

Ref. No: AAI/IMU/HORT/RGB/COT FLOWERS/2022-23/

Date: 23.05.2022

NOTICE INVITING E-TENDER (E-NIT)

(Tender ID: 2022_AAI_116746_1)

Item rates e-tenders are invited through the e-tendering CPP portal by Asstt. General Manager (Hort.), IMU, AAI, CHQ, R.G. Bhawan, New Delhi-110003) on behalf of Chairman, AAI from eligible contractors for the work of **“Providing and Arrangement of Cut Flowers in Rajiv Gandhi Bhawan, New Delhi, During the Year 2022-23, (SH: PROVIDING OF FLOWER ARRANGEMENTS)”** at an estimated cost of Rs. 4,06,640/- (excluding of GST) with period of completion **01 (One) Years**.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or <https://www.aai.aero/>. Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the home page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or <https://www.aai.aero/>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/ help desk support](https://www.aai.aero/tender/e-tender/helpdesk).

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel: 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787 Mobile +91 8826246593. International Bidders are requested to prefix 91 as country code.

Note: Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details. For any issues/clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.

Tele: 0120-4001002, 0120-4001005, 0120-6277787

E-mail: support-eproc@nic.in

2. For any Policy related matter/Clarification Please contact dept of Expenditure, Ministry of Finance.
E-mail: cppp-doe@nic.in
3. For any technical issue/Clarification relating to the publishing and submission of AAI tender(s)
 - a. In order to facilitate the Vendors/Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).
 - b. Before submitted queries, bidders are requested to follow the instructions given in **“Guidelines to Bidders”** and get their computer system configured according to the recommended setting as specified in the portal at **“System Setting for CPPP”**.
4. In case of any technical issues faced, the escalation matrix is as mentioned below:

SL.No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings
--------	-----------------	-------------------	----------------	-----------------	---------

1.	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Extn. 3512	0800-2000 Hrs. (MON-SAT)
2.	Sh. Sanjeev Kumar, Sr.Mgr.(IT)	After 4 Hrs. of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950 Extn. 3523	0930-1800 Hrs. (MON-FRI)
3.	Sh. Dharmendra Kumar, Jt.G.M.(IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Extn. 3527	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 3 Days	gmitchg@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

- The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.
- Tender processing fee of **Rs.1120.00 (i/c GST Non-Refundable)** will be required to be paid online through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted. If Tender Fee is not received, then their tenders will be liable to be rejected.
 - Following 2 envelopes shall be submitted through online at CPP-portal by the bidder as per the following Schedule:

CRITICAL DATE SHEET

Publishing Date	24.05.2022 from 18:00 Hrs.
Bid Document Download/ Sale Start Date	25.05.2022 from 09:30 Hrs.
Bid Document Download/ Sale End Date	06.06.2022 from 18:00 Hrs.
Clarification Start Date	25.05.2022 from 09:30 Hrs..
Clarification End Date	03.06.2021 upto 17:00 Hrs.
Bid Submission Start Date (Envelop-I & II)	25.05.2022 from 09:30 Hrs..
Bid Submission End Date (Envelop- I & II)	06.06.2022 from 18:00 Hrs.
Bid Opening Date Envelope-I	08.06.2022 at 11:30 Hrs.

Bid Opening Date Envelope-II	14.06.2022 at 11:30 Hrs.
Tender Processing Fee (Non-refundable, Online only)	Rs. 1120.00 (i/c GST) Non-Refundable will be required to be paid online through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted.
EMD	Earnest Money amount of Rs. 8133.00 will be required to be paid online through payment gateway provided on CPP Portal, FDR/BG/DD shall not be accepted.

Envelope-I (Tender processing fee, Earnest Money, Technical Bid and Pre-qualification): -

Bid containing following:

- Tender processing fee:**
 - Online Payment of Tender Fee through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted. (Scanned Copy of Tender fees online transaction receipt)
 - Earnest Money will be required to be paid online through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted. (Scanned Copy of EMD online transaction receipt)
- Technical Bid** Containing the following: -
 - Scanned copy of unconditional acceptance of AAI's Tender Conditions. (as Per Annexure-A-I on Page No.- PR-1)

- ii. Scanned copy of Permanent Account Number (PAN) & GST registration No.
- iii. Scanned copy of valid registration in Similar Nature of work.
- iv. Scanned copy of undertaking regarding black listing/debarring of firm in any Govt. Department or PSU on Company's Letter Head. **(as Per Annexure-A-IV on Page No.-PR-4)**
- v. Scanned copy of undertaking on GST. **(as Per Annexure-A-VI on Page No.-PR-6)**
- vi. Scanned copy of work experience certificate as per NIT.
- vii. Scanned copy of minimum net worth certificate issued by certified Chartered Accountant **(as per Annexure A-II on Page No.-PR-02).**
- viii. Scanned copy of Last 03 financial year Turnover along with abridge balance sheet and profit and loss stated as NIT.
- ix. Companies other than propriety firm shall submit scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to Assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.
- x. Digitally signed tender document
- xi. PQ Performa duly filled and signed. **(as Per Annexure-E-I on Page No.-E-NIT-6 TO E-NIT-11)**

C. Qualifying requirements of Contractors/ tenderers containing the following:

- i) Should have satisfactorily completed (**# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted**) three works, each of Rs. 1,62,656.00 annually (without GST) or two works, each of Rs 2,03,320.00 annually (without GST) or one work of Rs. 3,25,312.00 annually (without GST) in single contract of similar nature in the field of "Providing and Arrangement of Cut Flowers etc. at offices" during last seven years ending on ending on 30.04.2022 in India. The experience certificates of works completed pre GST era,

"The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date/ extended date of submission of bid."

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tender showing work experience certificate from non-government/ non-PSU organizations should submit copy of Tax Deduction at Sources (TDS) Certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii)Should have annualized average financial turnover of **Rs. 1,21,992.00** against work executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with profit and loss account statement of the firm should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- iii)The tenderer should have a minimum net worth of **Rs. 60,996.00** issued by certified Chartered Accountants. **(as Per Annexure-A-II on Page No.-PR-2)**

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP Portal. Tender fee is required to be submitted online only (FDR/BG/DD shall not be accepted) through payment gateway provided on CPP portal on or before date and time mentioned in CRITICAL DATA SHEET. The tenderer, whose Tender processing fee is not found to receive on CPP portal by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected.

7. EMD:

Earnest Money amount of Rs. 8,133.00 will be required to be paid online through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted.

Envelope-II: - The Financial e-Bid through CPP portal

All rates shall be quoted 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 Tenderers. Tenderers are required to download the BOQ file, open it and complete the **blue coloured** (unprotected) cells with their respective financial quotes and other details (such as name of the Tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

8. BID SUBMISSION

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with as per para 2. Bid Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

9. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no Circumstance will father and his son(S) or other close relations who have business relationship with one another (i.e. when one or more partner (s)/ director (s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

10. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPP) website <https://etenders.gov.in/eprocure/app> shall not tamper/modify the tender from including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tenderer shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

11. Bids Opening Process is as below: -

Envelope-I: (Technical Bid and Pre-qualification):

Envelope-I containing documents as per para 2 (B) and (C) (Uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderers about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP portal. The tenderer shall upload the requisite clarification/ documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenders through CPP Portal.

Envelope-II: (Financial Bid):

Envelope-II: Containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. (In case the date and time for opening of Envelope-II Financial bid and procedure of reverse is required to be changed, the same shall be intimated through CPP Portal).

12. AAI reserve the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
13. AAI reserve the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary/ Permanent debar by any department of AAI or Central/State Govt. Department/PSU/World Bank/ADB etc. **AAI reserve the right to verify the credential submitted by the Tenderer at any stage (before or after the award of the work). If at any stage, any information/ documents submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**
 - a) Tenderer shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.
 - b) The Tenderer shall be liable for debarment from tendering in AAI, including termination of contract apart from any other appropriate contractual / legal action.
14. Consortium/ JV companies shall not be permitted.
15. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
16. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2020 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to work contract. **Since this is a work contract, MSME concession shall not be applicable, in this work.**

AGM (Hort.), IMU, AAI, CHQ
R.G. Bhawan, New Delhi-110003
(For and on behalf of Chairman, AAI)
Extn: 011-24632950* 2489

Encl.: Annexure-E-I & E- II (INSTRUCTIONS FOR ONLINE BID SUBMISSION)

PQ PROFORMA

Name of work: Providing and Arrangement of Cut Flowers in Rajiv Gandhi Bhawan, New Delhi, During the Year 2022-23, (SH: PROVIDING OF FLOWER ARRANGEMENTS).

1	2	3	4
S. No.	Qualifying criterion/parameter/ supportive document	Supporting Document must have the following salient information which AAI would like to note	Reference to the documents submitted in support of Column 3
1.	General		
1.1	Name and address of the firm / contractor		Copy Enclosed: YES/NO
1.2	Telephone, Fax, Email		
1.3	Authorized Signatory (name & Designation)		
2.	<u>Envelope- I (Technical Bid and Pre-qualification) shall contain scanned copy of</u>		
		<u>Ref. to Proforma with tender documents</u>	
A	Tender processing Fee, EMD, Unconditional letter of acceptance:		
(i)	Details of tender Processing fee	Tender Processing fee of amount Rs. 1120.00 through payment gateway provided on CPP Portal.	Copy enclosed: YES/NO
(ii)	Details of EMD	Earnest Money amount of Rs. 8,133.00 will be required to be paid online through payment gateway provided on CPP Portal. FDR/BG/DD shall not be accepted	Copy enclosed: YES/NO

(iii)	Scanned copy of Unconditional acceptance letter	Annexure-A-I/Pg.- PR-1	Copy Enclosed. Yes / No.
B	Technical Bid:		
(i)	Scanned copy of Permanent Account No. (PAN) & GST Registration no.		Copy Enclosed. Yes / No.
(ii)	Undertaking regarding compliance of GST Provisions	Annexure-A-VI / Pg.-PR-6	Copy enclosed: YES/NO
(iii)	Copy of valid Electrical Contractor License	N/A	Copy enclosed: YES/NO
(iv)	Copy of EPF & ESIC Registration, (which will be essential before award of work in case of L-1.)	N/A	Copy enclosed: YES/NO
(v)	Scanned copy of declaration regarding blacklisting/debarring of firm.	Annexure-A-IV/Pg.-PR-4	Copy Enclosed. Yes / No.
(vi)	Scanned copy of duly notarized affidavit on Non-judicial paper of Rs. 100 regarding compliance of minimum wages.	N/A	Copy Enclosed. Yes / No.
(vii)	Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-charge (EIC) to achieve the millstones/targets and overall completion within the time period. Tenderer shall submit scanned copy of 'undertaking' on company's Letter Head	N/A	Copy Enclosed. Yes / No.
(viii)	Companies other than propriety firm submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of CIN/LLPIN/Name of Directors of the Company under Companies Act showing regarding Authority to assign Power of Attorney. Scanned copy of Authorization letter/Power of attorney	Document to be enclosed in case of firm	Copy enclosed: YES/NO

(ix)	Digitally signed tender document.		Copy enclosed: YES/NO
(x)	Scanned copy of PQ Proforma	ANNEXURE - E-1/Pg. E-NIT-6 TO E-NIT-11	Copy Enclosed. Yes / No.
C	Experience details		
	Should have satisfactorily completed the works during last seven years ending on last date / extended date of submission.	Certificate of completion of the Three/Two/ One work(s) as applicable	
	<p>i) Three separate works each costing not less than Rs. 1,62,656.00 annually without GST.</p> <p><u>Work No. 1</u></p> <p>-Name of work :</p> <p>-Work Order/Agreement No. & Dt.:</p> <p>-Contract Cost :</p> <p>-Stipulated Date of completion as per contract agreement :</p> <p>-Actual Date of Completion :</p> <p>-Actual Completion Cost :</p> <p>-EOT granted (if any) up to with/ without levy of compensation.</p> <p>-Completion certificate Issuing authority name and Designation</p>		<p>Copy of certificates enclosed : YES/NO</p> <p>Details of EOT case as per column-3</p>
	<p><u>Work No. 2</u></p> <p>-Name of work :</p> <p>-Work Order/Agreement No. & Dt.:</p> <p>-Contract Cost :</p> <p>-Stipulated Date of completion as per contract agreement :</p> <p>-Actual Date of Completion :</p>		<p>Copy of certificates enclosed : YES/NO</p>

	-Actual Completion Cost : -EOT granted (if any) up to with/ without levy of compensation. -Completion certificate Issuing authority name and Designation		Details of EOT case as per column-3
	<u>Work No. 3</u> -Name of work : -Work Order/Agreement No. & Dt.: -Contract Cost : -Stipulated Date of completion as per contract agreement : -Actual Date of Completion : -Actual Completion Cost : -EOT granted (if any) up to with/ without levy of compensation. -Completion certificate Issuing authority name and Designation		Copy of certificates enclosed : YES/NO Details of EOT case as per column-3
	ii) Two separate works each costing not less than Rs. 2,03,320.00 annually without GST. <u>Work No. 1</u> -Name of work : -Work Order/Agreement No. & Dt.: -Contract Cost : -Stipulated Date of completion as per contract agreement : -Actual Date of Completion : -Actual Completion Cost : -EOT granted (if any) up to with/ without levy of compensation.		Copy of certificates enclosed : YES/NO Details of EOT

	-Completion certificate Issuing authority name and Designation		case as per column-3
	<p><u>Work No. 2</u></p> <p>-Name of work :</p> <p>-Work Order/Agreement No. & Dt.:</p> <p>-Contract Cost :</p> <p>-Stipulated Date of completion as per contract agreement :</p> <p>-Actual Date of Completion :</p> <p>-Actual Completion Cost :</p> <p>-EOT granted (if any) up to with/ without levy of compensation.</p> <p>-Completion certificate Issuing authority name and Designation</p>		<p>Copy of certificates enclosed : YES/NO</p> <p>Details of EOT case as per column-3</p>
	<p>iii) One works each costing not less than Rs. 3,25, 312.00 annually without GST.</p> <p><u>Work No. 1</u></p> <p>-Name of work :</p> <p>-Work Order/Agreement No. & Dt.:</p> <p>-Contract Cost :</p> <p>-Stipulated Date of completion as per contract agreement :</p> <p>-Actual Date of Completion :</p> <p>-Actual Completion Cost :</p> <p>-EOT granted (if any) up to with/ without levy of compensation.</p> <p>-Completion certificate Issuing authority name and Designation</p>		<p>Copy of certificates enclosed : YES/NO</p> <p>Details of EOT case as per column-3</p>

(D)	Whether experience from Govt. organizations or private clients?	Govt. Organization / Private Clients. (Tick whichever is applicable. In support of experience, TDS certificate from clients to be enclosed)		TDS certificate enclosed : YES/NO
(E)	TURNOVER : Annualized average financial turnover of not less than Rs. 1,21,992.00 against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Year	Turnover (In lakhs)	Proof of turn over enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed: YES/NO
		2019-20		
		2020-21		
		2021-22		
		Average:		
(F)	Scanned copy of minimum net worth of Rs. 60,996.00 issued by certified Chartered Accountants.	Annexure-A-II /Pg.-PR-2		Copy enclosed: YES/NO

Place:

Date:

Signature

Authorized Signatory of the contractor/ Firm

DECLARATION

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order & action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature

Authorized Signatory of the contractor/ Firm

AIRPORTS AUTHORITY OF INDIA

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: www.etenders.gov.in

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: www.etenders.gov.in) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra 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 BID

- 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 and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BID

- 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 "online" to pay the tender fee as applicable through payment gateway provided on CPP Portal. FDR/BG/DD will not be accepted.
- 4) 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 **light blue 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.
- 5) 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.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized

persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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

- 10) 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.
- 11) 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