

## **BID DOCUMENT**

**OFFICE OF THE PRINCIPAL COMMISSIONER,  
CENTRAL GST COMMISSIONERATE,  
MANGAL PANDEY NAGAR, OPPOSITE C.C.S. UNIVERISITY, MEERUT- 250005  
Telephone No 0121-2760020 / 2792711 Fax No. 0121-2761783**

Notice inviting E-Tender under two bids system through E-Procurement from legal owners and/or holders of their power of attorney for hiring of fully/semi furnished and ready to move in Office Accommodation on lease/rental basis in terms of the Terms and Conditions in Annexure-A. Details of required Office Accommodation are as under:

S. No.	Field formation/Office place/Location	Space Required (in sq ft) ( Net carpet area*)	Preferential location
1.	One GST Divisional Office with One GST Range at <b>BIJNORE</b>	4500 (Approx.)	

Note:- \*Net carpet area means area of premises less toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air conditioner ducts, lofts.

- The Tender enquiry documents will be available on official website <http://eprocure.gov.in> and [www.cbec.gov.in](http://www.cbec.gov.in) from **06.09.2017**.
- Bid Submission: Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/ Contractors are advised to follow the instructions “Instructions to Bidders for online Bid submission” provided in the Annexure VI for online submission of bids.
- Service Providers have to follow the “**terms and conditions**” provided in **Annexure-I**, Scope of work as provided in **Annexure-VI** and “Requirements of Bidder for Online Bid Submission” i.e. **Technical/Financial Bids**” provided in the **Annexure-II & Annexure-III** for online submission of bids and **submit an undertaking as prescribed under Annexure-IV** and **tender acceptance letter as prescribed under Annexure-V**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- The tender shall be submitted online in two parts viz. **technical bid and financial bid**. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
- Earnest Money Deposit (EMD)** or bid security of Rs.25000/- for each location shall be submitted by bidders in the form of a demand draft(DD) or Bank Guarantee drawn in favour of the Chief Account Officer, Central GST Commissionerate, Meerut. The Hard Copy of original documents in respect of Earnest Money, must be **delivered to the Superintendent (Hq.), Central GST Commissionerate, Meerut, Opposite C.C.S. University, Mangal Pandey Nagar, Meerut**, on or before Technical bid opening date/time as mentioned in critical date sheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found incorrect or false during the process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30(thirty) days after Lease Agreement is signed.**
- The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).
- Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be

completely rejected and EMD would be forfeited and tenderer is liable to be banned.

**9. The Critical Dates for the Tender Submission and processing are as under:**

Published Date	<b>06.09.2017</b>
Bid Document Download Start Date	<b>06.09.2017</b>
Bid Submission Start Date	<b>06.09.2017</b>
Bid Submission End Date	<b>27.09.2017</b>
Technical Bid Opening Date	<b>28.09.2017</b>

10. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
11. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
12. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.
13. Finalization of rent, based on parameters such as location, quality of construction , earthquake norms and other amenities provided, is subject to certification by CPWD/Hiring Committee and final approval/sanction by Competent Authority as per Rules framed by Govt. of India.
14. For further details any of the following officers may be contacted:

S.No.	Name (S/Shri)	Designation	Contact No.
1	Kamlesh Singh	Asstt. Commissioner	0134-2262059
2	Jagdish Singh	Supdt.	9720772645
3	Pankaj Tyagi	Supdt.	0121-2792711

**F. No. CE/03/Hiring Accom./HQ/2017**  
Meerut, the 6<sup>th</sup> September, 2017

**-sd-**  
**(Rakesh Gupta)**  
Additional Commissioner ,  
Central GST Commissionerate  
Meerut

**TERMS AND CONDITIONS**

1. The technical bid for each office space/location should be accompanied with an earnest money deposit (EMD) of Rs.25000/- in form of a demand draft (DD) or Bank Guarantee in the name of **“Chief Accounts Officer, Central GST Commissionerate Meerut”**.
2. No alterations shall be made in any of the contents of the bid document. In the submitted bid no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part shall not be entertained and liable to be rejected.
3. Bids can be submitted for more than one office space/location from the same person(s). In this case separate Technical and Financial bid should be submitted for each office space/location.
4. The owners/landlords shall fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any other format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.
5. All the owners/landlords are requested to submit all the pages/ documents comprising the bid, properly signed by them or person authorized to do so. In case some of the pages are not signed, the Hiring committee at its discretion may allow the bidder to sign the documents and submit the same in person before opening of the financial bid.
6. It may be noted that the proposal shall be submitted in two parts.
  - (1) The first part shall be the “Technical Bid” which shall contain technical parameters like Address of the building, Net Carpet area as well as built up area, design of the premises, availability of parking space, proper light and ventilation, facility for air conditioning, availability of fans in the building, proper and adequate sanitation facility including toilets separately for Gents and Ladies, year of construction etc.
  - (2) The second part shall be the “Financial Bid” which shall indicate the rent proposed to be charged per square feet(inclusive of parking charges, all the Central/State Government Taxes/duties, Municipal tax etc., normal civil/electrical maintenance charges of building and any type of society/building maintenance charges) and the other financial terms and conditions.
7. After opening of the Technical bids online and after evaluation of the same by committee, the Hiring committee shall inspect the premises of technically qualified bidders to ascertain suitability for the purpose of setting up of office. In case any premises not found suitable for office purpose the Financial bid of the said premises will not be opened. The technical

bids of the qualified bidders will be evaluated and result thereof will be uploaded online on the CPP Portal. Thereafter, the successful bidders will be intimated online. The bidders can check the same from portal. The Financial bid of the successful bidders (Qualified in the technical bid and found suitable for office by Hiring committee) will be decrypted and opened online, on a date as pre-intimated to such bidders. The bidders will get the information regarding status of their Financial bid and ranking of bidders on the website. The decision of Hiring Committee in this matter will be final subject to the approval of competent authority.

9. Bidders should mandatorily have Building Use Permission Certificate from Competent Authority and Fire Safety Certificate from Competent Authority for the building.
10. Offers received by this office after due date and time (as stated in the notice inviting offer) shall be not be entertained.
11. The particulars of amenities provided/proposed to be provided inside the building should be clearly furnished in the Technical Bid. The Technical bid is required to be submitted along with certified copies of approved drawing from respective competent authority, certified copy of land deed and latest Municipal receipts. Originals of these documents / receipts shall be produced for verification, if required, at the time of execution of Lease Agreement.
12. There shall not be any deviation in terms and conditions as have been stipulated in Technical and Financial bids.
13. Finalization of rent would be as per Fair Rent Certificate (FRC) to be given by CPWD based on location, quality of construction and age of the building. The Hiring Committee would recommend the rent on the basis of FRC and the rate quoted by the selected bidder. The final approval/sanction would be by the Competent Authority of Government of India.
14. The selected bidder would be required to sign Lease agreement with the designated authority of Central GST Commissionerate as a legal requirement. A copy of the Standard Lease Agreement (SLA) duly approved by Directorate of Estates is available in DG HRD manual on CBEC web site [www.cbec.gov.in](http://www.cbec.gov.in) and also on DG HRD web site [www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in) . The conditions mentioned in the SLA shall be final. In case there is any clash or overlap between tender conditions and conditions mentioned in SLA ,then the conditions mentioned in SLA shall prevail over the tender conditions. The original copy of the lease document shall be retained by the lessee.
15. The lease will be fixed for a period of three years and will be renewed as per this office requirement and concurrence of owner/landlord. Also the charges/rent will be fixed for the lease period.
16. The offer should contain a categorical statement that rent assessed by CPWD and other prescribed conditions as per Central Government norm for hiring accommodation shall be accepted.

17. The minimum criteria for pre-qualification will be as under:

- (a) The applicant(s) should be bonafide owner(s) or power of attorney holder(s) of the premises.
- (b) The applicants should be an Income Tax assesses(s) with PAN and its tax returns should be up to date. Responsibility regarding authenticity of the documents and any consequences thereof shall be borne by the owner.
- (c) The owner/Landlord(s) shall obtain approvals from the local authorities as applicable, especially Completion/Occupation certificate, NOC from Fire department before submission of Financial bids. Offers without the approval of local authorities be disqualified and the Financial bid shall not opened for further processing.
- (d) The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered should preferably not be more than **10 years old** and should be safe, strong, stable, sound and durable remaining life of around 30 years. Preferences will be given to latest constructed building.
- (e) The monthly rent quoted shall include all taxes and charges excluding GST, as applicable & will be paid from Division office. The owner/landlords will have to construct stationery room, record room, toilets etc. as per office requirement at his own cost before handing over possession to the office.
- (f) The premises offered shall have proper flooring acceptable to the department. The owner/landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession to the Division office. These connections should be in the name of the owner/landlord and the consumption charges of water supply, Electricity and sewerage shall be paid by the Division office. Property tax to be paid to the Municipal Corporation shall be borne by the owner/landlord.
- (g) The owner/landlord will provide sufficient parking space in the building, without any additional rental overheads. In case, the accommodation offered is not on the ground floor cum first floor provision of elevator/lift facility would be preferred. Preference would be given to the ground cum first floor. Suitable ramps should be provided for differently abled person.
- (h) The building should not be prone to any hazards like fire, water logging, flood etc.
- (i) Supply of adequate potable water round the clock should be available at the premises and appropriate approval/sanction from local municipal authorities should be in-hand.
- (j) The building must have proper channel for installation of landline/broadband connectivity for internet usage as well as landline telephone connectivity. The owner/landlords should have no objection to work done in this regard by the head office.
- (k) The building should have proper space for keeping of Generator set for GST network and owner/landlord must allow for additional connection of electricity as per the office requirement.
- (l) The owner/landlord should clear all the outstanding charges (mortgage/lease/easement/gift etc.) and pending dues(arrears of taxes/electricity/telephone/water) and other statutory obligations of municipality, Corporation or revenue authorities. This office will not be liable for any legal or financial objection arriving out of such issues.
- (m) Occupancy certificate of the premises from the local Authorities should be available for leasing the premises.

- (n) The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/alterations as required by the Office.
- (o) Adequate clean & well maintained toilets with working flush and water supply separately for men and women should be available on each floor of the building.

18. All statutory clearances and permission required for construction/modification/additions/alterations and leasing of the premises to the department or its subordinate office shall be obtained by the owner/landlord at his own cost.
19. Lease agreement will be executed after legal verification of all documents related to the property to the full satisfaction of this department. The registration charges, stamp duty for registration of lease deed to be borne by the owner/landlord.
20. Division office shall have the right to carry out necessary temporary alterations/modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning.
21. Division office shall have the right to install sign boards, or its subordinate office hoardings/publicity materials. ACs etc. and the owner/landlord should not have any objection of any kind whatsoever and shall not claim any compensation or additional rent.
22. Since Division office or its subordinate office is the lessee and has no insurable interest, the owner/landlord hereby has to insure the premises/assets rented/hired against risks like burglary, fire or natural calamity at his (owner's) own cost and the division office will not be responsible for and liable to make good any losses that may be sustained in any future date in respect of such premises/assets.
23. Whitewash of the premises will be carried out by the owner/landlord(s) once in two years within the lease period.
24. Whenever necessary, the owner/landlord(s) will carry out necessary repairs of the building from time to time within reasonable period voluntarily or on basis of request of department.
25. The possession of the premises will be given to the Division office after completion of entire work as per division office's requirement and specifications. After taking possession, if it is found that any item or work remains unattended or not according to division office's specifications, the owner/landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default the Division office will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable to the owner/landlords.
26. During the period of the lease agreement the owner/landlord shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to the division office with any party affecting Division office's right of occupation and any of the terms of the lease without written consent of the division office.
27. The Division office shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving two months' notice in writing or subject the whole or a part of the premises.
28. After receipt of office's confirmation for leasing of the premises which is considered to be most suitable/reasonable and acceptance by its owner/landlord(s), if the owner landlord(s) back out on account of any reason, the owner/landlord(s) is liable to pay the office the full expenditure incurred by the office from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

29. The earnest money will be refunded to all unsuccessful **bidders by 26.10.2017**. The successful bidder will get the earnest money credited to his account with the rent of the first month. However, refusal of giving possession of the space, the earnest money will be forfeited.
30. The office reserves the right to accept or reject any or all the offers without assigning any reason thereof and reserves the right to amend these terms and conditions as it may deem necessary.
31. Payment of rent will be made on monthly basis by this office.
32. All existing and future or previous liabilities, rates, taxes, insurance fee including public liability, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises shall be payable by the lessor.
33. Participating in the tender process does not entail any commitment from the Department and the Department also reserves the right to reject any or all the offers including that of the lowest bidder without assigning any reason thereof.
34. Dispute, if any, shall be subject to jurisdiction of District Bijnore only. The Department reserves the right to reject all or any part of tender without assigning any reason thereof. No correspondence will entertained in this regard. Decision of the Department will be final and binding.

#### DECLARATION

I undertake that I/We have carefully read and understood all terms and conditions of the tender as indicated in Annexure-I and shall abide by me/us. Further, it is certified that I/We have never been blacklisted by any Govt/PSU Department.

I/We hereby certify that the information/documents furnished are true and correct to the best of my/our knowledge. I/We am/are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my/our tender at any stage. I/We understand that in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Date:

Signature of  
Owner/Authorized  
Signatory with date

Place:

Name of the  
Individual/Company



OFFER SUBMITTED FOR LEASING PREMISES FOR OFFICE OF THE  
ASSISTANT COMMISSIONER OF CENTRAL GOODS & SERVICES TAX,  
BIJNORE

TECHNICAL BID

With reference to your e-tender \_\_\_\_\_ dated \_\_\_\_\_,

I/We offer the premises as detailed below for O/o the Assistant  
Commissioner of Central GST, Division-Bijnore

GENERAL INFORMATION	
A. Location	
a) Name of the Building	
b) Building Number	
c) Name of Street/Road	
d) Name of City	
e) Pin Code	
f) Floor and Area Offered	
B. Name of Owner(s)	
a) Name & full address (copy of ownership registered documents)	
b) Name & full address (copy of ownership registered documents)	
C. TECHNICAL INFORMATION	
a) Building	
b) Type of building(Attach documentary evidence) Commercial/Institutional	
c) No. of Rooms & details of other accommodation(attach a copy of the layout plan)	
d) Definition of Floor area will be the area which is covered by excluding the following portions:	
(i) Walls and columns	

(ii) Portico	
(iii) Sanitary shafts	
(iv) Staircase	
(v) Bon louvers	
(vi) Lift wells	
(vii) Air conditioning duct	
(viii) Balcony	
(ix) Portion below windows-sill	
(x) Lofts	
e) Building ready for occupation, if not, how much time will be required for occupation(Attach copy of completion certificate)	
f) Amenities available	
i) Electric Power Supply(Details of Power Back up and installation of separate meter)	
ii) Running Water Supply	
iii) Whether plans are approved by the local authorities(Attach requisite documents)	
iv) Whether NOC from local authorities obtained. If no, whether you will obtain completion certificate the same from Local authority(Attach requisite documents)	
v) Whether occupation certificate has been obtained(attach copy)	
vi) Whether direct access available from main road	
vii) Whether building is independent. If not, who will be occupying the other portions of the building	
viii) Year of Construction	
ix) Type of flooring	
x) Type of painting(Please specify)	
a. White wash	

b. Distempered	
c. POP with oil bound distempering	
xi) Type of flooring in toilets	
xii) Whether built in wardrobes available in rooms	
xiii) Type of wiring(Please specify)	
a. Open	
b. Concealed	
D. Services:	
i. Whether water is available from bore-well	
ii. Whether water is available from Municipal corporation with overhead tank and sump	
iii. Whether septic tank provided	
iv. Whether municipal Sewage system provided	
v. Whether fire-fighting arrangements provided	
vi. Whether compound wall constructed	
vii. Whether garden available within the compound	
viii. No. of four wheeler for which parking is available	
ix. Type of parking such as open, covered or closed, may be specified	
x. Whether Yard light provided	
xi. Whether Access to terrace provided	
xii. Whether willing to make additions/alterations in the premises as per requirements	
xiii. Whether structural stability certificate from a Structural engineer submitted.	
xiv. Whether there is any central air-conditioning duct/plant	

xv. whether there is excessive use for combustible materials such as wood work/thermocool in construction.	
xvi. Whether pre-construction/post construction anti termite treatment has been provided.	
xvii. Whether the plinth height of building minimum 450-500 mm above ground level	
xviii. Whether water proofing treatment on the terrace done as required.	

SIGNATURE OF BIDDER/OWNERS(S)

Name:

Contact No. :

- (i) Mobile
- (ii) Landline

ANNEXUE-III

OFFER SUBMITTED FOR LEASING PREMISES FOR OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GOODS & SERVICES TAX, BIJNORE

FINANCIAL BID

With reference to e-tender \_\_\_\_\_ dated \_\_\_\_\_,

I/We offer the premises as detailed below for O/o the Assistant Commissioner of Central Goods & Services Tax, Bijnore

GENERAL INFORMATION

A. LOCATION	
Name of the Building	
Building Number	
Name of street/Road	
Name of City	
Pin Code	
PAN	
B. Name of owner(s)	
i. Name and address of the applicant with phone numbers & E-mail Address	
ii. PAN No. ( Attach self attested copy)	
iii. Status of applicant with regard to building accommodation offered for hire by the owner or power of attorney.	
C. Rent	
i. Rent per Sq. feet.	
ii. Net carpet Area (Sq. feet)	
iii. Total monthly rent per sq ft.	
<p>1. The rent will be subject to issue of fair rent Certificate by the CPWD as per procedure laid down by the Govt.</p> <p>2. No advance rent or deposit will be paid by the Govt. as a matter of</p>	

policy

3. Rent per sq.ft. including maintenance and cleaning of common areas (but excluding housekeeping), day to day repair, charges of maintenance of air conditioning equipment if centralized and lifts, charges of maintenance(civil, electrical, plumbing), charges of parking space, charges of security of floor area(Floor area will be calculated as per details given at the end of table.)
4. Rent per sq ft. should include all municipal taxes, service tax, cess, or any other tax applicable is to be borne by landlord.
5. The electricity and water bills, as per actual consumption to be borne by Government.
6. Lease period shall be 3 years with an option to renew the lease for further mutually agreed upon period.
7. The lease deed will be in the format of Standard Lease Agreement as approved by the Directorate of Estate(copy of which is available on the web site)
8. The stamp duty charges relating to the registration, if any, shall be borne by the landlords.

Delimitation of floor area

Net carpet area is the actual area which is covered but excluding the following portions toilets, passage, walls/columns, stair cases, verandah, lobby, balcony, kitchen, portico, sanitary, shafts, lift arches, air conditioner ducts, lofts.

Signature of Bidder/Owners

Name:

Mobile & Landline No.

Email:

**UNDERTAKING BY THE BIDDER**

1. I/We undertake that my/ our firm M/s .....  
has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.
2. I ..... Son/Daughter/Wife of  
Shri..... Proprietor/Partner/Director/Authorized  
signatory of M/s ..... am competent to sign this  
declaration and execute this tender document.
3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by  
them.
4. The information / documents furnished along with the above application are true and correct to the best of  
my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information /  
fabricated document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.
5. I/We understand that in case any deviation is found in the above statement at any stage, my/our  
concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

**Signature of the authorized Signatory of the firm/  
Company/Organization**

Place:

**Office Stamp/Seal:**

**ANNEXURE-V**

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

Date:

To,

The Additional Commissioner ,  
Central GST Commissionerate Meerut,  
Opposite C.C.S. Mangal Pandey Nagar  
Meerut-250005

**Sub: Acceptance of Terms & Conditions of Tender.**

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

**Name of Tender / Work: -**

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: \_\_\_\_\_  
as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-VI**



### **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 <http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

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

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be

uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## **CHECK LIST OF DOCUMENTS TO BE SUBMITTED.**

## **BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

<b>Sl.</b>	<b>Item Description</b>	<b>Yes/No</b>	<b>Detail</b>
1	Earnest Money Enclosed		
2	Tender Acceptance Letter		
3	Letter of authorization to submit bid		
4	An undertaking that the owner/firm hasn't blacklisted		
5	Other Documents		