

**OFFICE OF THE PRINCIPAL, POLICE TRAINING COLLEGE,**

**JHARODA KALAN, NEW DELHI-110072.**

**Tele 011-25315823. Fax 011-25315137**

**NOTICE INVITING E-TENDER**

**Tender Notice No.13640/Genl.(II)/PTC dated New Delhi, the 28/07/2017.**

Digitally signed online e-tenders are invited by the undersigned in two bid system from the firms dealing in the trade for Purchase and Installation of PA System for use at Chanakya Sadan, Admn. Block/PTC.

The start date for submission of tender is **29/07/2017**. Last date for submission of tender is **19/08/2017** upto **1800 Hrs**, which will be opened on **21/08/2017** at **1130 Hrs.** at office of ACP/Estate, Police Training College, Jharoda Kalan, New Delhi-110072. In case the due date is declared holiday, the tender will be opened on the next working day at the same time. For more information please log on Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/eprocure/app> or on official website of Delhi Police i.e. [www.delhipolice.nic.in](http://www.delhipolice.nic.in).

**SD/-**

**PRINCIPAL, POLICE TRAINING COLLEGE,  
JHARODA KALAN, NEW DELHI.**

## **TERMS & CONDITIONS**

Online e-tenders are invited in two bid system i.e. Technical Bid and Price/commercial bid by the undersigned from the firms dealing in the trade for Purchase and Installation of PA System for use at Chanakya Sadan, Admn. Block/PTC.

The details of quantity, specifications and schedule of requirement of the required PA system are mentioned at Annexure "A". Instructions for submitting online e-tender are enclosed at Annexure-D. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the following terms and conditions:-

1. The tender document can be downloaded from Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>. Bid submission will be started from **29/07/2017** and will be closed on **19/08/2017** at **1800 Hrs.**
2. Online technical bids will be opened on **21/08/2017** at **1130 Hrs** in the office of ACP/Estate, Police Training College, Jharoda Kalan, New Delhi-110072. The bidders or their authorized representatives may remain present, if so desire.
3. Only authorized representative will be allowed to attend the meeting of the Purchase Committee. He/She should also bring authority letter on company/firm's letter head and any decision/negotiation taken by him/her would be accepted by company/firm.
4. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering company/firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of the company possessing an authority letter, whose specimen signatures should be attested by the company/firm's authorized signatory with seal.
5. Only GST registered firms are eligible to bid for the tender. The firm shall quote their GST registration No. in their technical bid and also attach/upload legible scanned documentary proof of having registered with GST.
6. The bidders who have applied for GST registration prior to the opening of Tender will also be considered. However, the firm must have their VAT and Service Tax Registration Certificate.
7. The firm shall also upload a legible scanned copy of documentary proof of deposit of GST/VAT and Service Tax upto 31.03.2017 or thereafter for such services/trade in the concerned department (in the language of English/Hindi).
8. As per instructions of the Govt., the tender document has been published on the Central Public Procurement Portal: <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 before the stipulated date & time.
10. The legible scanned copy of application fee of Rs.500/- (Rupees Five Hundred only) in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Principal, Police Training College, Jharoda Kalan, New Delhi-110072 shall be uploaded in the prescribed column along with the Technical Bid of Tender. The application fee is non-refundable. The original DD/Pay Order/ Bankers Cheque i.e. Application Fee shall be submitted by the bidder either before or at the time of tender opening.

11. The legible scanned copy of Earnest Money Deposit (EMD) of Rs.23,000/- shall be uploaded by the bidders with the Technical bid. No tender will be accepted without requisite E.M.D., as mentioned in tender notice. Bidder shall submit/upload the EMD for the work for which he is participating. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of Principal, Police Training College, Jharoda Kalan, New Delhi-110072 payable at Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity. The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder either before or at the time of opening of Technical bid of Tender
12. In case the firm fails to submit the Original Demand Draft / Pay Order / Banker's Cheque of application fee as well as EMD before opening of tender, the tender shall be rejected straightway.
13. In case the firm fails to upload the scanned copy of Demand Draft / Pay Order / Banker's Cheque/Bank Guarantee in respect of application fee as well as EMD online, the tender shall be rejected straightway.
14. Firms registered with NSIC/DGS&D for the particular item/service for which the tender is invited, are exempted from the EMD. They have to upload the scanned copy of valid registration document/exemption certificate with the technical bid showing their registration for the said item.
15. Conditional tender will not be accepted.
16. Only manufacturers or authorized distributors/Dealers can participate in the tender. The bidders must have to submit proper valid authorization certificate from the Manufacturer. If the bidder is an Indian Manufacturer, they have to submit a copy of Manufacturing Certificate issued by any Govt. Agency like NSIC, DGS&D etc. This is subject to verification, if necessary. Further, in case of foreign manufacturer, a self declaration certificate that they are the manufacturer of the item is required. Further, Indian Distributors/ dealer/agents, who desire to quote directly on behalf of their foreign principals (manufacturers), have to submit the valid certificate of enlistment from the Central Purchase Organization (eg. DGS&D) or any other Govt. Department/Agency.
17. Submission/uploading of unwarranted/irrelevant/out of context documents online with the bid with an intension to disturb/misuse online procurement system will be taken seriously and stringent action against such bidders besides action for rejection of bid and blacklisting of firm initiated.
18. The price must be quoted as per proforma price schedule at Annexure-B. The Financial Bid shall be filled on-line as per proforma available at Central Public Procurement portal e-tender system website <https://eprocure.gov.in/eprocure/app>. The off-line financial bid shall not be accepted. Nothing over and above the quoted price would be payable to the successful bidder.
19. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
20. The firm whose rates are accepted will have to deposit 10% of the contractual amount as Security Money in the shape of an Account Payee Demand Draft/ Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of Principal, Police

Training College, Jharoda Kalan, New Delhi-110072 before the supply order placed to the firm. Security Money shall bear no interest. Security Money should be valid for a period of 60 days beyond the completion of all contractual obligations by the vendor.

21. In case successful bidder fails to deposit the Security Money within 07 days from the date of receipt of such letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.
22. The legible scanned copy of properly filled "Tender Acceptance Letter" Annexure-C duly signed and stamped by the bidder should be uploaded with the technical bid.
23. Any accessories/fittings or items which are not specially mentioned in the specifications but are necessary, are to be provided by the supplier without any extra charge for completeness of the work under this tender.
22. In case, the contractual firm failed to install the PA System as per requirement, penalty @ 10% per day of contractual value of the site cost will be recovered from the bills of the firm besides action will be initiated for forfeiture of Security Money and blacklisting the firm.
23. Bidder(s) may visit the site, if contract/work awarded and check the feasibility/procedure for installation/fixing of all items. Bidder(s) will ensure complete installation of all items & equipment.
24. The firm will be bound to carry out the whole/complete work as per requirement and direction of senior officer. If any minor changes/modification in specification, size or quantity is required will be done without any extra cost.
25. The payment will be made only after receipt of the satisfactory reports from the user after completion of installation work successfully. No advance payment will be made.
26. Bidder(s) shall specify the minimum period of delivery of the items from the date of confirmed supply order, in the quotation which shall not be more than 30 days. In case the firm fails to complete the supply and installation within stipulated period, penalty of 2% per week on the total cost of indented will be imposed on the firm. If even after, this supply/installation is not completed, legal action shall be initiated against the firm as per norms specified in the tender and proceeding for blacklisting will also be initiated. The penalty shall be recovered from the Earnest money deposit/outstanding dues/security deposits/final bill etc.
27. All the items to be supplied should be as per the technical specifications mentioned in the tender. If the supplied items are not found as per technical specifications mentioned in the tender, the same should be changed within 02 days. Under any circumstances, sub-standard/low quality material will not be accepted.
28. If there is any fault in the items during warranty/guarantee period the same should be rectified within 02 days.
29. The Bid shall remain valid for six calendar months from the date of opening of the tender.
30. After examination of the technical bid and price bid, the purchase committee will have discretion to award the contract to any firm on merits, if their rates are lowest and same.

31. After evaluation of technical bids of all tendering firms, the Purchase Committee shall examine the catalogue/samples of those firms, which are found complying with the tender terms and conditions in the technical Bid. Price Bids of only those firms will be opened, whose catalogue/samples are found meeting with the required specification.
32. The minimum warranty/guarantee period of the items would be One year from the date of receipt.
33. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delay.
34. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
34. The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
35. The competent authority reserves the right to scrap/call off the tender at any stage on administrative reasons.
36. The Purchase Committee's decision shall be final and the bidder(s) should not have any objection in this regard.
37. The Purchase Committee, in order to satisfy itself can order a spot enquiry to verify soundness, capability, viability & availability of stocks in godowns of the firms.
38. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
39. In case of any clarification about the size & specification of the items, bidder may consult with Inspr. Communication/PTC-JK and also visit Chanakya Sadan/PTC, Delhi personally. Bidder will be liable for complete installation despite any of the petty items left in the list.
41. Only one amount will be calculated/considered for the supply and installation of whole PA System including all items as mentioned at annexure "A". It should be inclusive of all taxes etc.
42. In case the firm, whose rates are accepted, fails to deposit requisite Performance Security, EMD deposited by the firm will be forfeited.
43. The security deposits shall be released only after the completion of warranty/guarantee period successfully.
44. The rates shall be FOR at Police Training College, Jharoda Kalan, Delhi including packing, transit and forwarding to carrier and statutory levies, if any. There shall be no extra charges.
45. In case any adverse report/information/complaint etc. before/after the opening of tender against the bidder(s) about any wrong information/pooling of tender, deceitful act, concealment of fact etc. is received/noticed, the EMD/Security Deposit of the

firm(s) will be forfeited and the firm(s) will be blacklisted, besides strict legal action as per law will be taken separately.

44. The participating firms/companies are requested to upload self attested/scanned legible documentary proof of the following documents with their technical bids:-
- a) Application/Tender Fee as prescribed.
  - b) EMD as prescribed.
  - c) Certificate regarding registration with DGS&D, NSIC if claim for EMD exemption.
  - d) GST registration certificate.
  - e) Latest Service Tax/GST deposit receipt/challan.
  - f) A list of their owners/partners etc.
  - g) A Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
  - h) Tender Acceptance Letter (Annexure – C).
  - i) Manufacturer or authorization certificate of distributor.
  - j) Catalogue of items, for which the firm has participated.
  - k) The Financial Bid shall be filled on-line as per proforma available at Central Public Procurement portal e-tender system website <https://eprocure.gov.in/eprocure/app>. The off- line financial bid shall not be accepted.
46. The tender will be rejected straightway without assigning any reasons if the firm founds to be involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc. at any stage of procurement process of the tender.
47. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
48. In case of violation of any clause of work order/contract/agreement deed, the explanation of the firm can be called by issuing Show Cause Notice. In case the reply is not found satisfactory action for forfeiture of Security money, blacklisting of firm can also be taken prior to initiating any legal action.
49. Foreign Companies shall participate in the tender, only through their Distributors/Agent in India. No foreign company shall be entertained directly.
50. All the procedure for purchase laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.

SD/-

**Principal, Police Training College,  
Jharoda Kalan, New Delhi.**

SIGN. OF TENDERER/BIDDER: \_\_\_\_\_

NAME IN BLOCK LETTERS: \_\_\_\_\_

FULL ADDRESS : \_\_\_\_\_

## **ANNEXURE – A**

<b>Sl. No.</b>	<b>Items Description</b>	<b>Qty.</b>
1.	<b>WIRELESS CHAIRMAN UNIT</b>  Free/Request Mode Selection Anti Interference Technology LCD : Display the Working Status & Battery charge Priority Function to Override all delegates.	01 No.
2.	<b>WIRELESS DELEGATE UNIT</b>  Power / Talk Button LCD : Display the delegate unit no. Anti Interference Technology	15 Nos.
3.	<b>HOST UNIT</b>  Carrier Frequency 2.4GHz (2400-2483MHz) Adaptive Digital FHSS Technology. Operating Range up to 40 meters. Frequency Response 70-15KHz Power Supply 12V DC from AC adapter Support up to 254 Delegate unit Power Management System for Battery saving.	01 No.
4.	<b>Gooseneck Mike</b>  Comes with Microphone Indicator Ring LED Gooseneck Length 460 MM	16 Nos.
5.	<b>Rechargeable AA Cell 2700 MAH with Charger (Each Set 4 AA Cell)</b>	10 Set
6.	<b>POWER AMPLIFIER</b>  <div style="display: flex;"> <div style="flex: 1;">Power Outpur</div> <div>95 RMS at 2% THD</div> </div> <div style="display: flex;"> <div style="flex: 1;">Input Channels</div> <div>5xMic0.65mV 1xAux 100mV, 1xAux 250mV</div> </div> <div style="display: flex;"> <div style="flex: 1;">Frequency Response</div> <div>50-15 KHz</div> </div> <div style="display: flex;"> <div style="flex: 1;">Speaker Output</div> <div>4 Ω, 8 Ω, 70V &amp; 100V</div> </div> <div style="display: flex;"> <div style="flex: 1;">Digital Player</div> <div>MP3 Record Player with USB, SD Card Reader</div> </div> <div style="display: flex;"> <div style="flex: 1;">Power Supply</div> <div>AC 220-240VAC, DC 12V</div> </div> <div style="display: flex;"> <div style="flex: 1;">Monitor Speaker</div> <div>2.5” built in for Monitoring</div> </div>	01 No.
7.	<b>2 WAY WALL SPEAKER</b>  <div style="display: flex;"> <div style="flex: 1;">Input Power</div> <div>16W RMS.</div> </div> <div style="display: flex;"> <div style="flex: 1;">Rated Voltage</div> <div>100 V</div> </div> <div style="display: flex;"> <div style="flex: 1;">Power Taps on</div> <div>100V 16/8/4W</div> </div> <div style="display: flex;"> <div style="flex: 1;">Speaker</div> <div>Woofer 95mm, Tweeter 13mm</div> </div> <div style="display: flex;"> <div style="flex: 1;">Frequency Response</div> <div>85-20 KHz</div> </div>	04 Nos.

8.	<p><b>(a) CORDLESS MICROPHONE (HANDHELD)</b></p> <p>64 up to 144 Selectable UHF Channels &amp; Clear LCD Display.  Table top receiver with detachable BNC antennas  Carrier Frequency Range                700-900MHz  Frequency Response                      50-14 KHz  Power Requirement                      3V-9 VDC  Control                                        Mic on/Mute/Off Switch</p> <p><b>(b) CORDLESS MICROPHONE (RECEIVER)</b></p> <p>Indicator                                      LCD/LED  Frequency Response                      50Hz-20KHz  Antenna                                        Telescopic  Power Requirement                      AC 220 V – 240 VDC,  50/60Hz</p>	02 Nos.
9.	<p><b>2 KVA On Line UPS</b></p> <p>Input – Single Phase  Input Voltage Range – 138 V To 300 V  Frequency – 50 / 60 Hz  Input Power Factor - <math>\geq 0.99</math>  Battery Voltage – 72 Volt DC  Output Power Factor – 0.7  Output Voltage Rated – 220/230/240 VAC</p>	01 No.
10.	Audio Cable 40/0.2mm, 2 Core Cable	150 Mtr. Approx.
11.	Metal Equipment Rack lockable use for all Amplifiers & Wireless Receiver Size (W2.5'XH4.5'XD2')	01 No.
12.	Channelling of wall mount speaker/column with installation and commissioning charges	01 Job



**ANNEXURE – “B”****PROFORMA FOR PRICE SCHEDULE****TENDER FOR PURCHASE AND INSTALLATION OF P.A. SYSTEM FOR USE AT CHANAKYA SADAN, ADMN. BLOCK-I/PTC, JHARODA KALAN, NEW DELHI.**

S. No.	Description of work	Qty required	Lum-Sum Offered by Bidder	Rate the	GST	Total Rates offered by the Bidder (including taxes) (4+5)
(1)	(2)	(3)	(4)		(5)	(8)
1.	Rates offered by the firm for Tender For purchase and installation of P.A. System for use at Chanakya Sadan, Admn. Block-I/PTC, Jharoda Kalan, New Delhi.	As per Annexure - A				

**NOTE:-1. NO CONDITIONS SHOULD BE INSERTED IN THE PRICE BID AS CLARIFIED IN THE TERMS & CONDITIONS.**

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the work and (or) supply and install the PA System as per specification required as detailed above or such portion(s) thereof as you specify in the notification of award.

A Standard EXCEL Sheet of Price Schedule format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the EXCEL Sheet of Price Schedule 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 Standard EXCEL Sheet of Price Schedule format file is found to be modified by the bidder, the bid will be rejected.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**  
**(Enclose with Technical Bid)**

**Date:**\_\_\_\_\_

**To,**

The Principal, Police Training College,  
Jharoda Kalan, New Delhi-110072.

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

**TENDER FOR PURCHASE AND INSTALLATION OF P.A. SYSTEM FOR USE AT CHANAKYA SADAN, ADMN. BLOCK-I/PTC, JHARODA KALAN, NEW DELHI.**

**Dear Sir,**

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the website(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has 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. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any money deposit absolutely. other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

**REGISTRATION**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click **here to Enroll**" on the CPP Portal which is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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**

- i) 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.
- ii) 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.
- iii) 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**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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 take note of 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.
- iii) 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.
- iv) 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**

- i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) A standard Price Schedule provided with tender document (excel sheet) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule provided with tender document (excel sheet) file, open it and complete the while 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 Price Schedule provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
- vi) The serve time (which is displayed on the bidders” dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) 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.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) 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**

- i) 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.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

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