



EPABX: 080-23086100/218/217
FAX: 080-28466291 - E.mail: purchase.iihr@icar.gov.in

**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESSARAGHATTA LAKE POST, BANGALORE-560 089**

We have a requirement of the goods and services as indicated below. You are invited to submit your most competitive quotation / Tender for the same. All the relevant details are given below.

**NOTICE INVITING TENDER (TWO BID SYSTEM) THROUGH E-PROCUREMENT
TOWARDS Renovation of Canteen Hall(Size 12mt x 09mt x 03mt side height and 4mt centre
height) at ICAR-IIHR, Hesaraghatta, Bangalore.**

The tender document contains the following:-

- Annexure-I - "Specification and other details"**
Annexure II - "Instructions for Online Bid Submission"

Tender Enquiry No. : F.No.5-62/2019-20/SP/ Renovation of Canteen /	
Date and Time for Issue/Publishing	17.08.2019 at 05:00PM
Document Download Date and Time	17.08.2019 at 05:00 PM
Bid Submission start Date and Time	17.08.2019 at 05:00 PM
Bid Submission End Date and Time	16.09.2019 at 03.00 PM
Date and Time for Opening of Bids	18.09.2019 at 11.00AM

IMPORTANT NOTES:-

- i. Tender Documents can be downloaded from IIHR website www.iihr.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
- ii. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
- iii. The Director, IIHR reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
- iv. IIHR will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
- v. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- vi. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central

PublicProcurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.

- vii. 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.
- viii. 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 Ministry reserves the right to accept or reject any or all the tenders.

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

- I. Scanned copy of Firm's registration, PAN and GST No.**
- II. Bank details of the firm.**
- III. Scanned copy of similar contracts to Government Departments.**
- IV. Income Tax for the last three years (2015-16, 16-17, 17-18 or 2016-17, 17-18, 18-19)**
- V. Profit and loss account & Balance Sheet which are audited & duly certified by the Chartered Accountant for the last three years.**
- VI. Turnover of the business should be Rs.30.00 Lakhs per year, to be certified by Chartered Accountant as per Balance Sheets used for ITR filing.**
- VII. Experience of having successfully completed similar building works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:**
 - a. Three similar completed building works costing not less than the amount equal to 40% of the estimated cost i.e. Rs.6,26,080/- (or)**
 - b. Two similar completed building works costing not less than the amount equal to 50% of the estimated cost i.e. Rs.7,82,600/- (or)**
 - c. One similar completed building work costing not less than the amount equal to 80% of the estimated cost i.e. Rs.12,52,160/-**
(Similar work concepts means Construction / Renovation of building)

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We conform that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for **180days** after the date of opening of tenders.

Sd/-

CHIEF ADMINISTRATIVE OFFICER



ಭಾರತೀಯ ತೋಟಗಾರಿಕೆ ಸಂಶೋಧನಾ ಸಂಸ್ಥೆ
भारतीय बागवानी अनुसंधान संस्थान
INDIAN INSTITUTE OF HORTICULTURAL RESEARCH (ICAR)
ಹೆಸರಗಟ್ಟೆ ಕೆರೆ ಅಂಚೆ, ಬೆಂಗಳೂರು-೫೬೦೦೮೯.
ಹೆಸರಗಟ್ಟೆ ಲೇಕ್ ಪೋಸ್ಟ್, ಬೆಂಗಳೂರು - 560 089
HESSARGHATTA LAKE POST, BANGALORE - 560 089



F.No.5-62/2019-20/SP / Renovation of Canteen /Dt:17.08.2019

Sir,

You are invited to submit your most competitive quotation for the following works:-

Sl. No.	BRIEF DESCRIPTION OF THE WORKS	EMD
1.	Renovation of Canteen Hall (Size 12mt x 09mt x 03mt side height and 4mt centre height) at ICAR-IIHR, Hesaraghatta, Bangalore.(Specification : Enclosed Annexure -I)	Rs.31,500/-

To assist you in the preparation of your Quotation, we are enclosing the following details of work:-

1. The Contract shall be for the whole works as described in the specifications, Corrections if any shall be made by crossing out initialing, dating and reviewing.
2. **The CGST, SGST & IGST Rates and amount should be shown separately in the quotation along with GST Number otherwise quotation will be rejected.**
3. The Rates quoted by the Bidder shall be valid at least for a period of not less than **180 Days**.
4. The rates quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to escalation / adjustment on any account.
5. The bidder is advised to visit the site of works at his own expenses and obtain all information that may be necessary for preparing the quotation. Submission of quotation is acceptance by the tenderer that he has inspected the site or he is aware of all the conditions.
6. Each Bidder shall submit only one Quotation.
7. Notwithstanding the above, the IIHR reserves the right to accept or reject any Quotations and to cancel the bidding process and reject all Quotations at any time prior to the award of contract.
8. No advance or part payment will be given. Payment will be arranged only after Satisfactory completions of the work duly certified by the works unit of IIHR.
9. Quotations should be submitted along-with Earnest Money Deposit (Interest Free) of **Rs.31,500/-** for the above item by way of Demand Draft drawn in favour of the Director, Indian Institute of Horticultural Research, Bangalore 89 payable at Central Bank of India, Hesaraghatta Branch, Bangalore 89. Quotations without EMD or insufficient EMD will not be considered. The EMD will be liable to be forfeited, if the Contractor/Agency withdraws or amend, impairs, or derogates the Quotation, in any

respect within the period of validity of this Quotation. **(If any firm/Contractor has EMD exemption, they must attach copy of exemption certificate with quotation).**

10. EMD of unsuccessful agency/contractor (except L1, L2 & L3) remitted in the form of DD will be returned to the concerned contractor without any interest thereon, as early as possible.
11. The EMD amount is to be deposited in the tender box with superscription before due date.
12. The Successful Bidder shall have to deliver the performance security either by a Bank Guarantee or a Bank Draft in favour of the Director IIHR, for an amount equivalent of 10% of the Contract price. The Performance Security shall be valid till the expiry of the period/ maintenance of work.
13. Income tax will be deducted from the total bill of the executing agency/contractor as per govt. Rate.
14. **Only those firms/agencies/contractors registered with CPWD/KPWD/Railways/MES need apply.**
15. For water & Electricity supplied by this institute 2% of the cost shall be recovered.
16. Penalty will be imposed at 0.50% per week maximum to 10% of the total cost of work, if works are not completed within scheduled item or mutually extended period. The Director, IIHR, may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 10% of the contract amount.
17. **The bidders have to enclose the photo copy of the documents viz Registration Number with KPWD/CPWD/MES/Railways registration details, pan no/copies of the IT returns for the previous three years , Tin no./GST registration No./labour registration no./experience in executing similar works in the last 3 years.**
18. **The bill is to be submitted in triplicate in GST prescribed Proforma with details of CGST,SGST and IGST rates, amount and GST number.**

Important Instructions:-

All are requested to furnish the required important documents, failing which the bid will be rejected without any notice.

You are requested to provide your offer latest by **16.09.2019 upto 3.00 PM** through CPPP only.

Encl: As above.

Sd/-

CHIEF ADMINISTRATIVE OFFICER

Annexure –I

Specification for Renovation of Canteen Hall (Size 12mt x 09mt x 03mt side height and 4mt centre height) at ICAR-IIHR, Hesaraghatta, Bangalore.

Sl.	Details	Unit	Qty.
1	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in – charge Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix) coping concrete on stone wall	Cum	01
2	Dismantling dressed stone work ashlar face stone work, marble work or precast concrete work manually/ by mechanical means including stacking of serviceable and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge : In cement mortar	Cum	02
3	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead Of area 3 sq. metres and below	Sqm	04
4	Dismantling roofing including ridges, hips, valleys and gutters etc., and stacking the material within 50 metres lead of: Precoated sheet	Sqm	25
5	Dismantling G.I. pipes (external work) including excavation and refilling trenches after taking out the pipes, manually/ by mechanical means including stacking of pipes within 50 metres lead as per direction of Engineer-in-charge 15 mm to 40 mm nominal bore	Rmt	60
6	Coursed rubble masonry with hard stone (first or second sort) in superstructure above plinth level and upto floor five level Masonry work (second sort), in cement mortar 1:6 (1 cement: 6 coarse sand)	Cum	05
7	Deduct amount for dressed stones available	Each	660
8	Pointing on stone work with cement mortar 1:3 (1 cement : 3 fine sand) Flush/ Ruled pointing	Sqm	17
9	Reinforcement for RCC work including straightening, cutting, bending, placing in position and binding all complete-Thermo Mechanically Treated bars- ISI	Kg	750
10	Providing and laying in position machine batched, machine mixed (RMC) and machine vibrated design mix cement concrete of specified grade for reinforced cement concrete structural elements, excluding the cost of centering, shuttering, finishing and reinforcement including water proofing compound , admixtures in recommended proportions (as per IS 9103) to accelerate, retard setting of concrete improve workability without impairing strength and durability as per directions M-20 grade reinforced cement concrete beam and slab	Cum	06
11	Providing and constructing concrete block masonry using 150x200x400 mm solid core compact concrete block (Grade C - 50Kg/Cm ²) in CM 1:6 including all scaffolding, curing, etc. complete	Sqm	10
12	Providing 20mm cement plaster with a floating coat neat cement of mix 1:6 (1cement: 6 fine sand)	Sqm	65

13	Structural steel work welded in built up sections, trusses and framed work, railing work including cutting, hoisting, fixing in position providing screws, bolt & nuts etc., and applying a priming coat of approved steel primer all complete M.S. 50mm x50mm x 5mm angle at – 3.80kg/mt x 07 for door outer frame	Kg	27
14	Fixing of existing available wooden door to angle with screws etc one door.	Each	01
15	Distempering with oil bound washable distemper of approved brand and manufacture (Asian paints Premium) (two or more coats) with cement primer and patty where ever necessary as directed by Engineer at site	Sqm	20
16	Excavation work in foundation trenches or drains not exceeding 1.5 m in width or 10 Sqm on plan including dressing of sides and ramming of bottoms lift up to 1.0mts., including getting out the excavated soil and disposal of surplus excavated soils as directed, within a lead of 50 m – hard soil for pipe and wall base	Cum	10
17	Providing and laying in position cement concrete of specified grade excluding the cost of cantering and shuttering – All work upto plinth level, 1:4:8 (1 Cement : 4 coarse sand: 10 graded stone aggregate 40mm nominal size) For pipe base Plinth Protection For wall foundation For floors inside	Cum Cum Cum Cum	0.50 4.50 02 11
18	Providing size stone masonry with undressed hard stone in foundation and plinth in cement mortar 1:6(1cement: 6coarse sand)	Cum	04
19	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering – 1:3:6 (1 Cement: 3 coarse sand: 6 graded stone aggregate 20mm nominal size) For coping on solid block For vertical pipe grouting below and above ground level On stone masonry	Cum Cum Cum	0.50 1.50 02
20	Structural steel work welded in built up sections, trusses and framed work, railing work including cutting, hoisting, fixing in position providing screws, bolt & nuts etc., and applying a priming coat of approved steel primer all complete for five roof truss i) M.S. Hollow pipe 60 x 40 mm – 5.00kg/mt x 55mts for struts ii) MS 100 mm dia round pipe for verticals 10kg/mt x 40mts 'B' class ISI iii) MS Base plate 5mm thick 39.25kg/sqmt x 0.60sqm iv) MS Hollow section pipe 120 x 80 mm -14.50 kg /mt x 95 rmt for roof truss outer member v) M.S. Sq 10mm solid rod – 0.78kg/mt x 512 mt For window grill and grill above door vi) M.S. 20mm flat at– 0.80kg/mt x 77 for window grill outer member and grill above door for passage vii) M.S. Hollow pipe 40 x 40 mm x 5mm – 5.40kg/mt x 156mts for purlin viii) M.S.Square pipe 100 x 25 mm 14 gauge – 4.16 kg/mt x 101rmt for window section to accommodate , aluminium outer member three track for windows and for internal walls for Partition members ix) M.S. I-section 100 x 40 mm – 9.20kg/mt x 42mts on M.S. vertical pipe	Kgs Kgs Kgs Kgs Kgs Kgs Kgs Kgs Kgs	275 400 24 1,378 399 62 842 420 386
21	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give even shade including a coat of steel primer for truss and vertical member	Sqm	200

22	Providing and fixing precoated galvanised steel sheet roofing accessories 0.50 mm + 0.05 % total coated thickness, Zinc coating 120gsm as per IS: 277 in 240 mpa steel grade, 5-7 microns epoxy primer on both side of the sheet and polyester top coat 15-18 microns using self drilling/ self tapping screws complete tiled shaped as per approved sample For roof and triangular portion	Sqm	138
23	Providing and constructing concrete block masonry using 150x200x400 mm solid core compact concrete block (Grade C - 50Kg/Cm ²) in CM 1:6 including all scaffolding, curing, etc. complete	Sqm	50
24	Providing 20mm cement plaster with a floating coat neat cement of mix 1:6 (1cement: 6 fine sand) For walls For Plinth protection	Sqm Sqm	47 41
25	Providing and laying vitrified floor tiles in 600 mm x 600 mm (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, (Naveen / Jonson /Nitco) of approved make, in all colours and shades, laid on 20mm thick cement mortar 1:4 (1 cement: 4 coarse sand), jointing with grey cement slurry @ 3.3kg/sqm including grouting the joints with white cement and matching pigments etc., complete. Size of Tile 600x600 mm for floors including skirting	Sqm	112
26	Providing and fixing tiled false ceiling of specified materials of size 595x595 mm in true horizontal level, suspended on inter locking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/ sqm, both side inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (minimum) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using GI slotted cleats of size 27 x 37 x 25 x1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanised butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T-sections shall be pre-painted with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in-charge 12.5 mm thick square edge PVC Laminated Gypsum Tile of size 595x595 mm, made of Gypsum plasterboard, manufactured from natural gypsum as per IS 2095 part I and laminated with white 0.16mm thick fire retardant PVC film on the face side and 12micron metalized polyester on the back side with all edges sealed with the face side PVC film which goes around and wraps the edges and is bonded to the edges and the back side metalized polyester film so as to make the tile a completely sealed unit.	Sqm	108
27	Providing and fixing aluminium work for windows with extruded built up standard tubular sections/ appropriate z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust		

	<p>free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / panelling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, panelling and dash fasteners to be paid for separately) :</p> <p>Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15</p> <p>a) For window frames (three track frame) for bottom member (116mm x 36.50mm- 1.65kg/m x 70mt)</p> <p>For sliding windows shutters including providing and fixing hinges/pivots and making provision for fixing of fittings wherever required including the cost of PVC/Neoprene gasket as required Sliding shutter</p> <p>b) Top and bottom 29mt x 0.753 kg/mt (43 mm x 25 mm- 0.753 kg/mt)</p> <p>c) Sides 24mt x 0.673 kg/mt(43 mm x 25 mm- 0.673 kg/mt)</p> <p>d) For central 48mt x 0.842 kg/mt(43 mm x 25 mm- 0.842 kg/mt)</p> <p>e) For fixing glass and mesh 454mt x 0.101 kg/mt(19.05 mm x 12.27 mm- 0.101 kg/mt)</p> <p>f) For frames to hold glass above lintel level and on either of windows (63.50mm x 38.10mm- 1.063kg/m x 200mt)</p>	Kg	116
		Kg	22
		Kg	22
		Kg	40
		Kg	46
		Kg	213
28	Providing and fixing glazing in aluminium window shutters etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of Engineer-in-charge. (Cost of aluminium snap beading shall be paid in basic item): With float glass panes of 4.0 mm thickness	Sqm	14
29	Providing and fixing approved make and quality stainless steel insect proof mesh as per approved sample with all fixtures, aluminum strips, etc complete as per directions for sliding windows.	Sqm	06
30	Providing & fixing press release metal Star Lock (150mm) for sliding window shutters etc. complete	Each	33
31	Finishing walls with Acrylic Smooth exterior paint of required shade New work (Two or more coat applied @ 1.67 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm) (Asian Tractor / Jonson Nicholson)	Sqm	46
32	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade Two or more coats on new work (Asian Tractor / Jonson Nicholson)	Sqm	46
33	Providing and fixing glazing with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of Engineer-in-charge. With float glass panes of 4.0 mm thickness for side cladding above lintel level and on sides of window	Sqm	54
34	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes (Ashirvad / Astral), having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings This includes jointing of pipes & fittings with one step CPVC solvent cement, trenching, refilling & testing of joints complete as per direction of Engineer in Charge, 20 mm nominal outer dia Pipes for inlet water supply	Rmt	24
35	Providing and fixing 50 mm PVC ball valve (Supreme / Finolex) of approved quality with necessary fitting	Each	02
36	Supplying and laying of PVC pipes for water supply line (6Kg/cm ² – ISI –		

	Finolex/Supreme/Kisan/Prince) with all required collars, bends, elbows, Tees, sockets, bush, pipe clip, traps , clamps gratings and required fittings as required at site PVC solution etc complete as per directions 50mm dia pipe- from sink to drain behind building	Rmt	24
37	Providing and fixing wash basin with C.I. brackets, 15 mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require: White Vitreous China Wash basin size 630x450 mm with a single 15 mm C.P. brass pillar tap heavy (Jall/Omco)(Hindware Model number – Cleo)(Parry ware Model number – C0491)	Each	04
38	Providing and fixing ISI marked (CPWD approved –Kitply / National / Century) flush door shutters non-decorative type, core of block board construction with frame of 1 st class hard wood and well matched commercial 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters painted with two coats of enamel paint over a coat of wood primer with neat putty etc: 30mm thick including ISI marked Stainless Steel butt hinges with necessary screws, aluminum handles, aldrops and painting with enamel paint etc complete.	Sqm	7.56
Grand Total (Rs.)			

Sd/-

CHIEF ADMINISTRATIVE OFFICER

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”. Enrolment 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. Sify / 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

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) 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 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.
- 4) 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.
- 5) 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.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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.

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.

For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

Sd/-

CHIEF ADMINISTRATIVE OFFICER

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)