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टेलीफ़ोन/Tel: (0674)-2300060(निदेशक /Director)

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वेब/Web: www.iwmm.res.in



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



File No. 2-92/Store/NASF/2018/

Dated: 05.03.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two-bid system** for purchase of Biochemical Oxygen Demand (BOD) Analyzer/ Chemical Oxygen Demand (COD) Analyzer etc. under NASF Project. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-Indian Institute of Water Management website www.iwmm.res.in and submitted through online at CPPP as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No. ICAR-IIWM/56/2019 Tender Id: 2019_DARE_452169_1
Date and Time for Issue/Publishing	05.40 P.M on 05/03/2019
Document Download/Sale Start Date and Time	05.50 P.M on 05/03/2019
Bid Submission Start Date and Time	06.00 P.M on 05/03/2019
Pre bid meeting Date and Time	11.00 A.M on 12/03/2019
Clarification Start Date and Time	05.50 P.M on 05/03/2019
Clarification End Date and Time	02.00 P.M on 25/03/2019
Bid Submission & EMD Submission End Date and Time	03.00 P.M on 25/03/2019
Date and Time for Opening of Technical Bids	03.00 P.M on 26/03/2019
Address for Communication	Administrative Officer, ICAR-IIWM, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iwmm@icar.gov.in

Sd/-

(S.K.Singh)
Administrative Officer

IMPORTANTNOTES:-

1. Tender Documents can be downloaded from the ICAR-IIWM website www.iiwm.res.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **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.**
3. The interested Firms are required to deposit (in original) **Earnest Money Deposit (EMD) of ₹10000.00** only in the form of Demand Draft from any of the scheduled Bank in favour of **“ICAR Unit IIWM” payable at Bhubaneswar** and may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. If the firm is seeking exemption, they should upload the concerned certificate of exemption issued from the competent authority.
4. ICAR-IIWM 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: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. 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.
6. ICAR-IIWM reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Bhubaneswar
Date: 05.03.2019

(S.K.Singh)
Administrative Officer
For and on behalf of the Director



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. 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/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available /obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer "**DSC details for foreign Bidders**" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.
5. The equipment shall be in compliance with the specifications mentioned in Annexure -IV of the tender and shall be of the latest technology, best quality and high standards.
6. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, are provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.**
9. Director, ICAR-IIWM, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
10. The Purchase Advisory Committee (PAC) constituted by the Director, ICAR-IIWM shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
11. Tenderer shall take in to account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. ICAR-IIWM, Bhubaneswar for quoting the rates. In this regard, no claim for any extra payment for any reason shall be entertained.
12. The item should be delivered at ICAR-IIWM, Bhubaneswar and its Research Farm at Deras, Mendhasal, Khurda and the supplier shall be responsible for any damage during the transit of goods.

13. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
14. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-IIWM, Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023.**

The Firms are required to upload copies of the following documents for technical consideration:-

1) TECHNICAL BID

- a) Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
- b) Scanned copy of firm registration under Shop & Establishment Act./Company's Act./Partnership Act. etc. as applicable.
- c) Scanned copy of PAN Card.
- d) Scanned copy of GST Registration Certificate.
- e) Tender Acceptance letter on the letter head of firm (Annexure-III).
- f) Scanned copy of Income Tax Return (ITR) for the last three years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.
- g) Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹10.00 lakhs or more.
- h) Scanned copy of Bank details (Annexure-II).
- i) Scanned copy of Brochure mentioning Make and Model of all the equipments (for which bidders wants to offer the bid), sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochure and write-ups.
- j) Warranty of the equipments (each equipment for which bidders wants to offer the bid) may also be mentioned and to this effect documentary evidence like brochure or an undertaking mentioning the name of equipment and warranty period for that equipment must be uploaded.
- k) *Copy of affidavit for non-blacklisting by any Govt. Office/Institute/ICAR for any reason. Certificate should not be more than six months old from the last date of submission of bid otherwise tender will be rejected.*

2) FINANCIAL BID

- a) Price Bid as BoQ.xls
- b) **The bidders are advised to quote price for equipment in INR which should be inclusive of all taxes.**

**Sd/-
Administrative Officer
For and on behalf of the Director**

TERMS AND CONDITIONS

1. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line at <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
2. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. The bidders are advised to download this BOQ.xls as it is, and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-IIWM.
4. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR-IIWM, Bhubaneswar reserves the right to accept or reject any or all the tenders.
5. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
6. Bid Validity: 90 days from the last date of submission of bid.
7. Our Institute is registered with DSIR and is exempted from Excise & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
8. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: **[http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)**
9. **Bid Security (EMD):** An amount of **₹10000.00 (Rupees ten thousand)** only must be attached as bid security (EMD) in the form of Demand Draft drawn on any nationalized bank in favour of “ICAR-Unit-IIWM” payable at Bhubaneswar. The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules, 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the above amount in the form of Demand Draft only**.
10. EMD has to be submitted to this office on or before **25.03.2019 (03.00 PM)**. Name of the Tenderer and Tender reference number has to be furnished behind the EMD Demand Draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected.
11. The EMD will be returned to the unsuccessful bidders. No interests on EMD will be applicable.
12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
13. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply of said equipments shall have to deposit performance security at the rate of 10% (ten percent) of the contract value within 07 days of receipt of confirmed Purchase Order.**
14. **Delivery: One month from the receipt of order for supply of the said equipment.**

15. **Payment:** 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report.
16. **Installation:** Within one month from the date of receipt of equipment in the Institute falling which Liquidated damage clause shall apply.
17. **Liquidated Damage Clause:** It would be realized @ 0.5% (half percent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.
18. **PRICES:-**
 - I) Bidders need to quote the price of the equipments in INR on FOR basis to ICAR-IIWM, Bhubaneswar or its Research Farm at Deras, Mendhasal.
 - II) The FOR price is inclusive of all taxes, incidental charges i.e. freight, forwarding, insurance, installation and commissioning.
 - III) Being a scientific research organisation, a reduced rate of GST @ 5% is applicable to us. Accordingly, price bid offer may be submitted. If the firm is exempted to charge the GST under specific provision offer may be submitted accordingly alongwith the proof.

(S.K.Singh)
Administrative Officer

Annexure-I

फ़ैक्स/Fax: (0674)-2301651

ई-मेल/E-mail: director.iwmm@icar.gov.in

टेलीफ़ोन/Tel: (0674)-2300060(निदेशक /Director)

वेब/Web: www.iwmm.res.in

EPABX: 2300010/2300016/2300481/2301815



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
 (भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
 रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
 Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha

**Name of the Firm** :**Tender Reference No** :**Name of the Tender/work** :**Check List**

Sl. No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	Remarks
1	Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any			
2	Scanned copy of Firms registration with shop & Estt./Company's Act., Partnership Act. etc. as applicable..			
3	Scanned copy of PAN Card.			
4	Scanned copy of GST registration certificate.			
5	Tender Acceptance letter (Annexure-III)			
6	Scanned copy of Income Tax Return (ITR) for the last three years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.			
7	Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹10.00 lakhs or more.			
8	Scanned copy of Bank details (Annexure-II).			
9	Scanned copy of Brochure mentioning Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochure and write-ups.			
10	Warranty of the equipments (each equipment for which bidders wants to offer the bid) may also be mentioned and to this effect documentary evidence like brochure or an undertaking mentioning the name of equipment and warranty period for that equipment must be uploaded.			
11	<i>Copy of affidavit for non-blacklisting by any Govt. Office/Institute/ICAR for any reason. Certificate should not be more than six months old from the last date of submission of bid otherwise tender will be rejected.</i>			

**Signature of the Bidder,
with Official Seal**

(On the letterhead of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm :

Registered /Postal Address :

1.	Permanent Account Number (PAN) No.	
2.	Goods &Service Tax Registration No., if applicable	
3.	Bank details:	
	Bank Name	
	Branch Address	
	Account No.	
	Type of Account (Current/Savings)	
	MICR No	
	IFSC Code	

Place:

Name of the Authorized Signatory

Date:

Stamp & Signature

**TENDER ACCEPTANCE LETTER
(On the letterhead of the Firm)**

Date:

To,

The Director,
ICAR-IIWM,
Chandrasekharapur,
Bhubaneswar-751023.

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No: **ICAR-IIWM/ 56 /2019**

Name of the tender/work:- **Purchase of Biochemical Oxygen Demand (BOD) Analyzer/
Chemical Oxygen Demand (COD) Analyzer etc. under
NASF Project.**

Dear Dir,

1. I/we have downloaded the tender documents for the above-mentioned Tender/work from the website (s) namely: Purchase of Biochemical Oxygen Demand (BOD) Analyzer/ Chemical Oxygen Demand (COD) Analyzer etc. under NASF Project as per your advertisement, as 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. **01** to **15** (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization 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 our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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**

PURCHASE OF THE FOLLOWING ITEMS WITH SPECIFICATIONS.

Item No.	Name of the items with Specifications	Quantity /Unit
01	BOD Analyzer BOD Analyzer set should be, microprocessor-controlled, mercury-free and reliable for BOD analysis. The pressure transducer to transfer the Biochemical Oxygen Demand (BOD) value directly to the display. Results to be displayed directly in mg/l and are stored automatically in the BOD Sensor. The system should consist of 6 number of simultaneous BOD measurement. Technical Specification: <ul style="list-style-type: none">• Direct reading value should be displayed in mg/L (ppm)• Measurement should be by electronic pressure probe/sensor based• Memorized data: 5 BOD value at 24h intervals BOD values (directly on the display) at any time also after the Standard 5 days period.• Scales: Range of BOD values measurable 20 – 350 mg/l (Higher values after dilution)• Dissolved Oxygen Range : 0 to 50 mg/L• Resolution : 0.01 or 0.1 mg/L• Accuracy :<ul style="list-style-type: none">• 0 to 20 mg/L, ± 2% of the reading or ±0.2 mg/L, whichever is greater;• 20 to 50 mg/L, ± 6% of the reading• Temperature Range : -5 to 55°C<ul style="list-style-type: none">• Resolution 0.1°C• Accuracy ±0.3°C• Barometer Range : 400 to 999.9 mm Hg• Resolution : 0.1 mm Hg• Salinity Input Range : 0-70 ppt; manual (automatically compensates for manual input value)• Automatic Dissolved Oxygen Temperature Compensation Range is 0 to 45 °C• Resolution :0.1 mg/L (user selectable)• Display: LED 3 digits• Bottle total capacity: 500 ml each• Safety Class: Standard• Standard Electronic protection• Power Supply: 2 Lithium batteries for each sensor with minimum 2 years battery life.• Power Supply: 230 V• The complete BOD System should be a set of 6 number of sample analyses with sensors, BOD bottles with interchangeable stoppers,	1 No.

	<p>magnetic stirrer system with six position, magnetic bars for set of six, required lithium batteries, KOH traps</p> <ul style="list-style-type: none"> Operational manual 																			
02	<p>COD DIGESTER WITH COOLING RACK</p> <p>External/Outer Body fabricated out of thick Mild Steel sheet duly pretreated with primers for rust proofing & painted with long lasting powder coated paint. Heating Block is made of Quality Aluminum thick block with cavities for placing digestion tubes. The COD Digester should consists of 16 or higher number of test tubes/vials position heating block for 16 mm or higher glass test tubes. Capable of heating from RT +5°C to 160°C, and with variable time setting,</p> <p>Temperature (Heating):</p> <ul style="list-style-type: none"> Heating elements are spread uniformly throughout the Block so as to ensure uniform heating of tubes. The gap in between the elements & outer wall is filled with super mineral wool insulation to avoid thermal losses <p>Temperature Range, Control & Sensitivity:</p> <ul style="list-style-type: none"> Temperature range from 5 deg C above ambient to 150 deg C &; is maintained by Microprocessor based PID Temperature controller cum Indicator (Dual Display- LED both for Process Value & Set Value). Temperature is controlled with a sensitivity of $\pm 1/2$ deg C <p>Front Control Panel:</p> <ul style="list-style-type: none"> User friendly, front control panel of our unit comprises of On/Off switch, heating Indicator and mains indicator lamp, controller <p>Power Requirements: Suitable to operate on 220 V, single phase, 50 Hz, AC supply</p> <p>Technical Specification:</p> <table> <tr> <td>Temperature Range</td> <td>5°C above ambient to 160°C</td> </tr> <tr> <td>Temperature Sensitivity</td> <td>$\pm 1^\circ\text{C}$</td> </tr> <tr> <td>Temperature Probe</td> <td>Platinum 100 (RTD Probe)</td> </tr> <tr> <td>Temperature Probe Calibration</td> <td>Automatic by software</td> </tr> <tr> <td>Temperature Controller</td> <td>Micro-processor based PID Digital Temperature Controller Cum Indicator with built in timer – Feather Touch Controls LED Dual Display Both for Process Value (PV) and SET Value(SV)</td> </tr> <tr> <td>Heating Block Temperature Homogeneity</td> <td>$\pm 0.5^\circ\text{C}$</td> </tr> <tr> <td>Thermoregulator</td> <td>PID microprocessor</td> </tr> <tr> <td>Rating (kw)</td> <td>1.0 kw</td> </tr> <tr> <td>Heating Block</td> <td>Thick Polished Aluminum Block</td> </tr> </table>	Temperature Range	5°C above ambient to 160°C	Temperature Sensitivity	$\pm 1^\circ\text{C}$	Temperature Probe	Platinum 100 (RTD Probe)	Temperature Probe Calibration	Automatic by software	Temperature Controller	Micro-processor based PID Digital Temperature Controller Cum Indicator with built in timer – Feather Touch Controls LED Dual Display Both for Process Value (PV) and SET Value(SV)	Heating Block Temperature Homogeneity	$\pm 0.5^\circ\text{C}$	Thermoregulator	PID microprocessor	Rating (kw)	1.0 kw	Heating Block	Thick Polished Aluminum Block	1 No.
Temperature Range	5°C above ambient to 160°C																			
Temperature Sensitivity	$\pm 1^\circ\text{C}$																			
Temperature Probe	Platinum 100 (RTD Probe)																			
Temperature Probe Calibration	Automatic by software																			
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Thermoregulator	PID microprocessor																			
Rating (kw)	1.0 kw																			
Heating Block	Thick Polished Aluminum Block																			

	<p>Sample Capacity 16 Holes or more for accommodating Glass Tubes or more of 16 mm Diameter (or higher)</p> <p>Sample Size Up to 25 ml</p> <p>Optional Spare Digestion tubes with condenser</p> <p>Optional (Advanced Accessories) Mode starts functioning & the equipment now operates for the process/time Set by the user or as required by the user & on completion of the process switches 'off' the heaters automatically & gives a Buzzer sound indicating that the process is complete.</p>	
03	<p>COD ANALYSER PHOTOMETER</p> <ul style="list-style-type: none"> • Photometer pre-programmed for COD of all ranges (LR, HR and HR+) • COD Photometer will measure complete COD range and has Large LCD display and soft key for easy-to-use. It adopts potassium dichromate fast digestion Spectrophotometric method • LCD display. Direct COD results. • Reading display: Concentration, Absorption, Sample no. & Time. • Measuring Range: 0 – 1500mg/L, • Filters: 420 and 620 nm • Data Storage :SD card or in built memory • Cell holder: 16 mm round cells or higher (matching the digestion tubes dimension in Sl. No. 02) • Instruction manual 	1 Set

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: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. 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 DSC’s to others, which may lead to misuse.
6. Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

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

SUBMISSION OF BIDS

1. Bidder should login to 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. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per 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. 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 bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must 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. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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 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 1204200462.

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
3. Tenderer are advised to follow the instructions provided in the “Instructions to the Tenderer” for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>.

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY
CPP Portal website: www.eprocure.gov.in

(S.K.Singh)
Administrative Officer