

TENDER NOTICE

Requirement of Boarding/lodging, auditorium for cultural/academic activities, space for office, medical room, room for store etc. as a complete package basis during Republic Day Parade Camp, 2023, period 31 December, 2022 - 31 January, 2023

Information Sheet/Critical Date Sheet

Date of Tender Publishing	19 th November, 2022 at 1000 hrs
Date & time of document download start	19 th November, 2022 at 1000 hrs
Seek clarification start date & time	19 th November, 2022 at 1000 hrs
Seek clarification end date & time	25 th November, 2022 at 1700 hrs
Bid submission start date & time	19 th November, 2022 at 1000 hrs
Bid submission closing date & time	26 th November, 2022 at 1700 hrs
Technical Bid opening date, time & venue	28 th November, 2022 at 1500 hrs. Director, Directorate of NSS Ground Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001 Ph-23363324
Bid Submission	Online at eprocure.gov.in/eprocure/app
Expected date, Time & Venue of Financial Bid Opening	30 th November, 2022 at 1200 hrs. Director, Directorate of NSS Ground Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001 Ph-23363324
Details of Contact person	Assistant Programme Adviser Directorate of NSS Ground Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001 Ph-23363324 Email: pacnss@gmail.com , pacell-nss@nic.in

Requirement : Boarding/lodging for 230 participants (100 Boys and 100 Girls), 15 Programme Officers and 15 Officials, Auditorium with state for cultural/academic activities, green room, office space, Medical room, Store room, dining hall for 250 participants etc. as a complete package basis During Republic Day Parade Camp, 2023 to be held at New Delhi from 31 December, 2022 - 31 January, 2023

F. No. P.29/2/2022/NSS/DTE/
Government of India
Ministry of Youth Affairs & Sports
Directorate of NSS
Ground Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg, New Delhi-110001

Dated : 18th November, 2022

Tender Notice

Sub: Requirement of Boarding/lodging, auditorium for cultural/academic activities, space for office, medical room, store etc. as a complete package basis during Republic Day Parade Camp, 2023

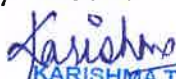
Directorate of NSS, New Delhi, Ministry of Youth Affairs & Sports intends to invite sealed quotations from reputed **Agencies/firms, having experience of at least 5 years** in the field of arrangements for Boarding & lodging etc for in bound delegation as a turnkey package rate basis for a **230 participants of NSS Republic Day Parade Camp, 2023 to be held at New Delhi from 31 December, 2022 - 31 January, 2023.** The logistic requirements for the group is enclosed at Annexure-I(A) and Day-to-day programme of the camp is enclosed at Annexure-II(A) respectively.

2. ELIGIBILITY

- (i) The bidder shall be a registered company/proprietary firm under the Companies Act 2013 or registered under the relevant provisions/ Acts in India.

Note : Consortium is not allowed. Experience & credentials, etc. of 100% owned subsidiaries of the bidder will be considered. 100% owned subsidiary of the bidding company may be registered anywhere in India. However, subsidiary is not allowed to claim experience & turnover of its holding/parent company or sister subsidiary company.

- (ii) The bidder should be solvent.
- (iii) The bidder should have valid registration with the PAN, TAN, Service Tax and GST Registration. In case Service taxes etc. are not applicable the same may be intimated through an undertaking.
- (iv) The bidder should have local offices at Delhi/NCR to ensure satisfactory fulfillment of contractual obligations.
- (v) The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time.
- (vi) None of the Full time Directors of the interested Bidder has any relative working in Ministry of Youth Affairs and Sports.
- (vii) A Bidder shall submit only one proposal. In case more than one proposal is received from one bidder, all such proposals shall be disqualified.


KARISHMA TAK
Officer
Govt. of India
Ministry of Youth Affairs & Sports
Directorate of NSS
Ground Floor, Shivaji Stadium Annexe Building
Shaheed Bhagat Singh Marg, New Delhi-110001

- (viii) The bidder {in terms of 2 (i) above} shall have continuous experience of at least 2 preceding Financial Years in the field of arrangements for Boarding/lodging etc.
- (ix) The location in Delhi must not be more than 10 to 15 km from the places – Kartavya Path/President House/Vice President House/PM House.

3. **Scope of Work :**

The successful bidder may be required to carry out other miscellaneous activities as well for successful hosting of boarding/lodging etc. as a complete package basis. Their cost will be deducted from the complete package cost, if not availed and the payment of these items will be made on actual consumptions basis. However, the requirement for other needs to be arranged by the bidder only when specifically requested. **The room requirement may increase or decrease depending on the arrival of the participants. In either case, the payment of services availed from the Vendor will be done on actual basis.**

4. **Submission of Bids:**

The online quotations are to be submitted on **two bids basis i.e Technical Bid & Financial Bid** on or before **26.11.2022 by 17.00 hrs.** Only **online** bids will be accepted. The prescribed format for technical bid is given at **Appendix-A**. Financial bids are to be submitted in a standard BoQ format with the tender document. Financial bids of only those firms which are declared technically qualified shall be opened publicly, on the date and time which will be specified after finalization of the technical bid, in the presence of the firm's representatives who are interested to attend.

- (i) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>". Instructions for Online Bid Submission are also enclosed for reference.
- (ii) Intending bidders are advised to visit again Directorate of NSS, Ministry of Youth Affairs and Sports website <https://nss.gov.in/>, <https://yas.nic.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- (iii) All the pages of Technical bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Manual bids will not be accepted. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. **A scanned copy of the EMD will also be uploaded with the technical bid.** The financial bids are to be submitted in the prescribed BoQ online at eprocure.gov.in/eprocure/app.
- (vi) Tender document for technical bid should not be exceeded from **maximum limit of total pages (approx 40 pages)**, all the pages must be sequentially numbered and should be verified (signature with stamp) on every page.

- (v) Tenders incomplete in any respect are liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tenderer of the outcome of the tender process.

5. Performance Security :-

- (i) Successful tenderers, herein after referred to as supplier, shall have to submit a PS (Performance Security) @ 3% of the total sale value of the contract within seven calendar days of the issue of the acceptance letter/sale order (excluding the date of issue). The PS shall be deposited in the form of Bank Draft/Pay Order, drawn on any of the Nationalized Bank in favour of Officer concerned "**Accounts Officer, PAO (Sports)**", which shall be interest free.

6 Technical Bids :-

- (i) Bid Security (EMD) :-

S. No.	Contract Period of the Camp	Expected Volume of contract	EMD @ 5% of Estimated Value of the goods to be procured
1	31.12.2022 – 31.1.2023	Rs. 95,00,000	Rs. 4,75,000

- (ii) **Earnest Money Deposit:** EMD of Rs. 4,75,000/- (Rupees four lakh seventy five thousand only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the **Accounts Officer, PAO (Sports), Ministry of Youth Affairs & Sports, New Delhi** is required to be submitted to Director, Directorate of NSS before bid opening date/time as mentioned in critical date sheet. Bids without EMD or in any other form than the prescribed format will not be considered and in such case, the tender is liable to be rejected. A scanned copy of the EMD will also be uploaded with the technical bid.
- (iii) The EMD should remain valid for a period of 45 days beyond the final bid validity period.
- (iv) The EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, the successful bidder has to furnish the required Performance Security within the specified period, otherwise its bid will be rejected. Therefore, an undertaking has to be given alongwith the tender saying that "Performance security" as will be specified by the Ministry will be deposited by the company, if it becomes a successful bidder, failing which the company will not claim any rights for its bid". **In the case of Public Sector Undertakings or Government Organisations, viz. IRCTC, Ashok Tours and Travels and Balmer Lawrie & Co. Ltd, are exempted from submission of EMD.**
- (v) EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security of an amount equal to the three percent (3%) of the value of contract.

(vi) **Documents for Technical Bid :- (submitted in Appendix A)**

- (a) Earnest Money deposit (EMD)
- (b) Self-attested copy of the PAN card
- (c) Income Tax Return filed for the last two assessment year (i.e. A.Y 2020-21 and 2021-22)
- (d) Copies of audit balance sheet for last four years (2018-19, 2019-20, 2020-21 and 2021-22)
- (e) Experience Certificate/document (attached 5 years experience)
- (f) Goods and Service Tax Registration Certificate
- (g) Copies of registered company/proprietary firm under the Companies Act 2013 or registered under the relevant provisions/ Acts in India

7. Evaluation of Bids:-

The parameters to be considered in technical evaluation and their relative weightage shall be as follows:-

S. No.	Parameters	Marks
1	Past Experience in handling Youth Delegations	20
a	Number of Years' of Experience in handling of delegation (Boarding/Lodging) (4 marks for each year)	(max 20)
2	Number of delegates handled during the last 5. years	10
a	500 & above	10
b	Less than 500	5
3	Financial Strength of the vendor during last 4 years	20
a	For each year turnover of Rs 1 cr. or above	5
b	For each year turnover of less than Rs 1 cr.	Rupee in crore x 5
	Total (1+2+3)	50

In order to be technically eligible, a bidder will have to score minimum 25 marks during the technical evaluation.

8 Financial Bids:

- (i) Financial bids of only those bidders who have secured 25 marks and above in technical evaluation and are declared technically eligible by the Tender Evaluation Committee will be opened. Thereafter, financial bids will be scrutinized, evaluated, ranked. **The grand total amount of Financial Bid shall form the basis of evaluation. The bidder quoting the lowest rate in Grand Total of the BoQ will be considered L1 bidder. Further, the technical evaluation Committee would have the right to award to contract to the next higher bidder than the L-1 on the basis of quality of goods and services.**
- (ii) The online quotation **(Technical bids)** shall be opened **on 28th November, 2022 at 15.00 hrs. and (Financial Bids) are expected to be opened on 30th November, 2022 at 12.00 hrs** in the Office of the Director, Directorate of NSS, Ground Floor, Shivaji Stadium Annexe Building, New Delhi. Representatives of the firm, if they so desire, may remain present at the time of opening of the Tender.

- (iii) The quotation shall indicate the item-wise cost as well as complete package **cost including all taxes (including GST).** However, **no overhead charges, such as service tax etc. shall be payable by the Ministry.**
9. The bidders are required to upload details of their work experience in the field of arrangements for boarding and lodging etc. for in bound delegation and goodwill with Government/Ministries/Departments/PSUs/reputed firms mentioning name/designation/telephone number etc. of the Department/Ministry concerned. Copies of work orders/certificate of services may also be submitted/uploaded with the tender documents to substantiate claims. Period of experience be specified clearly indicating the number of delegates handled per delegation. As regards the proof of handling the size of delegation, copies of communication may also be attached with the bid.
10. Each part of the prescribed formats should be strictly filled in. The tenders not completely filled as per prescribed format are liable to be rejected, summarily.
11. At any time, prior to the date of submission of the tender, the Department may, for any reasons, modify the bid document by amendments/ may change the date of submission /opening of tender etc.
12. In case of any dispute regarding rejection of quality of services, the decision of the Competent Authority in Directorate of NSS shall be final and binding upon the bidder.
13. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.
14. The Directorate of NSS and Ministry of Youth Affairs & Sports reserves the right to select or reject one or all tenders without assigning any reasons whatsoever.
15. The final payment to the vendor would be subject to the feedback received from the Camp Director, NSS Republic Day Parade Camp, 2023. A maximum of two percent (2%) of the total value of the work awarded will be deducted in the event of non-satisfaction of delegates for which a feedback form will have to be taken by the firm/agency from all the participants in a format duly approved by the Directorate. The Directorates decision will be final in this regard.
16. The entire job will have to be executed by the successful bidder on turnkey basis subject to fulfillment of all the terms & conditions prescribed by the Directorate of NSS. Further, it will be the responsibility of the successful bidder to provide a representative at all locations without any additional cost.
17. The successful bidder will submit the bills within 10 days after completion of the camp.
18. It may be noted that **financial bid** is to be submitted in the prescribed BoQs for online at eprocure.gov.in/eprocure/app. Bidders must quote the rates as per BoQ, otherwise their bids may be treated as cancelled.


(Karishma Tak)
Karishma Tak
Youth Officer
Govt. of India
Ministry of Youth Affairs & Sports
Directorate of NSS
For Assistant Programme Adviser
Tel. No. 2336-4513
Ground Floor, Shivaji Stadium Annexe Building
New Delhi-110054
2336-3324

APPENDIX- A

Requirement of Boarding/lodging, auditorium, space for cultural/academic activities, space for office, medical room, room for store etc. as a complete package basis during Republic Day Parade Camp, 2023, period 31 December, 2022 - 31 January, 2023

S. No	Particulars	To be filled by the Bidder	
1.	Name of the Bidder (Agency)		
2.	Whether brief profile of the agency is enclosed (Max 10 pages)		
3.	Address of the Bidder (Agency)		
		Tel.	Fax.
4.	Year of establishment with documentary evidence		
5.	Bidders should not have been blacklisted by any of the State or Central Government organization. Should not have been found guilty of any criminal offence by any Court of law. Undertaking from the agency on letter head.		
6	Whether Agency is ready to furnish performance security as per the condition given in para 5(i) above.		
7.	<u>Registration Details</u> PAN No. (Copy also to be enclosed)		
	Service Tax No. (Copy also to be enclosed)		
	GST Registration No. (Copy also to be enclosed)		
8	Annual Turnover of the agency during the last four years (copies of IT returns are to be attached)	Year	Turnover (in Rs.)
		2018-19	
		2019-20	
		2020-21	
		2021-22	
		Total	
9	Whether the prospective bidder is capable to meet all the		

	specifications, as per annexure-II		
10	Details of work experience in handling such Delegates in India in the field of arrangements for boarding and lodging etc. with Govt./ Ministries/ Departments /PSUs/reputed firms mentioning name/ designation /telephone number etc. of the Department /Ministry concerned. Supporting Documents/Work orders etc. are to be enclosed in support of the claim. Mention the no. of years of experience (experience : 5 years)		
11.	Total No. of Foreign Delegates handled during the last 4 years (year-wise) (Relevant documents in support of claim to be enclosed/uploaded)	Year	No. of Delegates Handled
		2018-19	
		2019-20	
		2020-21	
		2021-22	
		Total	
12.	Details of EMD (EMD in original to be submitted to Directorate of NSS, before last date of submission of bids and a scanned copy to be uploaded)	(i)Amount : (ii)Draft No : (iii)Date : (iv)Issuing Bank : (v)Branch/Address :	
13.	Name, Designation and address of the officer to whom all references shall be made regarding this event.		
		Tel:	Mobile:
		Fax:	Email:

Important Note:-

- The participants/officials should be accommodated in a single building/premises.
- Only those bidders who have at least 5 years of experience in handling such delegation in India will be eligible.
- All the columns in the above proforma are to be filled. Any unfilled or wrong information in any column will lead to disqualification of the bidder.
- The assessment of the bidder's Past Experience in Column No. 10 will be done only on the basis of supporting documents enclosed.

(Apart from the above, all the requisite documents mentioned in the tender notice are also to be uploaded with the Technical Bid). All the pages of Technical bid and its supporting documents to be uploaded must be sequentially numbered in each page by the bidder irrespective of nature of content of the documents before uploading.

I hereby undertake that all information provided in the above columns is true and best of my knowledge. I also affirm that the building/premises options being quoted are free from seepage and foul smell.

Authorized Signature [In full and initials]
Name and Title of Signatory

Date:

Seal



KARISHMA TAK
Youth Officer
Govt. of India
Ministry of Youth Affairs & Sports
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Ground Floor, Shivaji Stadium Annexe Building
New Delhi-110001

Annexure-I (A)

Requirement of Boarding/lodging, auditorium, space for cultural/academic activities, space for office, medical room, room for store etc. as a complete package basis during Republic Day Parade Camp, 2023, period 31 December, 2022 - 31 January, 2023

Requirement in Delhi for participants (Republic Day Parade Camp, 2023)

Total No. of persons	:	230
Dates of stay	:	31.12.2022 to 31.01.2023
Accommodation	:	Requirement of centrally located accommodation in a One Building for 230 participants with complementary breakfast (vegetarian), power backup 24 x 7 have to be arranged as per details :- (i) Dormitory/room : Total 200 No. dormitory (Male and female) for volunteer or triple/four bedded rooms on sharing basis (ii) Double/triple bedded Room : Rooms for 15 organizer, 15 Contingent leaders on sharing basis, 1 room for camp Director, 1 room for camp office, 1 room for Medical team, 1 room for store room
Auditorium	:	Requirement of auditorium for cultural activities, academic session from 31 December, 2022 - 31 January, 2023, tables with cover, chairs with cover, sound system, carpeting of hall/stage etc. centre table and chairs for dias, centre table with sofa set for guest, podium with cover
Food (full day meal)	:	Breakfast, Fruits after parade training, Lunch, evening tea/snacks and Dinner (Veg/Non-veg), Mineral water for 230 persons, high tea for VIP/Guest as will have to be arranged as per <u>Annexure - II (B)</u>

Note :-

- 1) It is expected that one representative will be present at all the locations for coordination work.
- 2) There should be no seepage on the walls of the rooms or foul smell in the rooms/building/accommodation. If any such problem found on the check-in, agency has to change the rooms without any additional cost.
- 3) The accommodation location in Delhi must not be more than 10 to 15 km from the places of visit - Kartavya Path/President House/Vice President House/PM House.
- 4) The room requirement may decrease or increase by not more than 10%. The payment/ bill raised will be on actual basis.
- 5) Separate rooms may be provided for male/female wing and high hygienic should be maintained. It is also the responsibility of the vendor to provide blowers in each room and hot water (24 x 7) for bathing, security: Male and female (24 x 7).
- 6) Dining area with table and chair for 230 participants has to be arranged.

REPUBLIC DAY PARADE CAMP, 2023

Arrival at Delhi and check in on 31.12.2022

Stay at Delhi from 1 – 31 January, 2023

Departure from Delhi – check out on 31.01.2023 (or as per departure scheduled)

Time	Activity
06.00	Wakeup
06.30 - 07.00 AM	Morning Tea
07.00 – 07.45 AM	Roll Call, PT, Morning devotion
07.45 – 08.30 AM	Breakfast
08.30 – 11.30 AM	Parade Practice
11.30 – 11.45 AM	Refreshment
11.45 – 12.30 PM	Personal Time
12.30 – 02.30 PM	Lunch
02.30 – 04.00 PM	Academic Session
04.00 – 04.30 PM	Tea Break
04.30 – 05.30 PM	Parade Practice
05.30 – 06.45 PM	Preparation for cultural programme
06.45 – 08.15 PM	Cultural Programme
08.15 – 09.30 PM	Dinner
09.30 – 10.00 PM	Review Meeting of Organisers & POs
10.00 PM	Lights Off

Note : One day Breakfast/lunch will be serve during Agra trip



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Directorate of NSS
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New Delhi-110011

Food (Full day Meal) chart for participants during Republic Day Parade Camp, 2023

S. No.	Food service	Item
1	Breakfast	Boilded Eggs/omlets with Bread/toast with Fruit Jam/Amul butter, Puri Aloo, South Indian dish (Upma, Poha, Idli, Uttapam), aloo paratha, Dalia with Milk, Juice, tea/coffee
2	After Parade Training	Banana - 2, Apple - 1 with Milk – 250 ml
3	Lunch	Rice (Basmati), Chapati/tandoor ki roti, Dal, Paneer items, seasonal vegetables, soup, salad, pickle, papad, curd, Sweet dish – Jalebi, Gulab Jamun, boondi/besan laddoo, Gaajar ka Halwa, Moong Dal ka Halwa Note :- <u>Using of custard powder as sweet dish may not be allowed any reason</u>
4	Evening tea	Tea/coffee with Bread Pakoda, Paneer pakoda, Samosa, kachori, Veg Sandwich
5	Dinner	Veg – Rice (Basmati), Chapati/tandoor ki roti, Dal, Paneer items, seasonal vegetables, soup, salad, pickle, papad, Sweet dish – Jalebi, Gulab Jamun, boondi/besan laddoo, Gaajar ka Halwa, Moong Dal ka Halwa Non-veg – Chicken/mutton/fish curry dish Note :- <u>Using of custard powder as sweet dish may not be allowed any reason</u>

1. Note :- Daily food menu may be decided by the Food committee members of Republic Day parade Camp, 2023
2. High tea : High tea items will be serve during the visit of VIP/Speakers/Officers of Ministry
3. Non-veg : Non-veg items will be served with Dinner on daily basis and as per requirement by the Food committee members, RD Camp, 2023

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 Enrolment" 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, Organisation 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 Organisation 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 / 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 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 before bid opening date/time as mentioned in critical date sheet 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 bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005 or email: support-eproc@nic.in.