



## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

(Ministry of Electronics & Information Technology, Govt. of India)

**Webel STP II Building, 2<sup>nd</sup> Floor, DN - 53,**

**Sector- V, Salt Lake, Kolkata-700 091.**

**URL: [www.kol.stpi.in](http://www.kol.stpi.in)**

### **“NIT FOR DISPOSAL OF E-WASTE ITEMS AT STPI KOLKATA & ITS SUB-CENTERS THROUGH REGISTERED E-WASTE RE-CYCLERS / DISMANTLERS”**

Ref. No.: STPI/KOL/ADMIN/39/2019/QTN-123

Date: 13.05.2019

Software Technology Parks of India, Kolkata, invites Open Tender for “Disposal of E-Waste items at STPI-Kolkata & its Sub-centers at Durgapur & Kharagpur through registered E-Waste recyclers / Dismantlers”.

The tender document is available at <https://eprocure.gov.in/eprocure/app> and <http://www.kol.stpi.in>, and from 13/05/2019. Intending bidders may download the complete tender document from the websites and should take into account corrigendum, if any published, before submitting their final bids. Bidder are therefore, requested to visit the above listed websites regularly to keep themselves updated.

The last date of submission of online bids is 03/06/2019 up to 03.00 PM and the Technical Bid will be opened on 04/06/2019 at 03.00 PM.

***The foremost requirement of participation in e-Tender is to have a digital signature. Instruction to the Bidders to upload the bids online is also enclosed as Annexure-H.***

**Addl. Director & OIC  
STPI-Kolkata**

**BASIC DETAILS**

1.	Bid Enquiry No. and date	Ref. no.:- STPI/KOL/ADMIN/39/2019/QTN-123 Date: 13/05/2019
2.	Mode of Tendering	e-Tender (online) on URL <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> in Two-Bid Systems as follows: (a) Technical Bid (b) Financial Bid
3.	Scope of Work	Disposal of E-Waste items at STPI-Kolkata & its Sub-centers at Durgapur & Kharagpur through registered E-Waste recyclers / Dismantlers.
4.	Correspondence address	Software Technology Parks of India (STPI), WEBEL STP II Building, 2nd Floor, DN - 53, Sector- V, Salt Lake, Kolkata-700 091.
5.	Telephone No.	Tel:- 033 2367 3598/3798/3799 Fax:- 033 2367 3597
6.	Tender Fee	Nil
7.	EMD Value (In the form of NEFT)	Rs. 1,000 /- (Rupees One Thousand Only)
8.	Validity of bids	120 Days from the date of opening of bid
9.	Last date for submission of Bid	03 <sup>rd</sup> June 2019 on or before 03:00 PM.
10.	Date and time of Technical Bid opening	04 <sup>th</sup> June 2019 on 03:00 PM.
11.	Date and time of Financial Bid opening	Shall be conveyed separately.
12.	Bank Account Details STPI-Kolkata	Name of the Bank : Bank of India. Address : Plot no - Y6, Block – EP, Sector – V, Saltlake, Kolkata – 700 091,W.B. Account No. : 407110110005847. IFSC Code : BKID0004071. MICR Code : 700013101. Account Type : Savings.

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## GENERAL TERMS AND CONDITIONS

1. STPI Kolkata invites Tenders from the qualified bidders for the disposal of e-waste category items (Obsolete/ Unserviceable old Electronics/ IT Equipment) in “as is where is” basis from reputed vendors who comply with general terms and conditions and scope of work as per following at STPI Kolkata and its sub centers at Durgapur and Kharagpur.
2. The bid document can be downloaded from the websites <https://eprocure.gov.in/eprocure/app> and <http://www.kol.stpi.in>
3. The bid should be submitted ONLINE along with all supporting documents & all Annexure.

### The Technical Bid shall consist of the followings:

- 3.1. Filled details in **Annexure- A** of Tender Document.
  - 3.2. Scan copy of Tender Fee (if any) paid towards Cost of Bid document.
  - 3.3. Scan copy of EMD (if any) paid towards bid security.
  - 3.4. Scan copies of all the relevant documents for eligibility.
  - 3.5. If exemption is claimed from payment of Tender Fee (Cost towards bid document) & EMD, a copy of Government orders (i.e) DGS&D /NSIC/ MSME Act 2006/ Startups as recognized by Department of Industry Policy & Promotion (DIPP)/ certificate allowing such exemption to the firm should be uploaded.
  - 3.6. Specimen **Commercial Bid** format has been given in **Annexure – E**, which will be submitted online only on BOQ.xls.
4. Each page of bid document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms and conditions. No overwriting, corrections and cutting is permitted.
  5. **Signing of Tender**

Signature should be done electronically as per e-procurement system. Individual signing the tender with digital signature certificate 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: In case of constituted attorney a copy of the power attorney authorization should be enclosed.

(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 a principal officer duly authorized by the Board of Directors of the Company, if it is a company. If signed by an authorized officer/ any of the director, board resolution copy to this effect duly authenticated by all the Directors of the company should be enclosed.

### N.B

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by Notary Public, should be furnished on stamped paper duly sworn or 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.

- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by the partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such person and if on enquiry, it appears that the persons so signing had no authority to do so, the Addl. Director & OIC, STPI Kolkata may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
6. This tender must be signed digitally in all pages. Disregard of these instructions, or if the tender is anyway incomplete, such tender is liable to be ignored.
  7. Bid validity should be 120 days from the specified date of closing.
  8. The EMD of Rs. 1000/- (Rupees One Thousand only) through NEFT (National Electronic Funds Transfer). The Bank details of STPI is as below for the purpose of NEFT:  
A/c. Name: Software Technology Parks of India  
Bank Name: Bank of India, Sector-V,  
Bidhan Nagar Branch, Kolkata-700091.  
A/c. No.: 407110110005166  
IFSC Code: BKID0004071
  9. Bids once submitted shall not allow being withdrawn. Any default after acceptance of bid shall be deemed to be noncompliance to the terms of contract.
  10. The bidder has to be registered with State Pollution Control Board/ Pollution Control Committee/ Central Pollution Control Board (CPCB) as per the E-waste (Management) Rules 2016 published by the Ministry of Environment and Forest, Govt. of India. The bidder should submit copy of registration certificate from respective pollution control board.
  11. The bidder should submit an undertaking as per **Annexure-C & D** that the facility & recycling process are in accordance with the standards laid down in the guidelines published by the CPCB from time to time.
  12. The bidder should submit an undertaking as per Annexure that the residue generated thereof is disposed of in a hazardous waste treatment storage disposal facility.
  13. The buyer should clear off all the items at their cost within 4 weeks from the receipt of sale letter on production of their identity proof and original cash receipts for the amount remitted with the sanction of the concerned authorities in the presence and supervision of Technical Committee. STPI Kolkata will not be held any responsibility for any loss or damages or theft of the material after the bid is finalized and sale letter issued to the buyer, and no compensation thereof, will be entertained.
  14. The successful bidder will be allowed a maximum period of 7 days after receipt of the confirmation letter, to remit quoted amount. The lifting of scrap will not be allowed before the submission of quoted amount in form of banker's Cheque or Demand Draft/NEFT.
  15. The lifting of scrap should be made during the working hours i.e. 10 AM to 5 PM. At the time of pickup, bidder should have to submit relevant Form/certificate as per defined guidelines along with the full details of material to be disposed.
  16. Certificate of destruction should be submitted to STPI after disposal.

17. The bidder may inspect the sites about the items they are bidding for at

**A. STPI-KOLKATA**

Software Technology Parks of India (STPI),  
2nd Floor, Webel STP-II Building, Block-DN,  
Plot No: 53, Sector-V, Salt Lake, Kolkata-700091  
Contact: 033-23673598/99

**B. STPI-DURGAPUR**

Software Technology Parks of India (STPI),  
Sahid Sukumar Banarjee Sarani, Opp. To Spencers,  
Bidhan nagar, Dist – Paschim Bardhaman, Durgapur – 713212, WB.  
Contact - 0343-2531295 / 94

**C. STPI-KHARAGPUR**

Software Technology Parks of India (STPI),  
WBIIDC Industrial Growth Center,  
Plot no. - 3, Sector - B, Nimpura,  
Dist – Paschim Medinipur, Kharagpur – 721303, WB.  
Contact: 03222-234436 / 233014

**(In all working days between 14.05.2019 to 31.05.2019 from 11:30 AM to 01:30 PM.)**

18. If the buyer fails to remit the required amount and clear off the items within the time specified as above, STPI Kolkata will have the power to cancel the offer and forfeit the EMD.

**19. Award Criteria**

Contract will be awarded on the basis of highest total of Financial Bid (**H1**) of the acceptable responsive bidder who complies with all terms and conditions of the tender. In case the **H1** vendor is not able to accept the sale letter within 07 days, the same will be offered to next lower bidder (H2) at rate given by H1.

**20. Payment Terms**

Successful bidder has to submit Demand Draft/Banker's Cheque / NEFT payable to STPI Kolkata for amount quoted within 07 days of the sale letter.

**21. Termination by default:**

- a) STPI reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.
- b) The STPI Kolkata may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part.
- c) If the Bidder fails to provide services within the time period specified in the contract or any extension thereof granted by the STPI Kolkata.
- d) If the Bidder fails to perform any other obligations under the Contract.

**22. Rejection of the bid**

- a) The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of bid which is not substantially responsive to the bid document in every respect may result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of STPI-Kolkata will be final.

- b) In case the selected bidder does not show interest in lifting the goods, the bid security will be forfeited.
- c) The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.
- d) The bids received after specified date & time will not be considered.
- e) The bids received through Fax/Telex/photocopy will not be considered.

### **23. Blacklisting**

Company/Firm blacklisted by Govt./PSU/Corporate organization as on the date of closing of bid are not eligible to Bid (Declaration for the same has to be furnished as per **Annexure-B**). If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI Kolkata, the STPI shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

### **24. Arbitration**

All disputes or difference whatsoever arising between the parties out of or relating to the meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled by reference to arbitration as per Indian Arbitration Act. In such case, the same shall be referred to the sole arbitration of Additional Director, STPI- Kolkata.

### **25. Force Majeure**

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

## ELIGIBILITY CONDITIONS

**The bidders are required to submit the following documents (self-attested) along with bid document.**

- a) Valid Copies of registration certificates from State Pollution Control Board/ Pollution Control Committee/ Central Pollution Control Board (CPCB) as per the E-waste (Management) Rules 2016 published by the Ministry of Environment and Forest, Govt. of India.
- b) GST Registration
- c) PAN/TIN etc.
- d) Self declaration & undertakings as per Annexure B,C & D.



**SCOPE OF WORK, OTHER TERMS & CONDITIONS**

1. The area to be covered for the disposal of old E-Waste at STPI KOLKATA through registered re-cyclers are as follows:

Locations	Items
<b>STPI-KOLKATA</b> Software Technology Parks of India (STPI), 2nd Floor, Webel STP-II Building, Block-DN, Plot No: 53, Sector-V, Salt Lake, Kolkata-700091 Contact: 033-23673598/99	<b>As per Annexure - F</b>
<b>STPI-DURGAPUR</b> Software Technology Parks of India (STPI), Sahid Sukumar Banarjee Sarani, Opp. To Spencers, Bidhan nagar, Dist – Paschim Bardhaman, Durgapur – 713212, WB. Contact - 0343-2531295 / 94	
<b>STPI-KHARAGPUR</b> Software Technology Parks of India (STPI), WBIIDC Industrial Growth Center, Plot no. - 3, Sector - B, Nimpura, Dist – Paschim Medinipur, Kharagpur – 721303, WB. Contact: 03222-234436 / 233014	

2. The Bidders are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
3. No deviation from the above mentioned scope of services will be accepted.
4. STPI will not bear any cost on account of labour/transportation etc.

**Annexure - A**

**DETAILS OF BIDDER**

1. Name of the Bidder :
2. Full postal address for correspondence :
  - Phone No :
  - Fax No :
  - Email Id :
  - Website URL :
3. Date of Incorporation. :
4. PAN Card No. :
5. Registration no. :
6. CPCB registration no. :
7. Name of Directors(s)/Partners/Proprietor:
  - a)
  - b)
8. GST Registration no. :
9. Bank Account Details :
  - a.Name of the Bank :
  - b.Account No. :
  - c.Branch Address :
  - d.Branch Code :
  - e.IFSC Code :

Certified that the above facts and figures are correct to the best of my/our knowledge and belief.

Date :

Place :

**Note: Copies of relevant certificates must be uploaded for the proof of all the above statements.**

**Annexure - B**

**DECLARATION**

We declare and confirm that we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three (03) years. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and shall be liable for cancellation without any notice at the sole discretion of STPI.

**Signature & Seal of the Bidder**

**Annexure - C**

**UNDERTAKING**

We declare, ensure and confirm that the facility & recycling process for the E-waste Items Viz Electrical, Electronics and IT Equipment's are in accordance with the E-waste (Management) Rules 2016 published by the Ministry of Environment and Forest, Govt. of India.

**Signature & Seal of the Bidder**

**Annexure - D**

**UNDERTAKING**

We declare, ensure and confirm that the residue generated from the E-waste Items, Viz. Electrical, Electronics and IT Equipments will be disposed off in a hazardous waste treatment storage disposal facility and in accordance with the as per the E-waste (Management) Rules 2016 published by the Ministry of Environment and Forest, Govt. of India.

**Signature & Seal of the Bidder**

Annexure - E

**(Sample of Financial bid is to be submitted in BOQ.xls file online at CPP portal)**

**FINANCIAL PROPOSAL CONTENT**

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Work.

NUMBER #		TEXT #		NUMBER #		NUMBER #		NUMBER #		TEXT #	
Sl. No.	Item Description	Quoted Currency in INR / Other Currency	BASIC RATE in	Any Other Taxes/Duties/Levies in	TOTAL AMOUNT Without Taxes in	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words				
			Figures To be entered by the Bidder in Rs. P	Figures To be entered by the Bidder	Rs. P						
1	Disposal of E-waste Items at STPI-Kolkata as listed in Annexure-F of Bid document.	INR			0.00	0.00	INR Zero Only				
2	Disposal of E-waste Items at STPI-Durgapur as listed in Annexure-F of Bid document.	INR			0.00	0.00	INR Zero Only				
3	Disposal of E-waste Items at STPI-Kharagpur as listed in Annexure-F of Bid document.	INR			0.00	0.00	INR Zero Only				
<b>Total in Figures</b>					0.00	0.00	INR Zero Only				
<b>Quoted Rate in Words</b>					INR Zero Only						

Note: It is only specimen copy, the financial detail will be submitted by bidder in BOQ.xls file.

**Annexure - F**

**Lot containing E-Waste Items proposed to be disposed off on “as is where is” basis for STPI-Kolkata**

SL.	PARTICULARS	QTY
1	EMR Router 5010	1 no.
2	16 watt Out Door Unit	1 no.
3	16 watt Out Door Unit	1 no.
4	3.8 mtr. KU Band Antenna & non penetrating mount	2 nos.
5	RAD make 10/100 base-T to E3 Interface Converter,	2 nos.
6	Block Up Convertor 40 Watt. C-Band with M & C	2 nos.
7	Wavesat 70 Mhz. L Band converter	1 no.
8	Converter Model No. ETU-01A	1 no.
9	Converter Model No. ETU-01A	1 no.
10	Converter Model No. ETU-01A	1 no.
11	Wave guide	1 no.
12	Personal Comp.(Pentium IV) , Wipro Make	5 no.
13	Mobile Handset Nokia 6300	1 no.
14	1 GB Memory Card(Micro Kingston)	1 no.
15	Mobile Handset Nokia E71	1 no.
16	EPABX Handset	5 nos.
17	<b>Fire Alarm System</b>	
	Fire alarm panel (agni make)	1 no.
	Smoke Detector(Appolo)	16 nos.
	MCP (Break glass type)	1 no.
	Electronic Hooter	2 nos.
	Response indicator	1 no.
	2x12 V. battery	1 set
	2 x 1 mm. copper PVC wire with installation	300 m.

**Lot containing E-Waste Items proposed to be disposed off on “as is where is” basis for STPI-Durgapur**

SL.	PARTICULARS	QTY
1	EMR Router 5010	1 no.
2	DMD 20 Satellite modem	1 no.
3	3.8 mtr. KU Band Antenna Non Penetrating Mount for 3.8 mtr. KU Band Antenna	1 no.
4	CTC union ETU-01A Converter	1 no.
5	CTC union SHDTU-03 Lease Line Modem	1 no.
6	20W KU Band RFT Outdoor Unit	1 no.

**Lot containing E-Waste Items proposed to be disposed off on “as is where is” basis for STPI-Kharagpur**

SL.	PARTICULARS	QTY
1	EMR Router 5010	1no
2	3.8 mtr. KU Band Antenna & Non Penetrating Mount for 3.8 mtr. KU Band Antenna	1 no.
3	RAD make leased line Modem (ASM 31/SA/230/V.35 & G.703)	1 pair
4	LNB KU Band (Make NORSAT)	1 no.





**EMD FORWARDING LETTER**

<b>To</b> <b>Addl. Director &amp; OIC,</b> <b>Software Technology Parks of India</b> <b>Webel STP II Building, 2<sup>nd</sup> Floor, Block-DN,</b> <b>Plot-53, Sec-V, Saltlake, Kolkata - 700091.</b>	<b>From (Name &amp; Address of the Bidder)</b> ----- ----- -----
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**Sub: Earnest Money Deposit for bid no. STPI/KOL/ADMIN/39/2019/QTN-123 , Dated: 13/05/2019.**

**Ref.: Bid Document \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

We, M/s \_\_\_\_\_, having read and examined in detail the bid document and amendments for “**Disposal of E-Waste items at STPI-Kolkata & its Sub-Centers through registered E-Waste Re-Cyclers / Dismantlers**”

We, M/s. \_\_\_\_\_ hereby inform that EMD of Rs. \_\_\_\_\_ (Rupees.....) has been transferred through NEFT. The details are as under :

	<b>Tender Fee</b>	<b>EMD</b>
a. Transaction Details/ UTR number	_____	_____
b. Amount :	_____	_____
c. Dated :	_____	_____

We, M/s. \_\_\_\_\_ having read and understand the clauses under general terms & conditions towards forfeit of EMD.

**Vendor details (for EMD return purpose) :**

- a. Name of the company :
- b. Name of Bank :
- c. Account Number :
- d. Branch Name :
- e. Branch Address :
- f. IFSC code :

**Yours Sincerely,**

**Signature & Seal of bidder**

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

### SEARCHING FOR TENDER DOCUMENTS

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

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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" 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 he/she 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 Tender Processing Section, latest by the last date of bid submission. 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) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while colored (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 serve 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 can not 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.
- 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, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.