

## **REQUEST FOR PROPOSAL**

**For hiring of a non-AC vehicle (Dzire, Amaze, Xcent, Indigo CS, Zest, Etios etc.)  
by National Mission on Monuments and Antiquities (NMMA), Archaeological  
Survey of India, at GE Building,  
Red Fort, Delhi-110006.**

**REFERENCE No.F.18-10/2018-NMMA**



सत्यमेव जयते

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES**



**Section-1**  
**Table – A: Time and Work Frame**

**For hiring of a non-AC vehicle (Dzire, Amaze, Xcent, Indigo, Zest, Etios etc.) by National Mission on Monuments and Antiquities (NMMA), Archaeological Survey of India, at GE Building, Red Fort, Delhi - 110006.**

**Manual bids shall not be accepted.**

**CRITICAL DATE SHEET**

1	Date of issue of Tender	26.07.2018 5:00PM
2	Bid document download / sale start date.	26.07.2018 5:30PM
3	Start date for submission of filled-in tender document.	26.07.2018 6:00PM
4	Bid submission end date.	09.08.2018 10:00 AM
5	Date of opening of technical bid.	10.08.2018 11:00 AM
6	Date of meeting with bidders post technical bid opening for presentation and document verification.	----
7	Validity of bid	120 days from the date of bid opening.



Dear Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid System Technical Bid and Financial Bid for providing a non AC vehicle to National Mission on Monuments and Antiquities (NMMA), ASI, at GE Building, Red Fort.
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

Document **Download: Tender documents may be downloaded from CPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**

Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item-wise price and other commercial / financial terms against the items mentioned in the Technical Bid.

3. **Bid Submission:**

Applications/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL DATE SHEET.**

**Bids shall be submitted online only at CPP 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.

4. **Earnest Money Deposit:**

The Hard copy of original instruments in respect of cost of earnest money of Rs.20,000/- (Rupees twenty thousand only) must be delivered to the Addl. Director General (Archaeology) on or Bid opening date/ time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.

5. **The EMD be submitted separately as under**

1. Tender inviting authority is the Addl. D.G.,(Archaeology), Archaeological Survey of India (ASI), 24, Tilak Marg, New Delhi – 110001.
2. Purchase Order shall be for a period of one year and the same may be extended for further two years depending upon satisfactory performance on yearly basis.

6. **Estimated Cost of Tender :**

The estimated cost of the tender is approximately Rs.4.50 lakh (Rupees Four Lakh only).

Address for communication, is as given below:

Contact Details:

Contact Person	<b>Dr. Urmila Sant</b> <b>Addl. Director General (Archaeology)</b>
Address for communication	G.E. Building, Red Fort Complex, Delhi – 110006.





Dated: 26-07 2018

26 JUL 2018

**NOTICE INVITING TENDER**

1. Online Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid, from registered Transporters/Travel Agency within the National Capital of Delhi for hiring of non AC vehicle (Dezire, Indigo CS, Zest, Amaze, Etios etc.) not older than 2014 in good condition for the use in the office of, **National Mission of monuments and Antiquities (NMMA), ASI, G.E. Building , Red Fort Complex, Delhi-6** for a period of one year, from date of award of contract which is extendable for two years on yearly basis. **The rates should be inclusive of all charges including all taxes, fuel and wages of the Driver.**
2. Complete Tender Documents can be accessed from CPP Portal <https://eprocure.gov.in/eprocure/app>.
3. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenderers will be opened at 11 AM on 10.08.2018 in the presence of authorized representative of Bidders as may wish to be personally present.
4. The NMMA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the DG, ASI, in this regard shall be final and binding on all.

(Dr. Urmila Sant)  
Addl. Director General (Archaeology)

**Copy to:**

1. Notice Board
2. Website of ASI & MoC
3. All Ministries/Departments



## GENERAL INSTRUCTIONS FOR TENDERERS

1. The Addl. D.G., (Archaeology), ASI, Head Quarter, 24, Tilak Marg, New Delhi – 110011 requires quotations from registered Transporters/Travel Agency within the National Capital of Delhi for hiring of non-AC vehicle (Desire, Indigo CS, Zest, Amaze, Etios etc.), not older than 2015 and in good running condition for use in the Office of NMMA at G.E. Building, Red Fort, Delhi-110006.
2. The contract will be for a period of **One year** from the date of award of contract. The period of contract may be further extended for two more years depending upto satisfactory work on yearly basis, **unless it is curtailed or terminated by this office owing to deficiency in service or any other reason.**
3. The interested Companies/Firms/Agencies may deposit /submit the Earnest Money Deposit (EMD) for Rs.20,000/-(Rupees twenty thousand) in the form of Demand Draft /Pay Order drawn in the favour of PAO, ASI HQ Janpath New Delhi at office of Jt. D.G.(Museum & NMMA), Archaeological Survey of India, Head Quarter, Janpath, New Delhi-110011.
4. The crucial dates relating to "Tender for Providing non-AC vehicle (Desire, Indigo CS, Zest, Amaze, Etios etc)., are cited as under:

Last date and time for submission of Quotation (Technical & Financial, in separate sealed covers)	09.08.2018 at 10:00 AM
Date and time for opening of Technical Bids	10.08.2018 at 11:00 AM
Date and time for opening of Financial Bids	<b>Shall be indicated separately</b>

5. The Earnest Money Deposit (EMD) of **Rs.20,000/- (Rupees twenty thousand only)** refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the agency, failing which the tender shall be rejected summarily.
6. The successful tenderer will have to deposit Performance Security Deposit (PSD) irrespective of status of Company/Firm/Agency - equal to 1Qo/o of the value of the contract in the form of Bank Guarantee/Fixed Deposit Receipt (FDR)/Banker's Cheque/Demand Draft made in the name of the Agency and hypothecated to the PAO, ASI HQ, New Delhi, covering the entire period of the contract. The PSD should remain valid for a period of 60 days beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, a revised PSD 10% will have to be submitted for the contract value within two weeks of communication of decision in this regard to the Company/firm/Agency.
7. The tendering Companies /Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :-
  1. The Registration No., make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor/ partner of the firm, with comprehensive insurance and pollution certificate.
  2. Valid driving license of driver
  3. Qualification of driver i.e. minimum matriculate.
  4. PAN No. / Service Tax No.
  5. a) Name of firm  
b) Registered office address of firm  
c) Name of Proprietor/Partner of the firm  
d) Telephone No. of the firm  
e) Mobile no. of Proprietor/ Partner of firm.





6. A certificate from bidder that all the terms & conditions are acceptable to him.
  7. Income Tax Return for the last 3 years ending on 31-03-2018.
  8. Declaration regarding blacklisting as per format attached.
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8. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
  9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
  10. The Technical Bid of tenders shall be opened at 11:00 AM. On 10.08.2018 at Office of Addl. D.G., (Archaeology), Archaeological Survey of India, Head Quarter, 24, Tilak Marg, New Delhi-110001 in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
  11. The **DG, ASI** reserves the right to cancel any or all the bids without assigning any reason.



**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY.**

The tendering Company/Firm/Agency should fulfill the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

Sl. No.	Requirement	Copy of relevant document	Enclosed Yes / No	Page No. of Bid Document
1.	The Registration No., make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor/ partner of the firm, with comprehensive insurance and pollution certificate.	Copies to be attached.		
2.	Valid driving license of driver and qualification of driver i.e. minimum matriculate.	Copies to be attached.		
3.	PAN No. / GST / Registration No.	Copy of Pan No./ GST and Registration No.		
4.	The Registered Office or one office of the Branch Offices of the Company/firm/ agency should be located in Delhi / New Delhi or NCR Region of Delhi.	Proof of Address		
5.	The Company/firm/agency should have completed 3 orders of providing of vehicles during the last three years and out of which at least one work order for providing a vehicle to Ministry/Govt. offices/Govt. organizations.	Copy of Work Order to be attached.		
6.	A certificate from bidder that all the terms & conditions are acceptable to him	Copy of the certificate		
7.	Income Tax Return for the last 3 years ending on 31-03-2018.	Copies to be attached		



## APPLICATION FOR TENDER

1. Name of Tendering Company/Firm/Agency  
(Attach certificate of registration)

2. Name of proprietor/Director of Company/Firm/Agency:

3. Full Address of Regd. Office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. -----Fax No.----- E-Mail address -----

4. Full address of Operating Branch:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. -----Fax No.-----E-Mail address-----

5. PAN/GIR No./Service Tax Regn. No./  
GST Registration if any.  
(Attach self-attested copy).

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6. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client with address, telephone and FAX Nos.	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

7. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:





## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter of Shri -----signatory of the agency/firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last Three Years as on date of opening of this Tender.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:



**APPLICATION FOR TECHNICAL BID  
for providing a non-AC vehicle**

Name of tendering Company/Firm/Agency: -----

Sl. No.	Requirement	Copy of relevant document	Enclosed Yes / No	Page No. of Bid Document
1.	The Registration No., make & model certificate of the vehicle. The vehicle must be registered either in the name of the firm or in the name of proprietor/ partner of the firm, with comprehensive insurance and pollution certificate.	Copies to be attached.		
2.	Valid driving license of driver and qualification of driver i.e. minimum matriculate.	Copies to be attached.		
3.	PAN No. / GST / Registration No.	Copy of Pan No./ GST and Registration No.		
4.	The Registered Office or one office of the Branch Offices of the Company/firm/ agency should be located in Delhi / New Delhi or NCR Region of Delhi.	Proof of Address		
5.	The Company/firm/agency should have completed 3 orders of providing of vehicles during the last three years and out of which at least one work order for providing a vehicle to Ministry/Govt. offices/Govt. organizations.	Copy of Work Order to be attached.		
6.	A certificate from bidder that all the terms & conditions are acceptable to him	Copy of the certificate		
7.	Income Tax Return for the last 3 years ending on 31-03-2018.	Copies to be attached		

Date:

Signature of authorized person

Seal:

Full Name & Place:





**Financial bid**

**Monthly Basis (up to a Distance of 2500 kms and 300 hours per month)  
(including all taxes, fuel and wages of the Driver)**

Sl. No.	Particular	Amount in (Rs.)	Charges for extra km.	Charges for extra hour
1	Indigo CS/Dzire/Xcent/ Amaze/Zest/Etios			

Signature -----

Name -----

Company Seal -----

Date -----



## EVALUATION CRITERIA

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest for providing a non-AC vehicle including all taxes will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work orders in last 3 years for providing higher number of vehicles in Ministries/Government offices/ Government organizations shall be declared L1. Copies of Order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to L1 bidder.





**Terms and conditions for hiring of Non-AC Vehicle on monthly basis for official use in the National Mission on Monuments & Antiquities.**

1. The Car should be in excellent running condition and should be of 2015 and above make. The vehicles must be registered either in the name of the firm or in the name of proprietor/partner of the firm. Copies of registration certificates of the vehicles comprehensive insurance will have to be enclosed with the technical Bid failing which the Bid will be rejected.
2. The driver of the car should be well experienced and have adequate knowledge of New /Delhi roads. He should be in proper Uniform and well behaved.
3. The successful tenderer will have to deposit Performance Security Deposit (PSD) irrespective of status of Company/Firm/Agency - equal to 1Qo/o of the value of the contract in the form of Bank Guarantee/Fixed Deposit Receipt (FDR)/Banker's Cheque/Demand Draft made in the name of the Agency and hypothecated to the PAO, ASI HQ, New Delhi, covering the entire period of the contract. The PSD should remain valid for a period of 60 days beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, a revised PSD 10% will have to be submitted for the contract value within two weeks of communication of decision in this regard to the Company/firm/Agency.
4. The vehicles and drivers once offered will not be changed. In rare case it will be allowed with prior permission of the Director, NMMA. In case of the car/driver is changed without prior consent of the officer, 70% of the charges payable for the day(s) would be deducted on each occasion.
5. The chargeable mileage will be the total mileage (i.e. from garage to garage) limited to the mileage from garage to G.E. Building Red Fort/intimated Reporting Place to grage upto 10 Kms. per day (i.e. a distance of upto 5 Kms. between the garage to G.E. Building Red Fort/intimated reporting place is chargeable.)
6. The cars are expected to normally remain with the Office for official use during 8.30 AM to 8:30 PM on working /non working days i.e. Monday to Friday every week, but may be also required for longer hours and on holidays.
7. The agency must have 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours and on holidays. It would be desirable for the drivers to have mobile phones so that they could be contacted for duty.
8. No request for escalation in rates shall be entertained for whatever reasons, during the period of the contract.





9. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys will be reimbursed along with the hiring charges bill.
10. Payment of hiring charges will be made on monthly basis. The bills for the use of car accompanied by duty slips, duly certified by the officer concerned should be submitted after each completed month by 7<sup>th</sup> of the following month without fail.
11. The driver deputed on duty must possess a valid driving license and must be properly verified by the Firm.
12. The driver shall be in possession of all valid documents concerning the vehicles such as driver's license, road tax paid, registration, pollution under check, insurance papers etc. while on duty as per the law of the land. The Mission will not be responsible to pay any penalty imposed by Govt. authorities in this regard or compensation for accidents etc. during the contract period.
13. **Period of contract shall be for one year from the date of award of the contract which may be extended by two years, subject to satisfactory performance, on yearly basis. ASI also reserves the right to terminate the contract at any time or at any stage during the contract period without giving any notice or assigning any reason. No Compensation will be payable to the firm on this account. The decision of the ASI in the matter will be final.**
14. A penalty of Rs. 100/ per day may be levied, if vehicle fails to meet the terms and conditions prescribed herein on any day or operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forth with at the risk and cost of the firm.
15. The vehicle on duty shall have to be kept in clean and good running condition. The seats shall be covered with neat and good quality seat covers. No payments shall be made if the vehicle is found in dirty or shabby condition.
16. In case of any break down while on journey, all the expense are to be borne by the firm. Further substitute arrangement, if any, shall have to be made by the firm failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the firm.
17. The rates quoted would be valid for a period of one year with the effect from the date of conclusion of the contract.
18. In the event of the firm backing out of the contract midstream, without any explicit consent of ASI, the firm will be liable to the recovery of highest rates, via-a-vis those contracted, which may have to be incurred by ASI on transportation of officer for the balance period of contract through alternatives means. The bill amount of the month along with Performance Security would be forfeited.
19. In case of any theft or loss of property due to negligence or carelessness of driver, the firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the Performance Security amount/ bills of the firm.





20. The firm shall ensure proper conduct of the driver in office premises, and enforced prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
21. The firm shall be responsible for the conduct and integrity of driver deployed for duty in ASI and will also be responsible for any act of commission or mission on his part. The firm will vouch for their character and integrity.
22. The firm shall ensure deployment of suitable driver from proper background investigation. The character and antecedents of the driver will be got verified by the firm from the Police before their deployment on duty. A copy of verification report has to be furnished to ASI.
23. ASI will not be liable for any loss, damage, theft burglary or robbery of any personal belongings and equipment of the drivers/firm or vehicles of the firm.
24. The firm shall be liable for depositing all taxes, levies, cess etc. on the amount of service rendered by it to ASI (NMMA) to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. The Tax at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Office.
26. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of ASI(NMMA). The circumstances for change will be submitted in writing to ASI for approval in the first.
27. Legal disputes, if any, arising during the course of agreement will be settled in Delhi only.

28. **FORCE MAJEURE**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI(NMMA):-

“If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to ‘events’) provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the DG ASI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract”.



29. **ARBITRATION**

NMMA and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by DG ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

30. **APPLICABLE LAW**

The Work Order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.





## 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 enrol 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 Enrolment**" 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 white 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 opener's 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 Mobile Number - +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.



TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

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 the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore 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)