencing GST Registration no. of the bidder, other statutory registrations, etc., duly signed in all the pages. The format of Technical and Financial Bid is mentioned in **Annexure-III and IV** respectively. All the pages of bid being submitted must be signed and over writing, if any, has to be duly initialled by the bidder and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Further, the 'Terms & Conditions' **(Annexure-I)**& Tender Acceptance Letter **(Annexure-II)** 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-I (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.The bidder shall sign and stamp with Digital Signature Certificate on each page of the tender document and all other enclosures appended to it as a token



of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid.The tendererwould *fill* the information in the Annexures enclosedin clear and *legible* termsand over writing, if any, has to be duly initialed by the bidder or his authorized signatory and all the pages shall be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Wherever required the price quoted shall be written in figures and words as *well.* Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

6. 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.

7. 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.

8. Interested parties may also download the tender from the official websites www.cbic.gov.in&www.cenexcisekochi.gov.in

9. The bids, complete in all respects should be submitted through the CPPP website**https://eprocure.gov.in/eprocure/app**on or before **5.00 PM on 13-11-2020.** Offers received beyond the specified date and time shall not be entertained.

10. The tender documents are not transferable.Not more than one tender shall be submitted by one contractor. Under no circumstances will family members or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Office of the Assistant Commissioner of Central Tax & Central Excise (Hqrs) Circle-6 Kochi-18

11. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

Enclosures:

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



(KOSHY ALEX)
ASSISTANT COMMISSIONER (AUDIT)

Copy to:

1. The Assistant Commissioner/Nodal Officer, Central Tax and Central Excise (Audit), Cochin for publication inhttps://eprocure.gov.in/eprocure/app and in the Official Websites i.e., www.cbic.gov.in, www.cenexcisekochi.gov.in

2. The Notice Board at the office of the Chief Commissioner of Central Tax & Central Excise, C.R. Building, I.S.Press Road, Cochin.

ANNEXURE – I

TERMS AND CONDITIONS

GENERAL CONDITIONS:

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

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

3 No tender will be accepted by fax, email, telex or any other such means.

4 **Rates should be indicated in both figures and words**. If there is difference between the two said rates, the rates quoted in words will prevail. Rates quoted should be inclusive of all taxes, etc. Central Tax & Central Excise will not pay any extra amount.

5 The tender shall be submitted online in two parts viz. Technical Bid and Financial Bid. Tenders (Technical Bid only) will be opened on **17-11-2020 , 11.00 AM** at the office of the Asst. Commissioner of Central Tax and Central Excise (Audit), Audit Circle – 6, Central Excise Audit House, Opp. Town Hall, Thrissur – 680 020 in the presence of bidders / representatives of the bidders, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall be opened at **01.00 PM on 17-11-2020 .**

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

7 The Rates shall be valid for the period **from 01.12.2020 to 31.10.2021**. At the end of the year, the Contract may be renewed for such further period, as decided by the Asst. Commissioner of Central Tax and Central Excise (Audit) or terminated and / or fresh tenders invited. Decision of the Department will be final.

8 The Asst. Commissioner of Central Tax and Central Excise (Audit), Audit Circle – 6, Central Excise Audit House, Opp. Town Hall, Thrissur reserves the right to terminate the contract, by giving 15 (Fifteen) days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.

9 The Contractor shall in no case lease/transfer/sublet/appoint caretaker for the Services rendered.

10 Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.

11 Contractor shall be solely responsible for any/all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against Central Tax and Central Excise (Audit), Thrissur or any of its officers on this account. The Contractor will keep Central Tax and Central Excise, Thrissur indemnified against all actions.

12 For any losses, damages caused by the personnel deployed by the Contractor to any person / property / equipment of Central Tax and Central Excise (Audit), Thrissur office, the Contractor will have to make good such loss / damage and bear the expenses for such loss / damage as decided by the Asst. Commissioner of Central Tax and Central Excise (Audit), Thrissur. Further, in respect of such loss/ damage, the department reserves the right to take such further action as required / provided under the Law.

13 Contractor shall be solely responsible for payment of wages/salaries, other benefits, allowances and all other statutory / other dues payable as per Central / State Government / Municipality Rates etc., other Laws etc. as applicable to the personnel deployed that might become applicable under any Act or Order of the Government. Central Tax & Central Excise (Audit), Thrissur shall have no liability whatsoever in this regard.

14 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. Central Tax and Central Excise (Audit), Thrissur will not be responsible for any claim in this regard.

15 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.

16 The Contractor will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central / State Government / Municipality / Local Bodies relating to such deployment of personnel.

17 In case of any default by the Contractor in respect of any of the Terms & Conditions, (whether General or Special), the Assistant Commissioner of Central Tax and Central Excise (Audit), Thrissur may without prejudice to any other right/ remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 (Fifteen) days notice in writing to the Contractor. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Contractor as per the Agreement.

18 Manpower required for execution of the entire daily work including transport of personnel deployed to Central Tax and Central Excise (Audit), Thrissur will be arranged by the Contractor. In case some personnel are not able to attend work, it would be the responsibility of the Contractor to provide suitable replacement.Contractor shall ensure that 3 people (Two male and one

female personnel) are deployed for the effective housekeeping, maintenance and other works of the office premises.

19 The Contractor should have a permanent establishment and work force available in Thrissur.

20 Attendance register of the personnel deployed will be maintained. The personnel deployed will render service everyday – Monday to Saturday, whenever required on Sunday also. They will also attend to any unforeseen jobs as well as other exigency of Work. No extra payment for this shall be made.

21 The Service provider shall nominate an Authorized Representative to supervise the work of the personnel deployed and interact with the department. No other person except the Contractor's Authorized Representative shall be allowed to enter the premises of Central Tax and Central Excise (Audit), Thrissur. The name of such Authorized Representative will be indicated by the Contractor while submitting the Bid. Uniform with Identity Card should be provided to the persons deployed for work at Central Tax and Central Excise (Audit), Thrissur by the Service Provider.

22 On acceptance of his bid, the service provider shall provide a security deposit of 5% of the contract value as performance security in the form of an account payee demand draft/fixed deposit receipt/bank guarantee from a Commercial bank safeguarding the Central Tax and Central Excise (Audit), Thrissur's interest in all respects.

TERMS OF PAYMENT:

23 The liability to pay all taxes / duties / other levies of Local bodies, State & Central Government or any other Authority in respect of services rendered will vest with the Contractor.

24 The Contractor will submit the monthly bill for reimbursement in duplicate to Central Tax and Central Excise (Audit), Thrissur in the first week of following month and payment will be made after the bills are passed by The

Commissioner of Central Tax and Central Excise (Audit), C R Building, I.S. Press Road, Kochi. The payment will be electronically made by the PAO Central Tax and Central Excise, Kochi, which takes about 3 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 Act including the payment of PF contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI Act, Contract Labour (Regulations & Abolition) Act, 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, Migrant Labour Act 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, and any other act as may be relevant as applicable to him from time to time;

25 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.

26 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.

27 The Commissioner of Central Tax and Central Excise (Audit), Kochi 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.

28 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 Asst. Commissioner of Central Tax and Central Excise (Audit), Thrissur 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.

29 The offer should remain valid for 6 (six) 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 the Asst. Commissioner of Central Tax and Central Excise (Audit), Central Excise Audit House, Opp. Town Hall, Thrissur – 680 020 during the validity period.

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

31 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.

32 All disputes will be subject to local jurisdiction only.

SCOPE OF WORK / JOBS TO BE CARRIED OUT:

A. DAILY WORK:

a) Opening the office at the specified time/switching on all the office equipments

b) Dusting and cleaning of tables, chairs, trays, telephones, filing cabinets, cupboard, paper racks, tables, fans, photocopier machines, printers, computer systems, other office equipments installed at Central Tax and Central Excise (Audit), Thrissur office.

c) Sweeping and swabbing of floor area with necessary detergents.

d) Dusting and cleaning of all office furniture including computer work stations.

e) Dusting of wooden panels in the premises, including stairs and railings.

f) Cleaning of toilets with detergent powder and deodorants etc. Toilets should be cleaned three times a day (morning, afternoon and evening) and as and when required.

g) Collecting waste papers and other waste from various places in premises and depositing it to specific dumping areas.

h) Shifting of furniture and records and its rearrangement as and when required.

i) Such other cleaning or other work as may be entrusted by the Central Tax and Central Excise (Audit), Thrissur.

j) Serving tea / coffee / water etc. to officers / staff.

k) Upkeep & regular maintenance of office equipments.

l) Closing all doors/windows, Locking up all the rooms/doors/corridors etc, shutting down all the office equipments and closure/locking up of office building after office hours.

B. Besides the above work, the following Special Cleaning work etc., shall be carried out once a week and as and when required, dusting of ceiling, walls, light shades, frames, fans etc., cleaning of internal and external glasses of all windows, cleaning of all the furniture and office equipments in the office using vacuum cleaner, brushing and washing of floors, stairs with necessary detergents & floor scrubbing machine, cleaning with chemicals etc. removing stains from walls/floors and removing cobwebs once in a week.

C. The Service Personnel deployed may also be required to attend to emergency work like cleaning and removing of blockage in pipes in toilets and building premises.

D. Personnel employed by the Contractor should have the requisite expertise in use of vacuum cleaner, floor scrubbing machines or similar cleaning machines.

E. Material for cleaning like vacuum cleaner, brooms, mops, etc., and all other materials including consumables like detergent powder, deodorants,

phenyl, naphthalene balls, buckets, cleaning acid, cleaning cloth, cleaning material etc., will be provided by Central Tax and Central Excise (Audit), Thrissur.

F. Misc. Work relating to banking, tapal, special messenger work to other offices in emergency situations etc.

Read and Accepted
Name & Signature with stamp (if any)
of Legal owner/Power of Attorney
holder

Annexure – II (TENDER ACCEPTANCE LETTER)

To

The Asst. Commissioner
Central Tax & Central Excise (Audit)
Audit Circle -6, Central Excise Audit House,
Opp. Town Hall, Thrissur – 680 020.

Sir,

Subject: Acceptance of Terms & Conditions of tender for **hiring Services for Maintenance / Housekeeping etc**.

Tender Reference No:_____

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 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 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
Legal owner/Power of Attorney holder

ANNEXURE-III
(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.		
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	Total strength of staff/workers available with the Service Provider		
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors / Firms / Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector		
6	Registration Number of Tenderer/Concern with other Government Departments :(Attested Photo copy of registration certificate should be attached)		
7	Any other information to be considered:		

Signature of Authorized person with date : _____

Name & full address: _____

Telephone No: Office: Fax No:

Residence:

Email:

Seal_____

ANNEXURE- IV
(FINANCIAL BID)
PROFORMA FOR QUOTING RATES

01	Name & Address of the Contractors, Firms, Agencies	
02	Name of Proprietor / Partners' / Director	
03	Rates quoted per square feet (Inclusive of all components of wages, ESI, PF, Bonus, Service Charge, any other charges or taxes as applicable excluding the Goods and Services Tax (GST) payable under the Central Goods and Services Tax Act and State Goods and Services Tax Act, 2017).	

Signature of Authorized person with date : _____

Name & full address: _____

Telephone No: Office: Fax No:

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 for a tender 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.