

# TENDER DOCUMENT

**OFFICE OF THE ASSISTANT COMMISSIONER  
CENTRAL EXCISE & SERVICE TAX DIVISION-II, MEERUT  
University Road, Mangal Pandey Nagar Meerut**

NOTICE INVITING E-TENDER IN TWO BIDS SYSTEM THROUGH E-PROCUREMENT FOR PROVIDING VEHICLE FOR THE OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL EXCISE, DIVISION-II MEERUT FOR THE PERIOD FROM 01<sup>ST</sup> APRIL'2017 TO 31<sup>ST</sup> MARCH'2018

**1. Details of requirement-**

S. No.	Category	No. of vehicles required
1	One Non Air Conditioned i.e. Sedan Car (Not older than 2 years) to be used 25 days subject to a maximum of 2000 Kms in a month.	01

2. 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 10/03/2017.
3. 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.
4. Service Providers have to follow the "Terms and Conditions" provided in Annexure-I, General Terms & Condition provided in Annexure-II, Pre Qualifying Requirement provided in Annexure-III and Requirements of Bidder for Online Bid Submission i.e. Technical & Financial Bids" provided in the Annexure-IV & Annexure-V for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. 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.
6. **Earnest Money Deposit (EMD)** or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Financial Banks in India, drawn in favour of the Assistant Commissioner, Central Excise Division-II, Meerut. **The Earnest Money must be delivered to the Assistant Commissioner, Central Excise Division-II, 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.**
7. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).
8. 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	10/03/2017
Bid Document Download Start Date	10/03/2017
Bid Submission Start Date	10/03/2017
Bid Submission End Date	29/03/2017
Technical Bid Opening Date	30/03/2017 at 14.00 Hrs
Financial Bid Opening Date	Shall be announced on 30/03/2017

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. The Bidder should clarify any doubt/query, if any, from **Shri S.K. Goel, Superintendent (Tech), Central Excise, Division-II, Meerut, Opposite C.C.S. University, Mangal Pandey Nagar, Meerut-250005, [Phone No. 9720000077]** on any working day between 11.00 A.M. to 06:00 P.M.

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**(B.V. Singh)**

Assistant Commissioner,  
Central Excise, Division-II, Meerut

**F. No. I(15)/Vehicle Hiring / DMRT-II/17-18**  
Meerut, the 10<sup>th</sup> March, 2017

**ANNEXURE-I**  
**TERMS & CONDITIONS OF THE TENDER**

- (i) Interested parties are requested to submit their bids mentioning therein the rates to be charges by them subject to the following conditions:-
- (ii) The hiring charges shall be on the basis of zero based mileage i.e mileage starting/ending from/at the office of the Assistant Commissioner Central Excise & Service Tax Division-II, Meerut, Mangal Pandey Nagar Meerut, UP- 250005. **Service Tax shall be paid extra on actual payment basis.**
- (iii) Office of the Assistant Commissioner Central Excise & Service Tax Division-II, Meerut, Mangal Pandey Nagar Meerut, UP- 250005, shall be liable to pay the hiring charges only. Other liabilities like monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
- (iv) Normal period of duty shall be from 09.00 hrs to 07.00 hrs and 25 days in the month.
- (v) The rate per Km. in excess of 2000 Kms and overtime per hour beyond 10 hours to be quoted plus night charges.
- (vi) In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider.
- (vii) Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
- (viii) The vehicle should be registered with the concerned authority of Central/ State Govt.
- (ix) In case the condition of vehicle is found unsatisfactory they shall be returned for immediate replacement. In case no replacement is provided on time, the Authority shall have the right to hire a vehicle from the market and additional cost incurred by the Authority shall be borne by the vehicle provider.
- (x) The vehicle provider would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- (xi) The driver(s) should be without any criminal record and shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition, for which no separate payment shall be made by this office.
- (xii) The Vehicle (Taxi) shall generally be required by Central Excise & Service Tax Division-II, Meerut, Meerut, for official work.
- (xiii) Meter reading will start/terminate from/at the office of the Assistant Commissioner Central Excise & Service Tax Division-II, Mangal Pandey Nagar Meerut, UP- 250005.
- (xiv) No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
- (xv) Driver should be in proper uniform, well versed with Meerut routes and places and should be well behaved and courteous to the passengers. He should have a mobile connection with him.
- (xvi) Payment will be made after the bills are cleared by Assistant Commissioner of Central Excise, Meerut Division-II, Meerut and through RTGS by P&AO (HQ), Meerut, which will take about two to three weeks time on an average.
- (xvii) Rates once finalized will be fixed at least till 31.03.2018 or for one year from the date of hiring. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.

- (xviii) The period of contract is up to 31.03.2018 or for one year starting from the date of communication of acceptance of bid/ quotation.

## ANNEXURE-II

### GENERAL TERMS AND CONDITIONS

1. **Parties:-** The parties to the Contract are the contractor/ contractors (the tenderer to whom the work has been awarded) and the Government of India through Central Excise & Service Tax, Meerut Division-II,, Meerut for and on behalf of the President of India.
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to Central Excise & Service Tax, Division-II, Meerut, Meerut. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Preparation and Submission of Tender/quotation:-** The tender should be submitted in two parts namely Technical Bid (in form given in Annexure-IV) and Financial Bid (in form given in Annexure-V) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Enquiry Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Financial Bid” and date of opening of tender.
4. **Signing of Tender:-** Individual signing the tender or other documents connected with contract must specify whether he signs as:-
  - (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - (c) Director or Assistant office duly authorized by the Board or Directors of the Company, if it is a Company.
5. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
6. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
7. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Central Excise & Service Tax, Meerut Division-II,, Meerut may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The tenderer should sign and affix his/his firm’s stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT. (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by Central Excise, Division-II, Meerut, if necessary.)
9. The Technical bid should be submitted in form given in Annexure-IV along with other documents/information i.e. Copy of PAN Number, Adhar No, Service Tax no., full details of the number of Taxis registered in the name of the tenderer or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-III.

10. The Financial Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically compliant, will be opened on a specified date and time to be intimated to the respective tenderer. A Committee of officers of Central Excise Division-II, Meerut will evaluate the Financial Bids.
11. Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract. However benefit of reduction in taxes will be passed on to the Government.
12. Terms of payment as stated in the Tender Documents shall be final.
13. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
14. **Criterion for Evaluation of Tender:-** The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-IV and then on the basis of Financial information furnished in form given in Annexure-V. The Financial bid (Annexure-V) of such firms found valid based on technical parameters (as per annexure-IV) will be opened along with the Technical Bid.
15. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract of this tender enquiry.
16. **Right of Acceptance:-**
  - 16.1 The Assistant Commissioner of Central Excise, Meerut Division-II, Meerut, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Assistant Commissioner of Central Excise, Division-II, Meerut, in this regard shall be final and binding.
  - 16.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.
17. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of his tender.
18. **Penalty:-**
  - (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, Assistant Commissioner of Central Excise & Service Tax Division-II, Meerut reserves the right to make deductions double the rate of Hiring rate on pro rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Revenue
  - (b) The powers of the Assistant Commissioner of Central Excise & Service Tax Division-II, Meerut under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided.
19. **Disclaimer:-** The near relatives of employees of O/o Assistant Commissioner of Central Excise & Service Tax, Division-II, Meerut or employees working in Customs or Central Excise formations in Meerut are prohibited from participating in this tender enquiry process. The near relatives for this purpose are defined as:-
  - (a) Members of a Hindu Undivided Family.
  - (b) Their husband and wife.
  - (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
20. **Breach of Terms and Conditions:-** In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by Central Excise, Meerut Division-II, Meerut, in that event.
21. **Subletting of Work:-** The firm shall not assign or sublet the work or any part of it to any other person or party.

22. The tender is not transferable.

**23. Terms of payment:**

1. Neither payment shall be made in advance nor any loan form of any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. All payments shall be made by cheque only.
4. The Assistant Commissioner of Central Excise Division-II, Meerut-I, Meerut shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
5. The term "payment" includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
6. Wherever applicable all payments will be made as per schedule of payments stated in Annexure-II.

**24. Arbitration:-** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Assistant Commissioner of Central Excise Division-II, Meerut-I, Meerut. The arbitration proceedings shall take place at Meerut or at such other place as decided by Central Excise Division-II, Meerut-I. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

### ANNEXURE-III

#### Pre – qualification requirement for award of contract

1. Name of the organization/ Firm
2. Name of the proprietor/ Director
3. Registered Address
4. Telephone No.
5. Fax No.
6. Service Tax Registration No. ( copy to be enclosed )
7. Permanent Account of the Firm
8. Total no. vehicles owned by the firm.
9. Total no. drivers with the firm.
10. Name of Public Sector/ Govt. Organization to whom similar services have been provided by the firm during last years. (Please attach the job order/Service Certificate from Govt. Office / Public Sector.
11. Description of vehicle proposed for hiring
  - (a) Make
  - (b) Model
  - (c) Kms. Run so far
  - (d) Insurance status of the vehicle

We agree to the above terms and conditions

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal

The following documents are to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

1. Signed and Scanned copy of **proof for payment of Earnest Money Deposit of Rs. 10000/-**
2. Signed and Scanned copy of Certificates like **PAN No, Adhar Card & Service Tax** etc.
3. Signed and Scanned Copy of **Job Order/Service Certificate from Govt office/Pubic Sector.**
4. Signed and scanned Copy of **Pre Qualifying requirement of contract Annexure-III**
5. Signed and Scanned Copy of **Technical Bid Format.**

## ANNEXURE-IV

### TENDER FORM-1 TECHNICAL BID

1. Name of the Tenderer/Concern : \_\_\_\_\_
2. Address (with Tel. & Mob. No.) : \_\_\_\_\_
3. Address and telephone number of Garage : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
4. Nature of the concern : \_\_\_\_\_  
(i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)
5. Registration Number of Tenderer/Concern : \_\_\_\_\_  
(Attested photo copy of registration should be attached)
6. PAN Number of Tenderer/Concern : \_\_\_\_\_  
(Attested copy should be attached)
7. Registration Nos. of Taxis together with make : \_\_\_\_\_  
(photocopies of registration book should be attached)
8. Whether each page of NIT and its Annexure have been signed and stamped. YES/NO
9. List of Important Organizations with address and Telephone number to whom Taxi services have been provided during the last three years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer)
10. Any other information important in the opinion of the tenderer.

Dated : \_\_\_\_\_ (Dated Signature of Tenderer  
At : \_\_\_\_\_ ..... With stamps of the firm)

### UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions of **Central Excise & Service Tax Division-II, Meerut, Meerut**, and understood the parameters of the proposed work of the Central Excise Division-II, Meerut and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure-II of the tender enquiry and shall conduct the work strictly as per these "Parameters and Technical Specifications for conducting the work".
3. I/We hereby certify that none of my relative(s) as defined in disclaimer clause is/are employed in **Central Excise & Service Tax Division-II, Meerut, or in field formations of Central Excise & Service Tax Division-II, Meerut**.
4. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: \_\_\_\_\_ (Dated Signature of Tenderer  
At : \_\_\_\_\_ ..... With stamps of the firm)



**ANNEXURE-V**

**TENDER FORM-2 FINANCIAL BID**

1. Rate (all inclusive / including all taxes and levies except service tax) : \_\_\_\_\_  
Non Air Conditioned Vehicle i.e. Sedan Car (Taxi) : \_\_\_\_\_  
Rate (In word & figures) : \_\_\_\_\_
- a. 2000 Kms: 25 days per month. : \_\_\_\_\_
- b. Rate per additional Km. : \_\_\_\_\_
- c. Rate for additional time i.e. per hour. : \_\_\_\_\_
2. Any other information. : \_\_\_\_\_

**Dated:** ..... (Dated Signature of Tenderer)  
**Place :** ..... With stamps of the firm)

To,

The Assistant Commissioner,  
Central Excise, Division-II,  
Opposite C.C.S. University  
Mangal Pandey Nagar, Meerut

Dear Sir,

- 1) I submit the above Price Bid for providing one vehicle as envisaged in the Bid document.
- 2) I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3) I offer to work at the rates as indicated in the price Bid, Annexure V inclusive of all applicable taxes except Service Tax.

Yours faithfully

**Signature of  
Authorized Representative**

## **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.