



**TENDER NO: DHSGSU/Liquid Helium/SP/2019/ 851**

**Date: 30.12.2019**

**NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT  
FOR MAGNET OF 500 MHz NMR SPECTROMETER**

**(SUPPLY AND FILLING OF HELIUM)**

**TABLE OF CONTENTS**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
01	ABOUT THE VISHWAVIDYALAYA	2
02	BRIEF OF TENDER	2
03	CRITICAL DATES OF TENDER	3
04	PROCEDURE FOR SUBMITTING BIDS	4
05	TECHNICAL QUALIFICATION CRITERIA	5
06	TECHNICAL BID	5
07	PRICE BID	6
09	ANNEXURE – I (GENERAL TERMS AND CONDITIONS)	7
10	ANNEXURE – II ( UNDERTAKING )	10
11	ANNEXURE – III (NO NEAR RELATIVE CERTIFICATE/ DECLARATION)	11
12	ANNEXURE – IV ( PROFORMA OF BANK GUARANTEE FOR BID SECURITY)	12
13	ANNEXURE –V ( EXPERIENCE/ PERFORMANCE CERTIFICATE)	14
14	ANNEXURE –VI ( DRAFT AGREEMENT FORMAT)	15
16	ANNEXURE – VII (INSTRUCTIONS FOR ONLINE BID SUBMISSION)	17
17	ANNEXURE – VIII (EXEMPTION/ RELAXATION CLAIM FORM)	20

**ABOUT THE VISHWAVIDYALAYA:** Doctor Harisingh Gour Vishwavidyalaya Sagar (A Central University), formerly University of Saugar, was established on 18th July 1946 by Dr. Sir Hari Singh Gour (founder VC) by his lifetime saving. The University is situated 5 Km. east of Sagar city and its campus covers an area of 1312.89 acres over Pathariya Hills connected to the Vindhya Range, surrounded by lush green forest (about 100 acres) within its campus and has effectively contributed to the maintenance and preservation of ecosystem and its biodiversity. It is one of the finest picturesque campuses in India. The NAAC appointed by UGC has awarded 'A' Grade re-accreditation to this University. This University is declared as a Central University w.e.f. 15th Jan 2009. The University is developing in a congenial peaceful disciplined and enthusiastic atmosphere.

**BRIEF OF TENDER:**

Work Description	Quantity	Cost of Tender Document	Estimated cost of Contract in Rs.	EMD in Rs.
<b>TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR MAGNET OF 500 MHz NMR SPECTROMETER ( SUPPLY AND FILLING OF HELIUM)</b>	AS AND WHEN REQUIRED  (Apprx 500 Litre per year)	NIL	12,00,000/- PER ANNUM	24,000/-

The Tender Document can be downloaded from website of the Vishwavidyalaya <http://www.dhsgsu.ac.in> and CPPP site <http://eprocure.gov.in/eprocure/app>.

Tenders are invited under two-bid system, through **online mode only**, from established, reputed and **experienced manufacturers, authorised dealer, authorised distributor and authorised reseller of liquid helium on behalf of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)**.

Tender should be submitted on or before stipulated date as mentioned in the tender document through **online mode only**. Manual bids shall not be accepted.

Registrar,  
Dr. Harisingh Gour Vishwavidyalaya, Sagar(M.P.)

## CRITICAL DATES OF TENDER

S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	30.12.2019	18:00
02	Pre Bid Meeting	06.01.2020	11:00
03	Bid Submission Start Date & Time	07.01.2020	16:00
04	Bid Submission End Date & Time	28.01.2020	18:00
05	Date & Time of EMD submission in original to the Vishwavidyalaya	29.01.2020	18:00
06	Technical Bid Opening Date	30.01.2020	11:00

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked/required, otherwise, the bid will be rejected.
3. Submission of tender document confirms that bidder has unconditionally accepted all terms and conditions stipulated in the tender document.
4. The bidder has to submit the tender well in advance before the prescribed time to avoid any delay or problem during the submission process.
5. In case the date of opening of tenders declared is a holiday or off day, the tenders shall be opened on the next working day at given time.

Registrar,  
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

## 1) PROCEDURE FOR SUBMITTING BIDS

- i) Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions “Instructions for Online Bid Submission” provided in Annexure- VII for online submission of bids.
- ii) Tenders will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Financial Bid through **ONLINE** mode only.
- iii) EMD in original should be sent to the address as mentioned below in an envelope, duly super scribed as EMD along with Tender No.:

### **TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR MAGNET OF 500 MHz NMR SPECTROMETER**

#### **(SUPPLY AND FILLING OF HELIUM)**

#### **EMD**

**TENDER NO.**

**Dated:-**

**To**

**Coordinator, (SIC)**

**Dr.HarisinghGour Vishwavidyalaya Sagar**

**(A Central University)**

**Sagar- 470003**

**Madhya Pradesh**

**From:- M/s.....**

**Contact No:.....**

**E-mail ID:.....**

## 2) TECHNICAL QUALIFICATION CRITERIA

- i) Earnest Money Deposit (EMD) should be submitted in form of Demand Draft/FDR or PBG in favour of the Registrar, Dr Harisingh Gour Vishwavidyalaya Sagar. EMD of unsuccessful bidders will be refunded after finalisation of the tender. **EMD should be submitted through Speed/ Registered Post only.** No interest shall be payable on EMD. EMD may be deposited through NEFT/RTGS to following detail (UTR No. Should be submitted in hard copy):

Name: The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar

Name of Bank: State Bank of India

Account No.: 10186725260

IFCS code: SBIN0001143

Branch: University Campus Sagar (M.P.)

- ii) The firm must submit an Undertaking (Annexure-II) on its letter head that they have not been blacklisted by any State Government/Central Govt./PSU Department/ Other Organization; not convicted by court of law; acceptance of all terms and conditions of the tender document.
- iii) Experience certificate for supplying & refilling Helium for NMR Magnet Annexure-V. Work order/ Purchase Order will not serve the purpose.
- iv) No Near Relative Certificate/ Declaration should be submitted as given in Annexure – III.
- v) Copy of authorization Letter issued in the name of tenderer or manufacturing license.
- vi) Exemption/ Relaxation Claim (Annexure – X) along with requisite documents.
- vii) Copy of Manufacturer's valid license/ registration, in case of manufacturer.

## 3) TECHNICAL BID

**The Technical bid should be submitted online having following documents in PDF format:**

- i) Signed and scanned copy of EMD.
- ii) Signed scanned copy of Undertaking Annexure- II.
- iii) Scanned copy of Experience certificate/ Performance Certificate for supplying & refilling Helium for NMR Magnet. Work order/ Purchase Order will not serve the purpose. Annexure-V.
- iv) Signed and scanned No Near Relative Certificate/ Declaration Annexure - III.
- v) Signed and scanned copy of authorization letter issued in the name of tenderer or manufacturing license.
- vi) Signed and scanned copy of Exemption/ Relaxation Form (Annexure – X) along with requisite documents, if exemption/ relaxation claimed.

- vii) Signed and scanned copy of Manufacturer's valid license/ registration, if tenderer is manufacturer.

Bidders registered as MSEs will be allowed exemption in EMD, as per Rule 170 of GFR 2017. Exemption and/ or relaxation can be claimed by submitting copy of certificate/ license/ any other document as per the rules/norms.

#### **4) PRICE BID**

- i) The Price bid should be submitted online in downloaded format.
- ii) The price bids of only those firms will be opened who are found technically qualified after evaluation technical bids, based on the documents & information submitted by the tenderer.
- iii) **Rates should be quoted for one year only.** The quoted rates should mention all taxes including GST, loading, unloading, transportation etc.

## ANNEXURE-I

### GENERAL TERMS AND CONDITIONS

#### 1. RATES:

- i) Rates quoted should be in Indian Rupees(INR) on FOR destination at Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on **unloading in the vessel basis**, inclusive/ mentioning of all the charges including all taxes, packing, unpacking, loading, unloading, transportation and insurance etc.

#### 2. VALIDITY:

- i) The **quoted** rates must be valid for a minimum period of **120 days** which shall be reckoned from the date of opening for price bid.
- ii) If tenderer denies honouring any purchase order or withdraws his/her offer during the said validity period EMD or Performance Security Deposit shall stands forfeited.

#### 3. CONTRACT:

- i) The qualified tenderer(s) who is offered the **ANNUAL MAINTENANCE CONTRACT FOR MAGNET OF 500 MHz NMR SPECTROMETER (SUPPLY AND FILLING OF HELIUM)** will have to give acceptance within 07 days on receipt of such communication. Further, an agreement having terms and conditions laid down in tender documents to be signed on prescribed format within 15 days of acceptance of such order.
- ii) The agreement would be signed on a non-judicial stamp paper of Rs 1000/- and cost of which is to be borne by the qualified tenderer.
- iii) The contract will remain valid for a period of one year from date of signing agreement. It will be extendable up to maximum of three years.

#### 4. MAINTENANCE SCOPE:

- i) Contractor is supposed to fill up helium in due time with the help of their own engineer. He/ She is responsible for maintenance of Magnet of 500 MHz of Jeol ECX NMR Spectrometer from Helium supply and filling point of view.
- ii) In case of non-compliance or any issue arising to the Magnet, contractor will be solely responsible to replace the same and compensate the Vishwavidyalaya for the same.

#### 5. PERFORMANCE SECURITY DEPOSIT:

- i) The Performance Security Deposit shall be deposited equal to 10% of contract value in the form of Demand Draft/FDR/Bank Guarantee from any Nationalised Bank including SBI in favour of the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar.

ii) It shall be submitted within 21 days from the date of communication of award.

iii) It shall remain valid up to 60 days beyond all contractual/ obligations.

## **6. TERMS OF PAYMENT:**

- i) 100% payment will be made on successful completion of annual maintenance contract on annual basis. Advance payment may be made on the basis of submission of Performance Bank Guarantee.
- ii) The Vishwavidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalty, if any.
- iii) The payment mentioned in this point includes all types of payments due to the supplier arising on account of this contract.
- iv) All payments shall be made by NEFT/RTGS/DBT only after fulfilment of a) and b) above. Supplier should provide bank account detail in the following format:

1	Name of Bank	
2	Address of the Branch	
3	IFSC	
4	Bank Account No.	
5	Type of Account	

## **7. PENALTY:**

- i) In the event of loss to the Magnet contractor will be held responsible to make compensation to Vishwavidyalaya to extent of loss/ damages to the Vishwavidyalaya.
- ii) In case of any kind of non-compliance, negligence on the part of contractor, he/she will be held responsible.

## **8. DISPUTE:**

- i) In case of any disputes, the decision of the Vice Chancellor of the Vishwavidyalaya shall be final and binding on the Bidders.

### **ii) ARBITRATION**

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Vishwavidyalaya and the Bidder/ contractor in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after



the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitrator appointed by the Vice Chancellor, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) who shall give written award of his decision to both the parties.

**iii)** All legal disputes shall be subjected to jurisdiction of District Court Sagar/ High Court of Madhya Pradesh at Jabalpur only.

## **9. CLARIFICATION:**

For any clarification with respect to technical specifications, please contact the Teacher Incharge, NMR Lab Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on email id.: **dey.krishna@gmail.com**

## **10. GENERAL INSTRUCTIONS:**

- i)** Any other term/rule/clause not specifically mentioned here, GFR 2017 shall be referred.
- ii)** Tenderer who has downloaded the tender document from the Vishwavidyalaya website and/or 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 EMD would be forfeited and tenderer is liable to be banned from doing business with the Vishwavidyalaya.
- iii)** Intending tenderer are advised to visit the website [www.dhsgsu.ac.in](http://www.dhsgsu.ac.in) regularly till closing date of submission of the tender for any corrigendum/addendum/amendment which could be uploaded subsequently against this tender.
- iv)** No unsolicited correspondence shall be entertained after submission of the offer.
- v)** If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
- vi)** To safe guard the interests of the University, additional terms & conditions will be incorporated in the purchase order, if needed.
- vii)** The Bidder(s) must be authorized business partners of Global/National service providers.
- viii)** The Bidder(s) should not be involved in any Bankruptcy filing for protection from it.
- ix)** The necessary service support should be provided by Bidder(s) during the agreement period.
- x)** In case the tenderer withdraws, modifies or changes his/her offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
- xi)** Conditional bids shall be summarily rejected.
- xii)** The Vice-Chancellor, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) reserves the right to accept or reject any bid or tender and / or withdraw the Purchase Order without assigning any reason, whatsoever.

## **ANNEXURE- II**

(To be submitted on letter head of the tenderer firm/organization)

### **UNDERTAKING**

1. I/we undertake that I/we have carefully studied all the terms and conditions as mentioned in the tender document and all terms and conditions are acceptable to me as a bidder.
2. I/we undertake that my firm/organisation----- (name of firm/organisation) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organisation/ PSU.
3. I/we undertake that my firm/organisation----- (name of firm/organisation) has not been convicted by court of law.
4. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Seal and signature of Tenderer along with official stamp

### ANNEXURE- III

#### NO NEAR-RELATIVE CERTIFICATE/ DECLARATION

(To be submitted by authorized signatory)

I \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Authorised signatory of  
M/s \_\_\_\_\_ (Name and address of the bidder)  
is competent to sign this declaration and execute the tender document.

I \_\_\_\_\_ resident of \_\_\_\_\_ hereby certify that none of relatives of mine/proprietor/partners/directors is/are employed in the Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.). In case at any stage it is found that the information given by me is false/ incorrect the purchaser shall have the absolute right to take any action as deemed fit/without any prior information to me.

The Information/documents furnished, along with the tender document are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Signatory)

Full Name:

Date:

Address:

Place:

Seal:

**ANNEXURE - IV**

**PROFORMA OF BANK GUARANTEE FOR BID SECURITY**

(to be stamped in accordance with relevant Act).

Ref: Bank Guarantee No. ....

Registrar,  
Dr. Harisingh Gour  
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. .... dated .....

M/s ..... having its registered/ Head office at  
..... wish to participate in the said bid.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of  
..... valid up to ....., is required to be submitted by the  
bidder as a condition precedent for participation in the said bid, which amount is liable to be  
forfeited on the happening of any contingencies mentioned in the bid documents.

We, the ..... Bank at ..... having our head office at  
..... guarantee and undertake to pay immediately on demand by  
The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the  
amount..... (in figures and words) without any reservation, protest,  
demur and recourse. Any Such demand made by said owner shall be conclusive and binding on  
us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to ..... If any  
further extension of this guarantee is required, the same shall be extended to such required  
period (not exceeding one year) on receiving instruction from M/s ..... on  
whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this  
.....

Day of ..... 2019 at .....

Witness

Signature .....

Signature

Name ..... Name.....

..... Designation .....

Address ..... Bank's Common Seal .....

Official Address .....

## PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(to be stamped in accordance with relevant Act)

Ref: Bank Guarantee No. ....

Registrar,  
Dr. Harisingh Gour  
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. .... dated .....  
M/s ..... having its registered/ Head office at  
..... has participated in the said bid .

As an irrevocable Bank Guarantee against Performance Guarantee for an amount of  
..... valid up to ....., is required to be submitted by the  
bidder as a condition precedent for commencement of the contract of supply of equipment, the  
amount is liable to be forfeited on the happening of any contingencies mentioned in the bid  
documents and contract agreement.

We, the ..... Bank at ..... having our head office at  
..... guarantee and undertake to pay immediately on demand by  
The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the amount\*  
..... (in figures and words) without any reservation, protest, demur  
and recourse. Any Such demand made by said owner shall be conclusive and binding on us  
irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to ..... . If any  
further extension of this guarantee is required, the same shall be extended to such required  
period (not exceeding one year) on receiving instruction from M/s ..... on  
whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this  
.....

Day of ..... 2019 at .....

Witness

Signature .....

Signature

Name ..... Name.....

..... Designation .....

Address ..... Bank's Common Seal .....

Official Address .....

ANNEXURE- V

**(To be submitted on letter head of the tenderer firm/organization)**

**EXPERIENCE/ PERFORMANCE CERTIFICATE**

M/s -----has been providing services supplying and filling Helium for NMR Magnet. Experience/ Performance certificates of the same are attached herewith:

S.N.	Experience/ performance Certificate number & date	Particulars	Amount in Rs.
1			
2			
3			

**Note:** Experience/ Performance Certificate should be mandatorily attached. Work Order/ Purchase Order/ Agreement would not be taken into account.

Seal and signature of bidder

## ANNEXURE - VI

### Draft Agreement

(to be stamped in accordance with relevant Act)

This agreement is made on day of \_\_\_\_\_ 2019 between the Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar - 470003, Tendering Authority hereinafter referred to as "The Vishwavidyalaya",

And

M/s ..... a registered company with registered office at -----  
-----called as "Contractor" and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the "Contractor" has tendered for providing -----**for maintenance of Magnet of 500 MHz for Helium supply and filling** to "The Vishwavidyalaya", as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted by the Vishwavidyalaya and the "Supplier" has deposited **with the tendering Authority the sum of Rupees .....=00 (Rs. .... only)** as Performance Security Deposit for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The "Contractor" has accepted the contract on the terms and conditions set out in the Tender document which shall hold good during period of this Agreement.
2. Contractor agreed to provide the desired item at the rate mutually agreed upon and within time period of as per tender document/ PO days from the date of receiving of purchase order issued by the Vishwavidyalaya..
3. Contractor agreed to provide service and to respond to complaints so that the maximum downtime during warranty period should not be more than 48 hours from the time the complaint is lodged.
4. Upon breach by the " Contractor " of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine the same and put an end to this agreement without prejudice to the right of "The Vishwavidyalaya", to claim damages for antecedent breaches thereof on the part of the " Contractor " and also to reasonable compensation for the loss occasioned by the failure of the " Supplier " to fulfil the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the "Contractor " to "The Vishwavidyalaya".
5. Upon the determination of this agreement whether by efflux of time or otherwise, performance security deposit shall after the expiration of two months from the date of such determination be returned to the "Contractor " without any interest and after deducting there from any sum due by the "Contractor " to "The Vishwavidyalaya", under the terms and conditions of this agreement.

6. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the University to the " Contractor " hereby covenants with the University to provide the equipment and to cure defects therein, in conformity with all the provisions of the Contract.
7. The Tendering Authority hereby covenants to pay the " Contarctor " in consideration of the Chemicals etc. and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
8. In case of not supplying items except the Tendering Authority shall be entitled to forfeit performance security deposit of the Supplier.
9. In the event of action to be taken, the " Contarctor " shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bill/ claim of the " Contractor " be made good by a credit note within the stipulated period for the purpose.
10. This agreement shall remain in force w.e.f. date of Letter of Intent sent to the contractor for a period of one year. Contract may be extended upto three years.
11. All other terms & conditions of the tender document will be part of the agreement.

**Saving Clause:** Notwithstanding whatever mentioned in the above clauses contractor will abide by rule/norms/guidelines of Govt. of India issued from time to time.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Authorized Signatory  
For and on behalf of

Authorized Signatory  
For and on behalf of M/s

\_\_\_\_\_

Dr. Harisingh Gour Vishwavidyalaya, Sagar

Witness 1 \_\_\_\_\_

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

Witness 2 \_\_\_\_\_



## **ANNEXURE – VII**

### **INSTRUCTION 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 (DSC). The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal.

More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “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 number as part of registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, 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/ eMudra 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. Bidders 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 THE TENDER DOCUMENTS**

1. There are various search options built in the CPP portal, to facilitate the bidders to reach active tenders by several parameters. These parameters could Tender ID, Organization Name, Location, Date Value, etc. There is also an option of advanced 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 in to 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 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/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of 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. 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 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 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 to the concerned official latest by the last date as specified in the tender document. The details of DD/ 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 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 bidder). No other format is acceptable.
6. 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 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.
7. 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 number and the date & time of submission of the bid with all other relevant details.
8. 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 process of online bid submission or queries relating to CPP portal in general may be directed to the 24X 7 CPP Portal Helpdesk.

**ANNEXURE - VIII**

**EXEMPTION/ RELAXATION CLAIM FORM**

I-----S/D/W of ----- is authorized signatory  
of M/s-----participating in  
tender No.-----

I am claiming exemption/ relaxation for following clauses of technical requirement:

- 1.-----
- 2.-----
- 3.-----

Copy(ies) of rules/ norms of Government of India and requisite registration/ license as  
mentioned below is/ are attached for consideration:

- 1.-----
- 2.-----
- 3.-----

Seal and signature of bidder