




 भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
 ICAR - Central Arid Zone Research Institute
 जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003
 Website: www.cazri.res.in, Email: aaostoreadmiv@gmail.com
 Phone No. 0291 –2787152(AAO) Phone No. 0291-.2785981 (AO)/ FAX: 0291 – 2788706



F. No. 39(1)2017-2018/Adm. IV/

Dated: 17.11.2017

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

The Director, ICAR-Central Arid Zone Research Institute, Jodhpur on behalf of the President, Indian Council of Agricultural Research, New Delhi invites online bids under Two bid system from the Manufacturer/ authorised dealers/registered firms for the purchase of Various Equipment's and hand held metering system.

Critical Date Sheet

1.	Date and Time for Issue/Publishing	5.00 PM on 17.11.2017
2.	Document Download / Sale Start Date and Time	5.00 PM on 17.11.2017
3..	Document Download / Sale End Date and Time	11.00 AM on 11.11.2017
4.	Bid Submission start Date and Time	5.00 PM on 17.11.2017
5.	Bid Submission End Date and Time	11.00 AM on 11.11.2017
6.	Date and Time for Opening of technical Bids	11.00 AM on 12.11.2017
7.	Address for Communication	Director, ICAR-CAZRI, Jodhpur-342003 (Raj.) India

Note : The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP. The interested Manufacturers/authorized dealer/Agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.

Encl. : Annexure- I to IX

**Asstt. Administrative Officer (S)
for Director**

F.No. 39(1)2017-2018/Admn.IV**Instructions for Online Bid submission**

1. As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL; <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given in the tender documents are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>
2. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/appn> . Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
5. The interested Firms {except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)} are required to deposit (in original) an Earnest Money Deposit (EMD) as follows and Tender Fee Rs. 500/- (Rupees five hundred) only for each item separately in the form of Demand Draft from any of the Commercial Bank in favour of "ICAR Unit - CAZRI, Jodhpur" payable at SBI, Shastri Nagar, Jodhpur.

S.No.	Name of item	Bid Security (EMD)
1.	UV-VIS Spectrophotometer	@ 2% for each item wise separately
2.	Canopy Structure & Solar radiation analysis	
3.	Weather Station (Automatic Weather Station)	
4.	Weather Station (Field Observatory)	

6. The aforesaid DDs/Pay orders towards cost for Tender Document and EMD should be submitted offline to the tender inviting authority i.e. The Director, CAZRI, Jodhpur on or before bid submission **closing date & time**.
7. The firm should send the original brochures of the product and may be addressed to Director- ICAR, Central Arid Zone Research Institute, Jodhpur- 342003 on or before bid opening date and time as mentioned in the Critical Date Sheet.
8. Bidder need not to come at the time of Technical as well as Financial bid opening at CAZRI, Jodhpur. They can view live bid opening after login on CPPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at CAZRI then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

Technical Bid

The Firms are required to upload copies of the following documents:

- (a) Scanned copy of Earnest Money Deposit (EMD) and tender fee/its exemption, if any.
- (b) Scanned copy of Firm's registration, VAT no and Tender acceptance letter.
- (c) RTGS detail of the firm.
- (d) Scanned copy of similar contracts of supply of such drip system to Government Departments.
- (e) Undertaking that items shall be supplied as detailed in tender document.
- (f) Scanned copy of ink singed tender specific authorization from OEM (Original Equipment manufacturer).
- (g) Undertaking that firm has not blacklisted by any government organisation.
- (h) Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical details should be provided in the form of Brouchers and write-ups.
- (i) Scanned copy of signed our terms and conditions as given in annexure 1.
- (j) Scanned copy of PAN issued by Income Tax Department, TIN No. & Service Tax Registration No.
- (k) Scanned copy of latest Income Tax Return.

Note : All the bidders are requested to submit the copies of all the supporting documents separately, if they are participating in more than one equipment.

Terms and Conditions

1. The tenderer shall quote rates, which will include the delivery (supply and installations) & other incidental charges. Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the Financial Bid /BOQ format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.
3. The firm must also possess valid PAN No., TIN No. & Service Tax registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of latest Income Tax Return may be furnished.
5. Modification in the tender documents after the closing date and time is not permissible.
6. The successful firm shall have to supply the **item (from the date of confirmed supply order) within 30 days or as mentioned in the supply order (P.O.)** and if the materials are not supplied and installed in time then EMD shall be forfeited. The rates quoted shall be valid for 6 months from the date of opening of tender.
7. The contractor/bidder or his representative may contact the undersigned at Tel No.0291-2787152 for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
8. The Director, CAZRI, Jodhpur shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
9. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations.

10. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount mentioned against each item in the form of Demand Draft from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur", payable at Jodhpur may be addressed to Director, ICAR-CAZRI, Jodhpur on or before bid submission closing date and time as mentioned in critical date sheet. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "ICAR Unit-CAZRI, Jodhpur" payable at Jodhpur will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract.
12. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/performance security deposited would be forfeited.
14. The Director, ICAR-CAZRI, Jodhpur reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. The firm to whom the tender will be awarded, will have to deposit the performance security equal to 5% -10% of the total amount at the time of installation of the equipment. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
16. If any dispute(s) arises between ICAR-CAZRI, Jodhpur and the firm with reference to the contract, ICAR-CAZRI, Jodhpur will decide it and its decision will be binding on the firms.
17. **Bid Validity** : 90 days
18. The contract will be given to Least one (L1).
19. The Institute is exempted from payment of excise duty. Hence, excise duty will not be paid to the firm.
Sales tax - we are not authorized to issue Sales Tax Form C&D;
The Institute is exempted from payment of Custom Duty
20. **Payment-**
 - (A) **Payment for goods supplied from abroad.**
 - (a) On shipment 90% of the contract price (FOB) shall be paid through irrevocable letter of credit upon submission of documents detailed in L/C.
 - (b) 10% of the contract price(FOB) {in foreign currency} and other charges like freight etc., from FOB to FOR CAZRI, {in INR} will be released after satisfactory installation/ working of equipment/machine etc. as well as on submission/production of Performance Bank Guarantee by the Supplier(s).
 - (c) 100% payment through wire transfer after satisfactory installation and submission of P.B.G.
 - (d) 100% payment through F.D.D. after.....P.B.G.

(B) Payment of goods supplied within India

- (i) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report & submission of PBG/ Sales Tax, form-38.

21. **Installation :- Should be done within stipulated delivery period as per the order at the Institute in consultation with the indenting officer**, failing which Liquidated Damage clause shall apply. Liquidated Damage clause: It would be realized @ 0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.

22. **Price -**

- i) The price quoted shall be on firm and fixed basis and should be reasonable living no scope for any further negotiation on price.
ii) For goods manufactured in India/abroad : The price of the goods should be quoted on FOR basis and in INR (including all kind of charges and taxes) installations commissioning charges, if any.

23. **Jurisdiction of Court :-** The court of the Jodhpur shall have a jurisdiction to decide any dispute arising out of or in respect of contract.

24. **Force Majeure Clause :-** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods. Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However either party at its discretion can terminate the contract in such cases.

25. **Termination of Contract :-** Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases:

- a) The delivery of the material is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
b) The seller is declared bankrupt or becomes insolvent.
c) The delivery material is delayed due to causes of Force Majeure by more than reasonable time.
d) In case Performance Security is not furnished within the time period specified by the purchaser.
e) Supply in the case of successful Tenderer should strictly confirm to the specifications of the equipment being purchased.
f) Any change in Address/Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.

26. **Acceptance or rejection of offer :-** The Director, ICAR-CAZRI, Jodhpur reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.

'Terms & Conditions are acceptable to us'.

Dated:

(Authorized signatory of the firm)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities 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, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of the firm with seal

MANUFACTURER'S (OEM) AUTHORISATION FORM

To

The Director,
ICAR- Central Arid Zone Research Institute,
Jodhpur, Rajasthan 342003

Ref: your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of
..... (Name and description of the goods offered in the bid) having factories at
..... hereby authorize Messrs..... (name
and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract
with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs
(name and address of the above agent) is authorized to bid, negotiate and conclude the contract
against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract, read
with modification, if any in the Special Conditions of contract for the goods and services offered for
supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)

for and behalf of Messrs.....

[name & address of the manufacturers]

Note: *This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The authorization Certificate should be from the "Manufacturer" only and certificate from any other firm/person including OEM arrangements would not be accepted*

(Printed on letter head of firm)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s

.....

..... has not been black listed by any Government, or semi Government department in India.

(Signature of the Firm with Seal)

TECHNICAL BID
Schedule to tender

TECHNICAL SPECIFICATION OF UV-VIS Spectrophotometer

Sl. No.	Broad Specification	Quantity
1.	<u>UV-VIS Spectrophotometer</u>	1 Unit
	<p>Optics : Double beam with LCD based display. Modes : Should have facility to operate in standalone mode without computer & PC Control mode. Wavelength Range : 190-1100 nm Detector : Silicon Photodiode Wavelength Accuracy : +/-0.1nm at D2 peak 656.1 nm & ± 0.3nm for entire range Spectral Bandwidth : 1 nm Fixed (For 190-1100 nm range) Wavelength Scanning speed : 3,000 to 2 nm/min Stray light : Less than 0.2% at 220 nm Less than 0.2% at 340 nm Less than 0.2% at 198 nm Photometric range : Absorbance : -4 to 4 Transmittance : 0% to 400% Photometric accuracy : ± 0.002 Abs at 0.5 Abs, 0.004 Abs at 1.0 Abs, ± 0.006 Abs at 2.0 Abs Photometric repeatability : Less than ± 0.001 Abs at 0.5 Abs, Less than ± 0.001 Abs at 1 Abs, Less than ± 0.003 Abs at 2 Abs Baseline Stability : Less than 0.0003 Abs/Hr Baseline flatness : Less than ± 0.0006 Abs Sample compartment : Reference and sample holder should be in a single compartment. Software : Photometric Mode, Multi component Mode, Spectrum Mode, Quantitation Mode, Kinetics Mode, Time Scan Mode Biomethod Mode, 32 bit software with GLP/GMP compliance and licenced copy. Hardware Instrument Validation : Inbuilt for WL Accuracy, WL Repeatability, Resolution, Noise Level USB Connector : Minimum 3 USB Ports Quartz Cell (10 mm, 3ml) : 2 pair Warranty : At least one year on complete instrument Compliance Sheet : The above all the detailed specification should be mentioned in original printed catalogue.</p>	

Asstt. Administrative Officer (S)
for Director

TECHNICAL SPECIFICATION OF Canopy Structure & Solar Radiation Analysis

Sl. No.	Broad Specification	Quantity
2.	<p><u>Canopy Structure & Solar Radiation Analysis</u> : System should works under any sky condition and is suitable for any size canopy (crops, grasses, horticulture trees), should have Built-in GPS.</p> <p>Memory : 128 MB or more for data storage (Must have capacity to store more than 1 lakh data)</p> <p>Lens Distortion : Can be specified as a polynomial relating zenith angle and radial distance, 180⁰</p> <p>Data recording : Must give rapid result, Should measure Leaf Area Index (LAI) non-destructively, Photosynthetically Active Radiation (PAR) levels and Automatic/manual data logging.</p> <p>Communications : USB (as mass storage device) ; RS-232.</p> <p>Power : Sufficient to whole day recording without interrupt.</p> <p>Operating environment : Operating range : -20 to 60 °C : 0-100% RH Instrument should be supplied with all the necessary accessories and spares with safety cover boxes : Software ; Data Down loading cable; operational manual for the normal operation of the instrument.</p>	1 Unit

**Asstt. Administrative Officer (S)
for Director**

TECHNICAL SPECIFICATION OF Weather Station (Automatic Weather Station)

Sl. No.	Broad Specification	Quantity
3.	<p><u>Weather Station (Automatic Weather Station)</u></p> <p>Data Logger</p> <p>Analog : Channel Analog data input 8 with auto Ranging / Compatible to adjust all given sensors</p> <p>Data Storage : In built facility to store minimum 5 minute intervals of 6 month data & facility with download the stored data on a flash / USB card.</p> <p>Battery & Charging System : Solar panel is required for continuous recharge the batteries. A suitable in-built charge controller having over and under voltage protection should be provided in the DCP. The capacity of the Solar panel should be such that the battery can be charged with 30% to 50% sunshine.</p> <p>Environmental Compatibility : Operating & Storing temp. -35⁰ to 50⁰ humidity 10-100% ; wind speed up to 50m/s</p> <p>GPRS : Provision of Data transmission Compatibility by laptop locally via USB/RS232 and remotely using the GPRS modem options</p> <p>Analog : Channel Analog data input 8 with auto Ranging /Compatible to adjust all given sensors.</p> <p>Data Storage : in built facility to store minimum 5 minute intervals of 6 month data & facility with download the stored data on a flash/ USB card.</p> <p>Battery & Charging System : Solar panel is required for continuous recharge the batteries. A suitable in-built charge controller having over and under voltage protection should be provided in the DCP. The capacity of the Solar panel should be such that the battery can be charged with 30% to 50% sunshine.</p> <p>Environmental Compatibility : Operating & Storing temp. -35⁰C to 50⁰C humidity 10-100% ; wind speed up to 50m/s</p> <p>GPRS : Provision of Data transmission Compatibility by laptop locally via USB/RS232 and remotely using the GPRS modem options.</p>	1 Unit
2.	<p>Sensors</p> <p>Air Temperature : Range : -40⁰C to + 70⁰C Accuracy : ±0.3 ⁰C or better (with radiation shield) Resolution : + 0.1 ⁰C Sensor Type : Resistance /Thermistor Response Time : 10 sec or better</p> <p>Relative Humidity : Range : 0 to 100% RH Accuracy : ±2% or better Resolution : 1% Sensor Type : Capacitive /Solid-state Response Time : 10 sec or better</p> <p>Rainfall : Range : 0 to 500 mm per hour Accuracy : ±2% Resolution : 0.2 mm Sensor Type : Tipping bucket rain gauge or other suitable sensor</p> <p>Snow depth sensor : Measurement range : 0.5 to 10 m</p>	

	<p>Resolution : 0.25 mm Accuracy : ± 1 cm (0.4 in.) or 0.4% of distance to target Measurement Time : < 1.0 s</p> <p>Precipitation Sensor : Liquid, Solid and Mixed (snow, rain & mixed) Range : 0-1000 mm Accuracy : ± 0.1 mm or $\pm 1\%$ of measured value</p> <p>Wind Direction : Range :0 to 359 Accuracy : ± 5 or better Resolution : 1</p> <p>Wind Speed Sensor : Measurement range : 0-100 m/s Accuracy : ± 0.2 m/s</p> <p>PAR sensor : Spectral range (50% points): 400 to 700 nm ± 4 nm Sensitivity : 4 to 10 $\mu\text{V} / \mu\text{mol/m}^2 \text{ s}$ Detector type : Photo-diode</p> <p>Solar radiation : Range : 0 to ~ 1750 W/m² Operating Temperature : -10⁰C to + 60⁰C Resolution : 1 W/ m² Accuracy : 1 W/ m²</p> <p>Soil temperature And Moisture : Combined Soil Moisture and Temperature measurement sensor Accuracy : $\pm 1\%$ Soil Moisture Measurement range : 0 to 1 m³ .m⁻³ Accuracy : ± 0.75 ⁰C Soil Temperature Range : -20⁰ to + 60⁰C</p>	
3.	<p>Tower/Mast : Galvanised stainless steel material withstand in extreme harsh climate at Himalaya (altitude >5000m), height of tower at 10 m, tripod – 3/5 m compatible to install all sensors along with good quality cable and other required accessories and it should withstand at above mention operation environment. The automatic weather station installation and demonstration at Leh.</p>	

Asstt. Administrative Officer (S)
for Director

TECHNICAL SPECIFICATION OF Weather Station (Field surface observatory)

Sl. No.	Broad Specification	Quantity
4.	<u>Weather Station (Field surface observatory)</u>	1 Unit
	<ul style="list-style-type: none"> ➤ Self recording rain gauge with quartz Clock. ➤ FRP Rainguage, non-recording 200 cm. sq. as per IS 5225-1992 with 4 Its. Bottle & over flow collector. ➤ Open Pan Envaporimeter made of Copper sheet with fixed Point gauge still well, Measuring Tube, wood rack, Thermometer with Clip as per IS5973/1998. ➤ Sunshine Recorder as per IS7243-1974 ➤ Wind vane as per IS 5799 / 1970 with stand. ➤ Cup Counter Anemometer as per IS 5912/1970. ➤ Maximum Thermometer as per IS 5681-1983. ➤ Minimum Thermometer as per IS 5681/1983. ➤ Dry Bulb Thermometer as per IS 5681-1983. ➤ Wet Bulb Thermometer as per IS 5681-1983. ➤ Grass Minimum Thermometer ➤ Soil Thermometer as per IS6592-1972. 5 CM 10 CM 15 CM 20 CM 30 CM ➤ Hygrograph with quartz clock. ➤ Hand Held Anemometer ➤ Thermo hygrograph. ➤ Thermograph. With quartz clock ➤ 20 MM Measure Glass Borosil. ➤ Sunshine recorder cards (1 years) ➤ Old Type Dew Gauge . ➤ Stevenson Screen (Single) as IS 5948-1970 as per IS 5948-1970 made of Teak wood with Angle Iron stand. ➤ Stevenson Screen (Double) as per IS 5948-1970 as per IS 5948-1970 made of Teak wood with angle Iron Stand. ➤ Snowfall measuring device (3 Nos.) 	

**Asstt. Administrative Officer (S)
for Director**

TENDER ACCEPTANCE LETTER
(To be given on Company Letter head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

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-VII)

Name of the firm : -----

Registered/Postal Address : -----

S.No.	Particulars	
1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAN No	
4.	VAT / TIN / Service Tax Reg. No.	
5.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving)	
6.	RTGS/IFSC Code & Branch	

Signature of the bidder

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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.
