

No. D-14016/00/2012-Genl-I
Government of India
Planning Commission
(General-I)

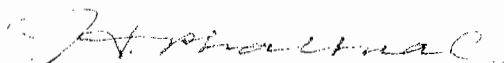
Yojana Bhavan, Sansad Marg,
Dated: May 7, 2013

E-Tender Notice

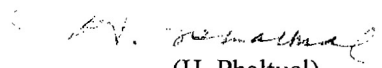
Subject: Invitation for online tender for procurement of furniture and other furniture related items in Planning Commission and Economic Advisory Council to Prime Minister. Vigyan Bhavan Annexe - Reg.

Online tender in two bid system (Technical & Financial) are invited from experienced Firms/ Agencies/Companies for supply of furniture and other furniture related items in the **Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi. No manual tender will be accepted.**

2. The details of rates are to be quoted in Financial Bid at **Annexure-II** in Indian Rupees. Any overwriting in Annexure-III is not allowed and the bid will summarily be rejected.
3. **The scanned copy of Earnest Money Deposit (EMD) of Rs.3,00,000/- (Rupees Three lacs only) must be uploaded with the Tender and original in a sealed envelope superscribed with the words "Tender for procurement of furniture and other furniture related items" has to be dropped in the EMD Box placed in the Reception Area of Yojana Bhawan latest by 1300 hours on 17.06.2013.**
4. All the required documents in support of eligibility criteria are also to be uploaded alongwith Technical bid.
5. **The tender shall be closed to public at 1300 hours on 17.06.2013 and opened on-line at 1530 hours on 17.6.2013 by the duly constituted Tender Opening Committee.** The representatives of firms/agencies/companies who wish to be present to view the Tender Opening process may be allowed to do so.
6. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the bid shall not be entertained.
7. In case of withdrawal, the EMD stands forfeited.
8. Terms & conditions are at Annexure-I
9. The first requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids on line are also enclosed herewith as Annex-III.
10. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in>) from the date of publication. The tender notice may also be downloaded from official website of Planning Commission <http://planningcommission.gov.in>
11. The validity of bid is 180 days from the date of opening of financial bid.



12. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in Para 10 above.


(H. Phaltual)
Under Secretary to the Govt. India
Tele No: 23042486

I. Instructions to Bidders

1. Tender received after specified date and time will not be accepted. If the EMD is not submitted along with the tender document, the bid will be rejected. The earnest money of the unsuccessful tenderer will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidders withdraw his bid, the EMD stands forfeited.
3. The bidders shall quote their rates for all the items in prescribed proforma and as per the specifications indicated in Financial Bid at **Annexure - II** failing which their bids shall be out rightly rejected. Any overwriting in **Annexure - II** is not allowed and the bid will summarily be rejected.

II. Eligibility Criteria for Technical Bid

4. The Firms\ Agencies\ Companies must be registered with Sales-Tax/Service-Tax Department for supply of furniture and other furniture related items. Copy of the proof has to be uploaded along with the Technical bid.
5. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of address along with telephone number along with the Technical bid.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Copies of letter from bank stating that account is being maintained by the Company/Firm/Agency along with details like account number/s, TIN number and PAN card should be uploaded with the Technical bid.
7. The Company/Firm/Agency shall have a minimum experience of three years to Central Government Ministries/ Departments/Public Sector Undertakings/Public Sectors Banks for supply of furniture items. Proof of experience certificates (at least two certificates for the last three years)are to be uploaded along with Technical bid.
8. The tendering Company/Firm/Agency shall upload a signed copy of terms and conditions of tender document along with the Technical bid as token of acceptance of terms and conditions.
9. The Company/Firm/Agency shall upload an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/ Department/ Organization of the Central government/State Government and any Public Sector Undertaking.
10. The Firms/Contractors/Suppliers/anybody whose services were terminated by the Planning Commission before the expiry of the contract are not eligible to participate in the bid for a period of three years from the date of termination of the contract. An undertaking to this effect has to be uploaded.
11. Annual turnover of the participating bidder should be minimum 50 lakhs for the last three years. Copies of Income Tax Returns for the last three years shall be uploaded alongwith Technical bid.

III. Earnest Money Deposit (EMD)

12. The tender must be submitted along with EMD of Rs.3,00,000/- (Rupees Three lacs Only) in the form of Account Payee Pay Order/Bankers Cheque/Demand Draft/Fixed Deposit Receipt drawn in favour of **Pay and Accounts Officer, Planning Commission** and payable at New Delhi. Pay Order/Bankers Cheque/Demand Draft/Fixed Deposit Receipt in favour of any officer other than Pay and Accounts Officer, Planning Commission, New Delhi will not be accepted and the tender will be rejected. The bid security will remain valid for period of forty five days beyond the final bid validity period.

IV. Bid Evaluation Criteria

13. The Technical bid shall be opened online at 1530 hours on 17.06.2013 in Room No.407 of Yojana Bhawan, Planning Commission, New Delhi-110001 by "Tender Opening Committee" in the presence of the representatives of the Company/Firm/Agency if any, who wish to be present at the time of opening the tender. The date of opening of Financial bid of Technically qualified bidders will be intimated later.

14. Lowest bidder (L1) will be decided on the basis of total annual tentative contract value for all furniture items put together. That is, it will be based on the lowest value of total of column-6 of the Financial Bid.

15. The successful bidder (L1) will deposit a Performance Security Deposit amounting to 10% of the tentative total contract value for three years in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **Pay & Accounts Officer, Planning Commission, New Delhi** or a Bank Guarantee from a commercial bank. The performance security deposit should remain valid for a period of **sixty** days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

16. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/ Agency shall be forfeited.

17. The bidder shall upload all the documents mentioned at S.No.4 to 11 above, with Technical Bid.

V. General Terms and Conditions

18. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

19. The period of the contract shall be effective from the date it would be awarded. It will be valid for a period of one year and may be extended further on yearly basis subject to satisfactory performance, on the same rate and terms and conditions up to maximum period of three years. It may be curtailed depending upon review of performance of the contractor.

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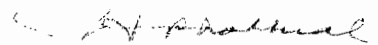
- 20 The successful tenderers will be required to do the work at the approved rates during the entire period of contract. In case, the successful bidder shows its inability at any stage after the contract is finalized, for whatsoever reason (s), for taking up the contract, the earnest money would be forfeited.
- 21 The bidder shall submit the Financial bid in the prescribed format enclosed at “Annexure - II” of tender document. Both per unit cost and total cost for all items are required to be quoted separately, in relevant columns.
- 22 The tenders/EMD received after due date and time will be considered as “Late bid” and shall not be entertained.
- 23 In case of breach of any terms and conditions of the contract, performance security deposit of the firm will liable to be forfeited by this Commission besides annulment of the contract.
- 24 Planning Commission reserves the right to terminate the contract at any time, if the services are not found satisfactory and\ or material supplied by the firm is of substandard quality. The Commission has the right to award the contract to any other agency at the cost, risk and responsibility of the contractor and excess expenditure incurred on account of this will be recovered by the Planning Commission from its Performance Security Deposit or pending bills or by raising a separate claim.
- 25 The order placed by this Commission should be attended to promptly and delivery of goods ordered may be supplied within ten days of issue of supply order.
- 26 The rates approved/accepted finally by the department shall be valid for the whole period of the contract and no upward revision will be allowed under any circumstances including extended period, if any.
- 27 The Commission reserves the right to accept or reject any or part of the items found inferior in quality/workmanship or/and the quality of materials/goods used etc.
- 28 Delays in delivery will not be permissible on the grounds that the materials, items etc. are not available/nor any substitute or replacement items will be allowed/permitted under any circumstance.
- 29 All the furniture items supplied by the firm shall be under warranty for a period of one year from the date of delivery at the designated premises/locations.
- 30 The Commission at any time can terminate the contract without assigning any reason, if the work of the contractor is not found satisfactory. In this respect, the decision of the Commission shall be final and binding on the contractor and no claims for compensation or loss will be entertained by the Commission due to early termination of contract. The competent authority in Planning Commission reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- 31 The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favour of Under Secretary (GA), Planning Commission for effecting payment together with the copies of supply order and delivery challans. No advance payment shall be made for the services.

- 32 Rates of the goods shall remain fixed and valid during the period of contract including the extended period. This Commission will not entertain any claim on account of Sales Tax/or any other tax for the material used for executing the work awarded under the contract and all such taxes should be paid by the firm itself. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be made by the DDO of Planning Commission.
- 33 No bidder will be allowed to withdraw from the bids after opening of Technical Bids. The EMD of such firms shall stand forfeited. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms and condition.
- 34 All the tenderers should read and understand the terms & conditions of the tender as detailed out in the foregoing paragraphs before furnishing their bids, as no change or violation of the aforesaid terms & conditions of the tender are permissible once the bids are received by this Commission. In case of doubt about the interpretation of any of the terms & conditions the decision of the Competent Authority in the Planning Commission shall be final.
- 35 No advance payment will be made. Government tax, namely, Service Tax/VAT will be payable wherever applicable and the bill to be submitted by the contractor should bear valid Service tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.
- 36 Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the HoD, Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as it nominated by the HoD even though the said officer is an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the HoD shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the HoD shall act as arbitrator. The decision of the HoD or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the date of expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.
- 37 Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.
- 38 The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.
- 39 Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

(Signature)

VI. **Penalty Clause:**

- 40 In case of default/lapses on the part of contractor for supply of inferior/sub-standard material, the Commission may impose a penalty of Rs.500/- (Rupees Five Hundred only) for first lapse/default and @ Rs.1,000.00 (Rupees One Thousand only) for subsequent cases, besides replacement of all such furniture items. If the firm fails to improve, the Commission reserves the right to terminate the contract as well as **black-listing** of the firm and to forfeit the Performance Security.
- 41 The furniture items etc. supplied by the firm should be in perfect order and any defect whatsoever detected at any time during or after the delivery will be immediately replaced in case of major defects and/or repaired in case of minor defects. In case of such repetitive lapses, the Commission reserves the right of taking appropriate action including termination of contract without assigning any reasons whatsoever. The Commission also reserves the right of imposing financial penalties as decided by the competent authority of Planning Commission for any losses caused to this Commission including loss of time.
- 42 In case, the contractor fails to cope up with the workload or does not supply quality goods or dishonour the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons therefor and the security deposit and any due payment of the firm shall also be forfeited. The Commission is free to entrust the job to any other firm/party at the risk, expenses and consequences incidental to such default on the part of the defaulting contractor. In this connection, decision of the Commission shall be final and binding on the contractor.
- 43 The contractor shall supply furniture items etc. only as per written supply order.



(H. Phaltual)

Under Secretary to the Govt. of India

Copy to:- Director (C&I), Planning Commission with the request to upload the tender notice in the Planning Commission's website.

Financial bid for the supply of furniture & related items to Planning Commission and EAC to PM at Vigyan Bhawan.

Reference: Tender Notice No.dated

Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
1.	<u>Executive table made of following:-</u> (i) Material-19mm Ply Board (conforming to BIS standards and having Eco mark) (ii) Number of Drawers-three fitted on telescopic channels (iii) Lock-Godrej or equivalent with seven levers. (iv) Handles-Stainless Steel 12mm. (v)Moulding-teak (thickness 3/4mm) (vi) Polish-Laquer/Melamine	72"x36"x30" 60"x30"x30" 54"x30"x30" 48"x24"x30"	5 5 5 5		
2.	<u>Side Rack made of following with provision for keeping CPU, UPS and fitted with Key Board tray:-</u> Material-19mm Ply Board (conforming to BIS standards and having Eco mark) (ii) Number of Shelves-two fitted with sliding doors made of similar material (iii) Lock-Godrej or equivalent with seven levers. (iv) Handles-Stainless Steel 12mm. (v)Moulding-teak (thickness 3/4mm) (vi) Polish-Laquer/Melamine	48"x18"x30" 42"x18"x30" 36"x18"x30"	5 5 5		

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Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
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Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
6.	<p><u>Side rack cum computer rack made of following:-</u> (i)Material-19mm MDF Board (conforming to BIS standards and having Eco mark) (ii) Number of Shelves-two, fitted with sliding doors made of similar material (iii) Lock-Godrej or equivalent with seven levers. (iv) Handles-Stainless Steel 12mm. (v)Moulding-teak (thickness 3/4mm) (vi) Polish-Laquer/Melamine</p>	<p>60"x18"x30" 48"x18"x30" 42"x18"x30" 36"x18"x30"</p>	<p>3 3 3 3</p>		
7.	<p><u>Computer table made of following with provision for keeping CPU, UPS and fitted with Key Board tray:-</u> (i)Material-19mm MDF Board (conforming to BIS standards and having Eco mark) (ii) Number of Drawers-three (iii) Lock-Godrej or equivalent with seven levers. (iv) Handles-Stainless Steel 12mm. (v)Moulding-teak (thickness 3/4mm) (vi) Polish-Laquer/Melamine</p>	<p>48"x30"x30" 48"x30"x30" 42"x24"x30" 36"x24"x30"</p>	<p>4 4 5 5</p>		
8.	<p><u>Running storage cabinet-cum-work station made of following:-</u> (i)Material-19mm Ply Board (conforming to BIS standards and having Eco mark) (ii) Number of Shelves-two fitted with sliding doors/hinges made of similar material (iii) Lock-Godrej or equivalent with seven levers. (iv) Handles-Stainless Steel 12mm. (v)Moulding-teak (thickness 3/4mm) (vi) Polish-Laquer/Melamine</p>	<p>24" depth 18" depth Rates in per sq. ft.</p>	<p>500 sq. ft. 500 sq. ft.</p>		

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Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
9.	<p><u>Book shelves made of following:-</u></p> <p>(i) Material-19mm Ply Board (conforming to BIS standards and having Eco mark)</p> <p>(ii) Number of Shelves-three/four fitted with sliding doors or fixed doors on hinges made of teak wood (thick-1")</p> <p>(iii) Lock-Godrej or equivalent with seven levers.</p> <p>(iv) Handles-Stainless Steel 12mm.</p> <p>(v) Glass-black/brown 8mm for door</p> <p>(vi) Polish-Laquer/Melamine</p>	18" depth (rate in per sq. ft.)	200 sq.ft		
10.	<p><u>Conference table</u></p> <p>(i) Material- teak wood</p> <p>(ii) Leg- heavy structure base (teak wood)</p> <p>(iii) Top -made of teak board 19mm with full glass top 8mm black/brown</p> <p>(iv) Polish- lacquer polish as per design.</p>	<p>12'x4'x30"</p> <p>8'x4'x30"</p> <p>7'x4'x30"</p> <p>6'x4'x30"</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		
11.	Teak wood visitor chair heavy structure Oliver design cushion seat & back pin hole cushion 2" ISI mark padded with U foam high density with approved cloth duly polished.	Each	15		
12.	Teak wood visitor chair oriental design curve frame heavy structure Oliver design cushion seat & back pin hole cushion 2" ISI mark padded with U foam high density with approved cloth duly melamine polish.	Each	15		

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Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
13.	Conference chair heavy structure Oliver design cushion seat & back pin hole cushion 2" ISI mark padded with U foam high density with approved cloth duly polished.	With arm Without arm	15 15		
14.	<u>Centre table</u> (i) Material- teak wood frame and legs (ii) Top- glass 10 mm (iii) Polish-lacquer/melamine polish	48"x24"x16" 42"x21"x16" 36"x18"x16"	5 5 4		
15.	<u>Corner table</u> (i) Material- teak wood frame and legs (ii) Top- glass top 10 mm (iii) Polish-lacquer/melamine polish	27"x27"x16" 24"x24"x16" 21"x21"x16" 18"x18"x16"	8 8 6 6		
16.	Executive (high back) wooden arm, wooden base, gas lift, PU leatherette/fabric tapestry, handle tilting and hydraulic facility.	Each	15		
17.	Executive (medium back) wooden arm, wooden base, gas lift, PU leatherette/fabric tapestry, handle tilting and hydraulic facility.	Each	15		
18.	Executive chair (medium back), PU Adjustable Arms, chrome Base, Gas Lift, PP (Poly Propylene) Seat & Back Cover, PU moulded seat & Back Cushion, leatherette/fabric tapestry	Each	20		
19.	Visitor chair (medium back) PP Arms, PP base, gas lift, PU Moulded seat & back cushion, fabric tapestry, sychro tilt push back	Each	50		

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Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
20.	Computer chair (low back) PP & Powder coated Pipe Arms, PP Base, Gas Lift, PU Moulded seat & back, fabric tapestry, push back	Each	50		
23.	Looking mirror with all side teak wood moldings duly polished size	36"x18"	15		
24.	<u>Sofa set made of following:-</u> (i) Material- complete teak wood frame (ii) Leg (Paya)-Teak Wood (iii) Polish-Laquer/Melamine (iv) Cushion/foam-U foam (21"x22"x4") conforming to BIS standard. (v) Cloth-Premium quality (Molffin, Jute, Valvet etc.)	Per seat	25 seats		
25.	Sofa set deluxe model heavy structure design fully upholstered with cushion 21"x22"x4" padded with 40 density U foam and approved cloth Oliver book design Fabric cloth @ Rs. 350/mtr to Rs. 400/mtr.	Per seat	25 seats		
26.	Wooden partition made of 2"x2" wooden kail wood batta duly black Japan paint to avoid termite with both side laminated board 12mm ISI mark Glunz/Bhutan make duly fixed on iron clips and making and polishing of groove and 2"x2" cornice on top as per design.	Per sq. ft.	100 sq. ft.		

S. J. Khuntia

Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
27.	Wooden partition made of 2"x2" wooden kail wood batta duly black Japan paint to avoid termite with both side teak board 12 mm ISI mark duly lacquer polish duly fixed on iron clips and making of groove and 2"x2" cornice on top as per design.	Per sq. ft.	100 sq. ft.		
28.	<u>Screen partition made of following:-</u> (i) Material:- bamboo (ii) Panels:-three	Each	5		
29.	<u>Screen partition made of following:-</u> (i) Material:- teak/wall nut wood (ii) Panels:-three (iii) Design-Carving	Each	5		
30.	<u>Steel almirah made of following:-</u> (i) Body- 18 gauge (ii) Door-20 guage (iii) Shelves-four shelves making five compartments. (iv) Lock-Godrej or equivalent with seven levers.	(a)78"x36"x19" (with locker) (b)78"x36"x19" (without locker)	10 10		
31.	<u>Steel almirah made of following:-</u> (i) Body- 18 gauge (ii) Door-20 guage (iii) Shelves-three shelves making five compartments. (iv) Lock-Godrej or equivalent with seven levers	50"x30"x17"	10		
32.	Steel book case with four compartments (i) Body- 18 gauge (ii) Door-20 guage (iii) Shelves-three shelves making five compartments. (iv) Lock-Godrej or equivalent with seven levers	66"x33"x12"	5		

Sd/- J. M. Acharya

Sl. No.	Description of Items	Dimension	Annual Tentative requirement	Unit rate (in Rs.) (excluding taxes)	Total rate for annual tentative requirement (column 4x5) (excluding taxes)
1.	2.	3.	4.	5.	6.
33.	Steel filing cabinet side and back top and bottom 0.8mm lock shall be 1.6mm 2 drawers 3 drawers 4 drawers	Each Each Each	5 5 5		
Total tentative annual contract value (excluding taxes) (Taxes, as applicable will be paid extra)				₹	

Name & Signature of the authorised signatory of the firm/Agency

Seal

Place:

Date:

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Instructions for Online Bid Submission
Instructions to the Bidders to submit the bids online
through the eProcurement site
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/Code or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/token.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.

- 17
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
 - 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
 - 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 - 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
 - 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
 - 21) For any clarifications with the TIA, the bid number can be used as a reference.
 - 21) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
 - 22) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.
 - 23) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-Procurement system. The bidders should follow this time during bid submission.
 - 24) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 - 25) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 26) Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readab only after the tender opening by the authorized individual.
 - 27) For any queries, the bidders are asked to contact by mail cphp-nic@nic.in or by phone: 1-800-233-7315 well in advance.