



**EMPLOYEES' STATE INSURANCE CORPORATION
MEDICAL COLLEGE HOSPITAL, SANATHNAGAR, HYDERABAD
(Ministry of Labour & Employment, Govt. of India)
Hyderabad -500038**

Tender No:799-D/23/22/ESICMCH/HORTICULTURE/19

Date : 05 /08/2019

**E- TENDER NOTICE FOR SUPPLY HORTICULTURE & GARDENING SERVICES AT
ESIC MEDICAL COLLEGE HOSPITAL, SANATHNAGAR, HYDERABAD**

E-tenders under two-bid system are invited from registered and reputed suppliers/ agencies through e-procurement solutions. E-Tender documents are available online at <https://eprocure.gov.in/eprocure/app>

The interested tenderers should obtain Class-IIIB Digital Signature Certificates and Register themselves at <https://eprocure.gov.in/eprocure/app>. Tender documents with related instructions and Helpdesk Contact numbers for the e-tender process are available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in

**Sd/-
DEAN**

Introduction

E-tenders under two-bid system through e-procurement solutions are invited from reputed suppliers/agencies in Hyderabad for Horticulture and Gardening Services for a period of one year, extendable for a further period of one year.

S No	Name of the Work	Supply of Horticulture & Gardening services at ESIC Medical College Hospital, Sanathnagar Hyderabad - 500038
1.	Value of Tender	Rs.24,000,00/-
2.	Earnest Money Deposit	Rs.48,000/-
3.	E-Tender document available at ESIC website/e-procurement portal	07/08/2019@ 4 PM
4.	Last date and time for submission of tender online and offline (EMD, Undertaking and samples only)	28/8/2019 @ 10 AM
5.	Date of pre bid meeting	14/08/2019@ 10AM
6.	Date and Time for Opening of Bids	29/08/2019 @ 10 AM

Note:

1. In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place & as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.
2. Selection of the agency will be at the sole discretion of the competent authority of the ESIC who reserves its right to accept or reject any or all the proposals.
3. The Tenderer is requested to follow the check list at the time of submission of the tender without which the offer is liable to be cancelled.

CHECK LIST

EMD deposited by DD only	Whether uploaded (Yes/No)	Whether hard copy submitted (Yes/NO)
Undertaking	Whether uploaded (Yes/No)	Whether hard copy submitted (Yes/NO)
Valid Trade license /Labour License	Whether uploaded (Yes/No)	--
PAN/TAN No.	Whether uploaded (Yes/No)	--
GST No	Whether uploaded (Yes/No)	--
Tender document duly signed by Tenderer	Whether uploaded (Yes/No)	--

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TERMS AND CONDITIONS

1. E-tenders under two-bid system are invited from reputed supplier/agencies for supply of Horticulture & Gardening services at ESIC Medical College Hospital, Sanathnagar Hyderabad-38.
2. **Bids for the tender will be accepted only online** through <https://eprocure.gov.in/eprocure/app> and a copy of Undertaking (Annexure A) along with Earnest Money Deposit (EMD) should be dropped in the box placed at Admin Section ESIC Medical College Hospital Sanathnagar, Hyderabad or sent to “**The Dean, ESIC Medical College Hospital, Sanathnagar, Hyderabad-38** in a closed cover superscribed as “**Tender for Supply of Horticulture & Gardening services at ESIC Medical College Hospital, Sanathnagar**”. Otherwise the tender will not be accepted and summarily rejected. No other hard copies of bid documents are needed to be submitted.
3. **Eligibility Criteria:**
 - (a) The tenderer should have a Registered Office/Registered Branch Office in Hyderabad.
 - (b) The tenderer should have a valid trade licence.
 - (c) The tenderer should have minimum of 03 years’ experience in last 5 years providing such services preferably in Govt organization.
 - (d) The Contractor should fulfill the various criteria and fill up the information as specified in the Technical Bid under Chapter-3 along with supporting documents specified therein.
4. **Bid Security/Earnest Money Deposit(EMD)**
 - (a) The **EMD** in form of Demand Draft drawn in favour of “ESIC FUND A/C NO 1” payable at Hyderabad should be dropped in the box placed at Admin Section, ESIC Medical College Hospital, Sanathnagar, Hyderabad or sent by speed post/registered post to “**The Dean, ESIC Medical College Hospital, Sanathnagar, Hyderabad-38** in a closed cover superscribed as “Tender for Ambulance at ESIC Medical College Hospital, Sanathnagar”.
 - (b) EMD shall remain valid for of 30 days beyond the final validity period of bids (90 days).
 - (c) A bid received without Bid security (EMD)/exemption certificate as per GFR 2017 shall be rejected at the bid opening stage.
 - (d) The earnest money deposit (EMD) shall be refunded to the unsuccessful Tenderers after finalization of the Tender process.
 - (e) It shall be refunded to the successful Tenderer on receipt of Security deposit.
 - (f) No interest is payable on the EMD.
 - (g) The bid security may be forfeited:
 - (i) If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
 - (ii) In the case of successful bidder, if the bidder fails to:
 - Accept the offer of contract.
 - Submit the surety bond after awarding of the contract.
 - Furnish the performance security within the time specified in the document.
6. **Submission of Bids:** All bidders are to upload their bids online at <https://eprocure.gov.in/eprocure/app>. The documents to be uploaded and instructions in this regard are as below:
 - (a) **Technical Bid** (as per Form in Chapter-3) duly filled and signed. The technical bid should be supported by all **documents marked “*”** (asterisk sign) in the Technical bid Form and serially numbered as per the Serial numbers in the Bid form.
 - (b) **Financial Bid** (as per Form in Chapter-5) duly filled and signed. The Financial Bid should be accompanied by the **declaration in Annexure-A** duly filled and signed.
 - (c) All the pages of the Bid Forms and supporting documents should be serially numbered and self-attested.

7. All the entries/documents submitted in the bid must be legible and filled clearly and self-attested along with the seal of the firm. Any overwriting which is unavoidable shall be attested by the Authorized Signatory failing which the bid will be liable to be rejected.
8. **Bid Opening and Evaluation :**
 - (a) The bid shall be opened online by the Bid Opening Committee authorized by the Dean on bid opening date in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present.
 - (b) All the bids will be scrutinized, relevant documents will be checked for their eligibility.
 - (c) The tenderers whose technical bids are accepted will be informed about the date of the opening of financial bids.
- 10 **Award of Bid :** The tender will be awarded to technically qualified bidders whose samples are accepted on the the basis of price quoted in Financial Bid (Chapter 4)
- 11 **Contacting Officials:**
 - (a) No bidder shall try to influence the Hospital administration on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.
 - (b) Any effort by the bidder to influence the Hospital administration in the bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
 - (c) Any doubts on the tender may be placed for clarification during the Pre-bid meeting.
- 12 The financial bid shall be valid for a period of 90 days from the date of opening of the financial bid. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period and the EMD submitted by the tendering firm would stand forfeited in case of withdrawal.
- 13 Tenders received and found deficient on account of registrations, documents or any required information are liable to be rejected summarily.
- 14 The Tenders from Individual/Firm/Organization including its Partners/ Shareholders/ Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall not be entertained.
- 15 Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their bids are liable to be rejected.
- 16 The bidder shall submit full details of his Agency / firm or, if the bidder is proprietor / partnership or a Private Limited Company, full details of ownership and name of the Directors. If the bidder is a Registered Company/ Partnership of two or more persons, all such persons shall be jointly and severally liable to the Hospital for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the Hospital authority.
- 17 The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 18 All the information as required in the tender document should be filled up in the relevant part and no Column should be left unfilled. An incomplete tender document or tender document submitted without tender fee (if applicable) and earnest money deposit (EMD) will be summarily rejected. Tenderer signing the tender must clearly specify whether he is signing as

sole proprietor, partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be.

- 19 This tender is non transferable
- 20 Any conditional acceptance is liable for rejection of tender.
- 21 The Dean, ESIC Medical College Hospital, Sanathnagar, Hyderabad-38 reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action
- 22 The successful bidder will be informed by Registered post/e-Mail that his bid has been accepted (hereinafter and in the condition of contract called the “Work Order”)
- 23 The successful bidder will be required to execute an agreement within a period of 15 days and deposit the Performance Security from the date of issue of Work Order.
- 24 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of Work Order for an amount of **equivalent to 5 % of tender value** in the form of Demand Draft from a Scheduled bank drawn in favour of “**ESIC Fund A/c No -1**”, payable at Hyderabad. The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations.
- 25 This Security deposit will not bear any interest of whatsoever kind.
- 26 Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by ESIC.
- 27 Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.
- 28 All personnel engaged for the Ambulance Service should be registered under ESI and EPF and should be provided with valid ESIC Cards and EPF numbers.
- 29 Payment of wages and statutory obligations such as minimum wages etc., are to be observed by the tenderer. Statutory liability viz. ESI/EPF etc, will be solely borne by the tenderer and no extra payment would be made on these accounts.
- 30 The employees should always wear uniform while on duty as prescribed by this Hospital.
- 31 The persons provided by the contractor shall be the employee of the contractor only and there is no Master and Servant or Employer and Employee relationship between the persons provided by the contractor and this Hospital and further the said persons of the contractor shall not claim any employment, engagement or absorption in this Hospital, in future.
- 32 The persons provided by the contractor shall not claim any benefit/compensation/absorption/regularization of service from/in this hospital under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. Undertakings from the persons to this effect shall be required to be submitted by the contractor to this hospital.

- 33 No compromise shall be made by the ESIC towards punctuality, obedience, promptness, alertness, behavior of the driver. In case of failure, the ESIC reserves the right to cancel the contract forfeiting the deposit without giving any notice.
- 34 The Hospital shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Hospital does not recognize any employee-employer relationship with any of the workers of the contractor.
- 35 The contractor has to indemnify the ESIC against all claims, damages or compensation under the provisions of Central Minimum wages Act, 1948 and other Labour laws in force from time to time and Payment of Wages Act, 1936; Employer's Liability Act, 1938; the Workman Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Bonus Act; Contract Labour (R & A) Act 1970, or any modification thereof, Child Labour (Prohibition & Regulation) Act, 1986 Or any reenactment or modification of the same and any other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule to the personnel deployed and all Acts related to Social Security (ESI & EPF etc), Service Tax wherever applicable & other Labour legislations, and such statutory orders from time to time. ESIC will not own any responsibility in this regard. And the Contractor will be liable for any consequences resulting from violation of any such rule / provision.
- 36 The Dean, ESIC Medical College Hospital, Sanathnagar, Hyderabad-38 does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- 37 **Service provider will be required to maintain the entire area covered in the contract in best conditions throughout the year, irrespective of the weather conditions. Failure on the part of the contract to maintain the area in the desired condition shall invite a penalty of 1% (of the Tender value for one month) per week of the period during which the area remained out of the desired condition, subject to a maximum of 10%. Thereafter, this corporation can consider termination of the Contract and forfeit the Performance Security.**
- 38 The Dean may at his discretion, amend/modify the tender and/or extends the deadline for submission of tenders at any time prior to the last date for submission of Tenders. The Dean may for any reason at his own initiative modifies the Tender documents by amendment and information thereof will be uploaded on Corporation's website and shall be binding on all concerned.
- 39 The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned above.
- 40 All disputes relating to this tender can be legally resolved through Courts in Hyderabad only.
- 41 Responsibility for executing Contract: The Supplier is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

The Supplier shall not sublet/ transfer or assign the contract to any part thereof without the written permission of the Dean. In the event of the Supplier contravening this condition, Dean shall be entitled to place the contract elsewhere on the Suppliers account at his risk and the Supplier shall be liable for any loss or damage, which the Dean, ESIC Medical College Hospital, Sanathnagar, Hyderabad, may sustain in consequence or arising out of such replacing of the contract.

42 Recovery of sums due: Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, the purchaser shall be entitled to recover such sum by appropriating, in part or whole, from the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

43 Insolvency and breach of contract: The Dean may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:- If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager

If the supplier commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the suppliers shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

44 Arbitration: In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to the Arbitrator appointed by the Dean. The procedure of the Arbitration will be governed by the provision of Arbitration Act 1996 as amended and rules framed therein under.

45 Statutory requirements

(i) Right to accept / reject: The hospital authority reserves the right to reject any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the tenderers.

(ii) Assistance to Suppliers: The suppliers shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

(iii) The tenderer should have a place of business in and around Hyderabad and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

Sd/-
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CHAPTER-I
SCHEDULE OF REQUIREMENTS FOR SUPPLY OF HORTICULTURE & GARDENING SERVICES

1. Fortnightly cutting/cleaning of jungle/unwanted grass/shrubs/weeds in entire area of ESIC Medical College & Hospital including Hostel, Residential Quarters etc (excluding campus of Super Specialty Hospital).
2. Maintenance of Gardening at appropriate place within campus.
3. Maintenance of indoor plants in Dean Office, MS Office, Casualty, OPD Registration, 15 Wards, Blood Bank, Radiology etc.
4. Landscape gardening in front of Medical College.
5. Beatification of the whole campus by putting decorative plants, season flowers, plantation of sapling time to time, maintenance of green lawns.
6. Day to day maintenance of all above and up keep of the same throughout the year.
7. The details of location are as follows :

LOCATION	AREA		TOTAL AREA IN SQM
	LENGTH	WIDTH	
MAIN GATE RIGHT SIDE	82	50	381.0
	35	6	19.5
COMMON WASH ROOM OPEN AREA	50	11	51.1
	50	46	213.8
	50	46	213.8
INFRONT OF BOYS HOSTEL	38	10	35.3
	42	16	62.5
INFRONT OF GIRLS HOSTEL	98	31	282.3
	35	12	39.0
	32	5	14.9
INFRONT OF NURSING HOSTEL	70	20	130.1
	21	10	19.5
COLLEGE BACK SIDE	100	8	74.3
	34	7	22.1
NEAR D2 BLOCK	39	5	18.1
	45	5	20.9
NEAR C BLOCK	35	10	32.5
ROAD DIVIDER FROM MAIN GATE TO BACK SIDE GATE INCLUDING CIRCLE	432	8	321.2
	490	8	364.3
COLLEGE INFRONT	97	15	135.2

	46	23	98.3
	50	29	134.8
	24	23	51.3
	27	7	17.6
OPD FRONT SIDE	20	18	33.5
	38	12	42.4
OPD REGISTRATION	114	13	137.7
	36	18	60.2
	37	13	44.7
COLLEGE FRONT SIDE AT MAIN ROAD	50	5	23.2
	100	20	185.9
CASUALTY TO RADIOLOGY PARALLEL TO ROAD	-	-	400.0
COMPOUND WALL FROM OPD TO GIRLS HOSTEL	1000	4	371.7
	27	16	40.1
		TOTAL	4093.0

TECHNICAL BID FOR SUPPLY HORTICULTURE & GARDENING SERVICES

Particulars of Supplier		
1.	Name of Supplier	
2.	Ownership status (Proprietorship/ Partnership/ Pvt Ltd etc) [Copy of relevant document must be provided]	
3.	Name of the Proprietor/Managing Partner /Managing Director	
4.	Address (provide copies ownership/lease agreement)	
	Office	
	Residence	
5.	Contact details	
	Office Number	
	Mobile	
	Email	
6.	Registration details	
	PAN	
	GST Certificate	
	Valid Trade license	
7.	Experience Particulars & Supporting Documents. (the bidder should have at least 3 years in past 5 years from 2018-19)	
	Name of Organization	Period of Contract
		Value of Work Order
7.	Details of EMD (copy of DD must be attached)	
	Name of Bank/DD No. & Date	
	If exemption certificate; details thereof	
8.	Details of Banker	
	Account No & IFSC Code	
	Bank & Branch	

Date :

Place :

Signature of Authorised Person.....

Full Name.....

Company Seal

FINANCIAL BID FOR SUPPLY HORTICULTURE & GARDENING SERVICES

S. No.	Work	Monthly Charges (Including service charge/GST etc.,
1.	Total monthly charges including cost of material, labour, applicable taxes etc for works as per the Schedule of Requirement of supply of services of Horticulture & Gardening Services in ESIC Medical College & Hospital as per chapter-1	

- The contractor shall be responsible for proper maintenance of all registers and records. He shall make regular and full payment of labour charges/salaries and other payments as per labour laws under minimum wages act and payment of wages to his workman deputed for the work and furnish necessary records as and when asked for.
- Payment of wages and statutory obligations such as minimum wages etc., are to be observed by the tenderer. Statutory liability viz. ESI/EPF etc, will be solely borne by the tenderer and no extra payment would be made on these accounts.

Date :

Place :

Signature of Authorised Person.....

Full Name.....

Company Seal

UNDERTAKING

1. I,Son/Daughter of Shri.....
Proprietor/Partner/Director/Authorized Signatory of am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. I will be abide by the relevant laws and statutory provisions.

4. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place :

Signature of Authorised Person.....

Full Name.....

Company Seal

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

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

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

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.