



सत्यमेव जयते

Government of India
Ministry of External Affairs
E-Governance & Information Technology Division
Jawaharlal Nehru Bhawan, 23-D Janpath,
New Delhi-110011, INDIA

**E-NOTICE INVITING TENDER FOR SUPPLY OF 'PRINTER CARTRIDGES,
COMPUTER PERIPHERALS & CONSUMABLES'**

Tender No: Q/Comp/885/15/2015	DATED: 24.07.2015
<u>Important Dates</u>	
Published Date	24.07.2015 (1800 hrs)
Bid Document Download Start Date	24.07.2015 (1830 hrs)
Clarification Start Date	27.07.2015 (0900 hrs)
Clarification End Date	06.08.2015 (1730 hrs)
Bid Submission Start Date (online)	07.08.2015 (0900 hrs)
Bid Submission End Date (online)	12.08.2015 (1730 hrs)
Date of Technical Bid Opening (online)	13.08.2015 (1100 hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

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E-NOTICE INVITING TENDER

1. Online bids are invited from OEM (Original Equipment Manufacturer) or OEM Authorized suppliers/ distributors for supply of printer cartridges to Ministry of External Affairs;
2. **The two bid system (Technical and Financial) shall be followed for this tender.**
3. **Eligibility Criteria for Bidders:-**
 - 3.1 The bidder shall be either original manufacturer of the item covered under this tender or Authorised distributor/Supplier/dealer of such items. A valid proof of such authorization has to be compulsorily attached with the technical bid in case bidder is not Original Equipment Manufacturer (OEM), failing which the bidder will stand disqualified;
 - 3.2 The bidder shall have minimum 2 years of experience of supplying item covered under this tender in bulk to the Departments/Ministries/organisation of the Government of India/State Govt. (Valid proof has to be attached);
 - 3.3 The bidder shall have minimum turnover of Rs. Ten lakhs per annum during each of the last three years. Attested copies of income tax returns must be submitted with the technical bid;
 - 3.4 The bidder shall not have been blacklisted by any of the Departments/Ministries/organisation of the Government of India. A duly signed undertaking to this effect must be submitted with the technical bid;
 - 3.5 The bidder should possess valid VAT/CST/Service Tax Number. Attested copies of the same must be submitted with the technical bid;
4. **Submission of online bids:-**
 - 4.1 The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
Manual bids will not be accepted under any circumstances.
 - 4.2 The online bids (complete in all respect) must be uploaded online in **Two Covers (Technical and Financial bids)** as explained below:-

Cover 1 - (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1.	EMD of Rs. 1,00,000/- (Rs. one lakh) (scanned copy) and Bank Details (certified copy)	.pdf
2.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN No.	.pdf
3.	Proof of minimum two years of experience of supplying of item covered under this tender in bulk to the Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
5.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder	.pdf

	agrees to all terms and conditions of this tender document	
6.	OEM Authorisation Certificate: if bidder is not OEM and Details of Award / Certificates of merit etc. received from any organization and	.pdf
Cover 2 - (Financial Bid) (to be submitted in BOQ format online)		
Sl. No.	Document	File Type
1.	Financial bid as per Annexure II of this tender document	.xls

- 4.3 Tenderer/Bidders are advised to follow the instructions provided in the **‘Instruction to Tenderer’** specified at Annexure-III of this Tender document for e-submission of the bids online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;
- 4.4 All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further **no documents will be accepted offline.**
- 4.5 Bidders not submitting any of the required documents online will be summarily rejected;
- 4.6 Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal;
- 4.7 The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer;
- 4.8 Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal;
- 4.9 The original hard copy of **Earnest Money Deposit (EMD)** of Rs. 1,00,000/- in the form of Demand Draft / Pay Order in favour of **“Pay & Account Officer, Ministry of External Affairs”** is also required to be submitted in a sealed envelope superscribed “Tender for cartridges”, **on or before the closing date and time of e-submission of online bids** to Administrative Officer (Computer) , room No. : 1061 A-Wing, Jawaharlal Nehru Bhawan, 23-D Janpath, New Delhi-110011.Failing which the bids will not be considered.
5. **Financial Bid:-** The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) – specified at Annexure II of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes [**the rate per unit for each item in both figures and words (without VAT)**] 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 file name. If the BOQ file is found to be modified the bidder, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later;
6. **Critical Dates:- Given in page one of the Tender document**
7. **Extension of last date at the Discretion of the Ministry:-** The Ministry, may in its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on the Ministry of External Affairs’ website: www.mea.gov.in and Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

8. Opening of Technical Bid & Financial Bid:-

- 8.1** Online bids (complete in all respect) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date indicated in para 6 of the tender document in presence of bidders representative, if available at Room No. 1061, A Wing, Jawaharlal Nehru Bhawan, 23-D Janpath, New Delhi-110011. Bid received without EMD will be rejected straightaway.
- 8.2** A duly constituted committee will evaluate eligibility criteria of bidders.
- 8.3** Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated.
- 8.4** It shall be noted that required documents submitted online along with the technical bid will be perused/examined and in case of any deficiency, the technical bid will be rejected and financial bid will not be opened;
- 8.5** After scrutiny of technical bids, the Ministry shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids (Preferably by E-mail);
- 8.6** The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorisation to this effect;
- 8.7** In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;
- 8.8** Bids shall be summarily rejected, if it is received other than online through Central Public Procurement Portal;

9. Validity of Bid:- The bids shall be valid for a period of four months from the date of opening of bids. A bid for a shorter period of validity shall stand rejected;

10. Non transferability:- This tender is non transferable. The incomplete and conditional tenders will be summarily rejected;

11. Non-withdrawal of Bids:- No bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited;

12. Basis of awarding the contract:-

- 12.1 The contract shall be awarded on the basis of the lowest quote for each item.
- 12.2 If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them;
- 12.3 During the period, no request for increase in quoted rates shall be accepted under any circumstances;

13. Purchasers Rights:-

- 13.1 Ministry reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;
- 13.2 Ministry reserves the right to award the supply orders in parts to more than one Bidder;
- 13.3 Ministry reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;
- 13.4 Ministry reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;
- 13.5 If a firm after award of the contract violates any of the terms and conditions, it

- shall be blacklisted and its EMD/performance guarantee shall be forfeited;
- 13.6 An indicative list of items, with their particulars and detailed specifications, with anticipated annual requirement to be supplied under the proposed Annual Rate Contract is provided in Section III of the Tender Document;
- 13.7 It shall in no way be binding on the Ministry to purchase the exact number of quantities as indicated in Section II of the Tender Document. The actual quantities that may be purchased by the Ministry may vary in each case;

14. Delivery & Penalty for delayed services:-

- 14.1 The delivery at site(s) must be completed within 10 (Ten) days from the date of issue of supply order from the Ministry of External Affairs.
- 14.2 The supply of computer peripherals and consumables shall be made on FOD Basis (Free on Delivery) to the following address:-

Administrative Officer (Computer)
Room No. 1073, 'A' Wing, First Floor,
Jawaharlal Nehru Bhawan, Ministry of External Affairs,
23-D, Janpath, New Delhi-110011.
Tel.: 011-4901 5216
Fax: 011-4901 5217
e-mail: socomp2@mea.gov.in

- 14.3 The items as per the given particulars and specifications shall be supplied within 10(ten) days from the date of issue of the purchase order, failing which a penalty will be imposed equal to 1% of indent cost per day of delay and recovered from payment due to the supplier ,if the delay is attributable to the supplier.

15 Genuinity of the supplies :-

- 15.1 The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & maximum retail price (MRP) inclusive of all taxes etc;
- 15.2 In case of any manufacturing defect of any shape/kind, the item shall have to be immediately replaced with a new one;
- 15.3 The date of manufacturing of cartridges should not be shorter than 12 months from the date of actual supply based on the requisition made by the Ministry;
- 15.4 In no case refilled cartridges or refurbished items will be supplied;
- 15.5 If any item is subsequently found to be of a substandard (inferior quality)/substitute/refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action;
- 15.6 The supply shall be completed within the delivery time as per Terms & Conditions of the Tender Document from the date of placement of Purchase Order;

16 Mode of Payment:

- 16.1 Payment against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of MEA.
- 16.2 Payment will be made direct to the supplier by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained.
- 16.3 No advance payment will be made in any case.

17 Earnest Money Deposit(EMD):-

- 17.1 The scan copy of Earnest Money Deposit (EMD) for a value of **Rs.1,00,000/-** should accompany the Technical Bid in the form of Demand Draft drawn in favour of 'Pay and Accounts Officer, MEA' payable at New Delhi shall be e-submitted as .pdf file along with envelope 1 (technical bid).
- 17.2 The original hard copy of **Earnest Money Deposit (EMD)** of Rs. 1,00,000/- in the form of Demand Draft / Pay Order in favour of **"Pay & Account Officer, Ministry of External Affairs"** is also required to be submitted in a sealed envelope superscribed "Tender for cartridges", **on or before the closing date and time** of e-submission of online bids to Administrative Officer (Computer) , room No. : 1061 A-Wing, Jawaharlal Nehru Bhawan, 23-D Janpath, New Delhi-110011.Failing which the bids will not be considered.
- 17.3 Tender received without EMD or EMD for lesser amount will be summarily rejected.
- 17.4 The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case except where bidder(s), if any, intends to seek exemption from furnishing EMD submits proof of relevant documents authorising the same. **The bidders will have to submit ink-signed certificate of such document for verification of their authenticity as and when required.**
- 17.5 The EMD shall be returned to the bidder(s) whose offer is not accepted by the Ministry within 30 days from the date of signing the agreement with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 17.6 The EMD of the successful bidder(s) will be returned on receipt of Performance Guarantee.
- 17.7 EMD of a tenderer will be forfeited, if the tenderer withdraws or amend its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

18 Performance Bank Guarantee (PBG):-

- 18.1 Successful Tenderer/suppliers will be required to submit a performance bank guarantee of **5% of the total value**, at the time of delivery of goods;
- 18.2 Bank guarantee shall be made in favour of Pay & Accounts Officer, Ministry of External Affairs, New Delhi;
- 18.3 Bank guarantee shall be valid up to four months at the time of delivery of goods.
- 18.4 If successful Tenderer(s) fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tenders of the Ministry.

19 Amendment of Bidding Document:-

- 19.1 At any time prior to the deadline for e-submission of bids, the Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document;
- 19.2 Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "corrigendum" on <http://eprocure.gov.in/eprocure/app> and www.mea.gov.in. Such amendments/modifications shall be binding on all the prospective bidders;
- 19.3 Ministry at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids;

- 19.4 The Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- 19.5 Further Addendum/Corrigendum if any will be uploaded onto website of MEA only besides the CPP portal. The decision of Ministry, in this regard, shall be final and binding on all.

20 Corrupt or Fraudulent Practices:-

- 20.1 It is expected that the bidders who wish to bid for this tender have highest standards of ethics;
- 20.2 Ministry shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
- 20.3 Ministry may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

21 Force Majeure:-

- 21.1 Ministry may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 21.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

22 Settlement of Disputes and Arbitration:-

- 22.1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by her/ him.
- 22.2 The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.
- 22.3 No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
- 22.4 The decision of the sole arbitrator shall be final and binding on the parties.

23 Governing Laws and Disputes:-

- 23.1 This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

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ANNEXURE I

Cover 1 - (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1.	EMD of Rs. 1,00,000/-(Rs. one lakh) (scanned copy) and Bank Details (certified copy)	.pdf
2.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN No.	.pdf
3.	Proof of minimum two years of experience of supplying of item covered under this tender in bulk to the Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
5.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder agrees to all terms and conditions of this tender document	.pdf
6.	OEM Authorisation Certificate: if bidder is not OEM and Details of Award / Certificates of merit etc. received from any organization and	.pdf

Note : Bidders are requested to read the eligibility criteria and terms & conditions specified in the tender document while submitting online bids.

Annexure II

Financial Bid

The table below given is only for reference purpose.

**Bid to be submitted online in prescribed BOQ.XXXX format
along with the Tender document**

Tender Inviting Authority: E-Governance & Information Technology Division								
Name of Work: NOTICE INVITING TENDER FOR SUPPLY OF 'PRINTER CARTRIDGES, COMPUTER PERIPHERALS & CONSUMABLES'								
Contract No: Q/Comp/885/15/2015								
Bidder Name :								
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Quantity	Unit Cost (without VAT) per unit /set In Figures To be entered by the Bidder in Rs.	VAT in %	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words	Remarks
1	2	4	13	14	53	54	55	
1	HP INK JET CARTRIDGEs							
1.01	HP 12A(TWIN PK)	45.0000			0.0000	0.0000	INR Zero Only	
1.02	HP 13A	15.0000			0.0000	0.0000	INR Zero Only	
1.03	HP 15A	6.0000			0.0000	0.0000	INR Zero Only	
1.04	HP 36A(TWIN PK)	90.0000			0.0000	0.0000	INR Zero Only	
1.05	HP 49A	40.0000			0.0000	0.0000	INR Zero Only	
1.06	HP 53A	20.0000			0.0000	0.0000	INR Zero Only	
1.07	HP 78A	60.0000			0.0000	0.0000	INR Zero Only	
1.08	HP 88A(Twin pack)	50.0000			0.0000	0.0000	INR Zero Only	

1.09	HP 540 BLACK	2.0000			0.0000	0.0000	INR Zero Only	
1.10	HP 541-543 COLOUR	6.0000			0.0000	0.0000	INR Zero Only	
2	SAMSUNG LASER CARTRIDGE							
2.01	SS 103L	12.0000			0.0000	0.0000	INR Zero Only	
2.02	SS 108s	120.0000			0.0000	0.0000	INR Zero Only	
2.03	SS 205s	340.0000			0.0000	0.0000	INR Zero Only	
2.04	SS 1043s	70.0000			0.0000	0.0000	INR Zero Only	
2.05	SS 1053s	80.0000			0.0000	0.0000	INR Zero Only	
2.06	SS 2850	10.0000			0.0000	0.0000	INR Zero Only	
2.07	SS 406 BLACK	20.0000			0.0000	0.0000	INR Zero Only	
2.08	SS 406 CMY	30.0000			0.0000	0.0000	INR Zero Only	
2.09	SS 409 BLACK	3.0000			0.0000	0.0000	INR Zero Only	
2.10	409 CMY	3.0000			0.0000	0.0000	INR Zero Only	
2.11	SS 116L	50.0000			0.0000	0.0000	INR Zero Only	
3	CANON INK CARTRIDGE							
3.01	Canon 303	6.0000			0.0000	0.0000	INR Zero Only	
3.02	Canon EP 26	6.0000			0.0000	0.0000	INR Zero Only	
3.03	Canon 750 PGBK	4.0000			0.0000	0.0000	INR Zero Only	
3.04	Canon 751 CMY GY & BK (Set of five)	4.0000			0.0000	0.0000	INR Zero Only	
3.05	Canon 42 (Set of 8)	2.0000			0.0000	0.0000	INR Zero Only	
3.06	Canon 328(for MFP4450/4750	42.0000			0.0000	0.0000	INR Zero Only	
4	EPSON INK CARTRIDGE							
4.01	Epson 6641 BLACK	8.0000			0.0000	0.0000	INR Zero Only	
4.02	Epson 6642- 44 (CMY)(SET OF THREE)	15.0000			0.0000	0.0000	INR Zero Only	

5	Computer Peripherals & Consumables							
5.01	CDR- Inkjet Printable	400.0000			0.0000	0.0000	INR Zero Only	
5.02	CD-R	400.0000			0.0000	0.0000	INR Zero Only	
5.03	CD-RW	50.0000			0.0000	0.0000	INR Zero Only	
5.04	DVD-R	300.0000			0.0000	0.0000	INR Zero Only	
5.05	DVD-RW	100.0000			0.0000	0.0000	INR Zero Only	
5.06	DVD-WRITER EXTERNAL	10.0000			0.0000	0.0000	INR Zero Only	
5.07	DATA SWITCH 8 PORT	10.0000			0.0000	0.0000	INR Zero Only	
5.08	DATA SWITCH 16 PORT	10.0000			0.0000	0.0000	INR Zero Only	
5.09	PEN DRIVE 8 GB	60.0000			0.0000	0.0000	INR Zero Only	
5.10	PEN DRIVE 16 GB	20.0000			0.0000	0.0000	INR Zero Only	
5.11	FLOPPY DIRVE EXTERNAL	10.0000			0.0000	0.0000	INR Zero Only	
5.12	HD DRIVE 500 SATA	20.0000			0.0000	0.0000	INR Zero Only	
5.13	MOUSE USB	20.0000			0.0000	0.0000	INR Zero Only	
5.14	MOUSE PADS	50.0000			0.0000	0.0000	INR Zero Only	
5.15	PRINTER SHARER DEVICE	15.0000			0.0000	0.0000	INR Zero Only	
5.16	PRINTER SHARER CABLE	30.0000			0.0000	0.0000	INR Zero Only	
5.17	PRINTER USB CABLE	30.0000			0.0000	0.0000	INR Zero Only	
5.18	SPEAKER SETS	15.0000			0.0000	0.0000	INR Zero Only	
5.19	WEBCAM - -HD	5.0000			0.0000	0.0000	INR Zero Only	
5.20	RAM DDR-II 2GB	11.0000			0.0000	0.0000	INR Zero Only	
5.21	RAM DDR-III 2GB	10.0000			0.0000	0.0000	INR Zero Only	
5.22	INTERNET SWITCH 5 PORT	15.0000			0.0000	0.0000	INR Zero Only	
5.23	USB EXTERNAL PORT	10.0000			0.0000	0.0000	INR Zero Only	

5.24	UPS-12v 7.2 AH BATTERY	70.0000			0.0000	0.0000	INR Zero Only	
Total in Figures					0.0000	0.0000	INR Zero Only	
Quoted Rate in Words		INR Zero Only						

Annexure III
Instruction to bidders

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 / TCS / nCode / eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/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 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 (ie 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. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.
