Bid Ref No./E-Tender Notice :  F. No.3-4/2019-20 dated. 21.08.2019

Purchaser :  The Director
ICAR- National Bureau of Soil Survey and Land Use Planning,
University Campus, Amaravathi Road, Nagpur – 440 033

1. Name of Contract :  Printing, binding and supplying of LRI Atlases in Kannada & English under KWDP-II (Sujala-III Project)
2. Name of Bureau :  ICAR-NBSS&LUP Regional Centre, Bangalore
3. Address of Bureau :  ICAR-National Bureau of Soil Survey and Land Use Planning Regional Centre, P. B. No. 2487, H. A. Farm Post, Bellary Road, Hebbal, Bangalore – 560024
   Phone: 080-23412242. Email: nbssrcb@gmail.com
4. Language of the Tender :  English
5. Cost of Tender Form :  Nil
6. Bid Security (EMD) :  Rs. 2,50,000/= (Rupees Two Lakhs Fifty Thousand Only)
7. Validity of Tender :  90 days from the date of opening of bids
8. Last date & Time for Submission of online bidding document :  12/09/2019 at 11.00 hrs (IST)
9. Date & Time of opening of Technical bids :  13/09/2019 at 11.15 hrs (IST)

Date and Time of opening of financial bids will be intimated later

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E-TENDER NOTICE

F. No. 3-4/2019-20
INVITATION FOR QUOTATIONS (IFQ)/ONLINE BIDS
(Technical Bid & Commercial Bids)

F.No.3-4/2019-20 Dated 21.08.2019
Credit No; 5087-IN

1. The Government of India has received a credit from International Development Association (IDA) in various currencies towards the cost of Karnataka Watershed Development Project-II (KWDP-II) and it is intended that part of the proceeds of the credit will be applied to eligible payments under the contract for which that Invitation of Bids is issued.

2. On behalf of The Director, ICAR- National Bureau of Soil Survey and Land Use Planning, University Campus, Amaravathi Road, Nagpur – 440 033 (Purchaser) online Bids (Technical Bid & Commercial Bids) through e-procurement are invited for printing, binding and supplying of LRI Atlases in Kannada & English under KWDP-II (Sujala–III Project). The general information as regard to collection and submission of tender form is as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Services Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printing, binding and supplying of LRI Atlases in Kannada &amp; English under KWDP-II (Sujala–III Project)</td>
</tr>
</tbody>
</table>

**CALENDAR AND DETAILS OF EVENTS**

| (i) Date of Publication of Tender documents | : 21/08/2019 at 17.00 hrs (IST) on CPP Portal |
| (ii) Last date & Time for Submission of Online bidding document | : 12/09/2019 at 11.00 hrs (IST) |
| (iii) Date & Time of opening of Technical bids | : 13/09/2019 at 11.15 hrs (IST) |
| (iv) Place of opening of bids | : Committee Room, ICAR-NBSS&LUP, Regional Centre, P. B. No. 2487, H. A. Farm Post, Bellary Road, Hebbal, Bangalore-560 024 |
| (v) Address for Correspondence | : ICAR-NBSS&LUP, Regional Centre, P. B. No. 2487, H. A. Farm Post, Bellary Road, Hebbal, Bangalore-560024 |
3. Interested & eligible bidders may obtain further information / clarification, if required, from the above office during working hours and from the websites mentioned hereunder.

4. Tender documents can be downloaded from Website (1) http://www.nbsslup.in (2) https://eprocure.gov.in/eprocure/app. The document shall be available on these websites w.e.f. 21.08.2019.

5. All bids must be accompanied with and Bid Security (EMD) in favour of Head, Regional Centre, ICAR-NBSS&LUP payable at Bangalore in the form of Demand Draft.

6. The Bids without Bid Security in prescribed manner will be summarily rejected.

7. In the event of the date mentioned above (Sl No. iii) for opening bid is declared as closed holiday for Bureau’s office, the bid opening date will be the next working day at the appointed time.

8. **The Director, ICAR- National Bureau of Soil Survey and Land Use Planning, University Campus, Amaravathi Road, Nagpur - 440 033** reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

9. Online Bids are received only on CPP Portal website https://eprocure.gov.in/eprocure/app. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid with the Bid Acknowledgement Receipt or they can view the bid-opening event online at their remote end.

**IMPORTANT NOTE:**

1) Tender documents may be downloaded from Central Public Procurement Portal https://eprocure.gov.in/eprocure/app. Aspiring Bidders/ Service Provider (agency)s who have not enrolled/registered in e-procurement should enroll/register before participating through the website https://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding ‘Instructions for online Bid Submission’.

2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website https://eprocure.gov.in/eprocure/app.

3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

4) Other details can be seen in the bid documents.

---

Head
ICAR- National Bureau of Soil Survey and Land Use Planning,
Regional Centre, Bangalore
TECHNICAL SPECIFICATIONS
From
The Head,
ICAR-National Bureau of Soil Survey and Land Use Planning (NBSS&LUP),
Regional Centre, P. B. No. 2487, H. A. Farm Post,
Bellary Road, Hebbal, Bangalore 560024.

Dear Sir/Madam,

1. Online tenders are hereby invited in two bid system i.e. Technical Bid and Financial Bid system on behalf of the Director, National Bureau of Soil Survey and Land Use Planning, Regional Centre (Indian Council of Agricultural Research), P. B. No. 2487, H. A. Farm Post, Ballari Road, Hebbal, Bangalore 560024 for Printing, binding and supplying of LRI Atlases in Kannada & English language in A4 size under KWDP-II (Sujala-III Project).

   The terms and conditions of the contract which will govern any contract made or those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your technical bid in technical bid packet in CPPP rates in the BOQ if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) must be deposited in the form of Demand Draft payable to Head, Regional Centre NBSS&LUP, Bangalore. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Demand Draft number and date (or its exemption letter viz. NSIC, SSI certificate copy), failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders. However, firms registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from payment of EMD.

3. The tenderer is being permitted to give tenders in consideration of the stipulations on his/her part that after submitting his / her tenders, he/she will not resile from his/her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her after he/she has applied for the same, in the manner prescribed by NBSS&LUP [herein after called “the Bureau”].
4. Each page of the bid must be numbered consecutively and be signed in full by the tenderer. If any modification of the schedule is considered necessary it should be communicated by means of a separate page along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular information asked for in the schedules to the tenders is not fully filled in individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexures, if any, should be signed by the tenderer.

8. Facility to view the opening of tenders from the bidders' end is available in e-procurement portal for viewing the Technical and financial bid opening.

9. Director, NBSS&LUP is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Conditional Tenders will not be accepted.

10. An amount of 10% of the total tender value should be submitted as security deposit (performance security) for the service is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Bureau. In the event of non-deposition of the same, the earnest money will be forfeited.

11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

12. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, the GST/income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from the bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

13. Director, NBSS&LUP reserves the right to terminate the work order or to extend its duration in the interest of the Bureau, for any justifiable reasons, not mandatory to be communicated to the tenderer.
14. Decision of Director, ICAR-NBSS&LUP shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, NBSS&LUP. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

15. Acceptance of contract by the Institute will be communicated by FAX / Speed post /email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX / speed post letter etc. should be acted upon immediately.

16. The following documents/vouchers are required to be enclosed with the online technical bid which are the terms and conditions of the tender's document:-

i. Registration certificate of the firm under the printing, binding (together) work issued by the Central/State Govt. as the case may be.

ii. Last five years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public organizations. Provide the details thereof.

iii. Duly certified copies of the satisfactory services issued by govt/autonomous bodies of govt where the Tenderer is providing such services for the last five years.

iv. Scanned copy of Earnest Money Deposit/itsexemption, if any.

v. Scanned copy of Tender Acceptance letter.

vi. GST registration certificate.

vii. Copy of PAN Card.

viii. Copy of GST filing challan for the preceding three months excluding the month of publication of the tender.

ix. Signed Tender document

17. The Technical bid should contain:

i. All documents listed under Para 16 of the notice inviting the tender.

ii. Tender acceptance letter of the contractor addressed to The Head, NBSS&LUP Regional Centre, Bangalore with filled up supplementary pages if any & Schedule No. I of Tender notice.

All the pages of Technical bids are to be numbered and to be signed on all the pages of the documents to be submitted with seal of the contractor and finally placed in the envelope of Technical bid.

Yours faithfully,

HEAD, REGIONAL CENTRE
NBSS&LUP, Regional Centre, Bangalore
(For & on behalf of Director, ICAR-NBSS&LUP, Nagpur)
SCHEDULE-I
GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE
CONTRACT FOR PRINTING, BINDING AND SUPPLY OF LRI ATLASES
AT ICAR-NBSS&LUP, HEBBAL, BANGALORE

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

2. **Taxes and Duties:**
   The Service Provider (agency) shall be entirely responsible for payment of all the taxes like VAT, Sales Tax etc. The consignee will furnish necessary certificate for Road permit and exemption of Octroi when ever applicable at the request of Service Provider (agency) as the stores is meant for use by the Govt. Department and not for sale.

3. Bidder shall be responsible for strict compliance of all rules and regulations which is already in force or which may be enforced from time to time by the appropriate authority.

4. No extra claim for ignorance of on the ground of insufficient description will be allowed at a later date.

5. The successful bidder shall be required to deposit the Performance Security money of 10% of the total bid value at the time of acceptance of Work Order/Award Letter through Demand Draft in favour of Head, Regional Centre, NBSS&LUP Payable at Bangalore. No Interest shall be paid on such security deposit, which shall remain with the ICAR-NBSS&LUP during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc., if any.

6. Even after qualifying the technical bid, the financial bid may not be accepted if found not in order at the sole discretion of ICAR-NBSS&LUP.

7. ICAR-NBSS&LUP Regional Centre, Bangalore reserves the right to accept or reject any or all the tender in part or whole or may cancel without assigning any reason thereof. No correspondence in this regard will be entertained.

8. The quoted rate shall include cost of each and every item including transportation cost, manpower cost and taxes etc. The ICAR-NBSS&LUP shall not bear any extra charge on any account whatsoever.

**LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to 0.25% per week to maximum 10% of the work order amount will be levied on the part of delayed supply of goods/service.

2. The Director, ICAR-NBSS&LUP reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Director, ICAR-NBSS&LUP shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

In case of any dispute arising, decision of Director, ICAR-NBSS&LUP, Nagpur will be final and binding.

*****
# TECHNICAL SPECIFICATIONS

Specifications/Description of work for printing, binding and supply of LRI Atlases (Kannada and English language) in A4 size under KWDP-II (Sujala-III Project)

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<th>Specifications</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>Size</td>
<td>A4 size</td>
</tr>
<tr>
<td>2.</td>
<td>Inside pages contents</td>
<td>Text, maps, graphs, photos and titles readily kept available in soft (pdf) format for printing.</td>
</tr>
<tr>
<td>3.</td>
<td>Print type</td>
<td>Multi colour quality digital laser print</td>
</tr>
<tr>
<td>4.</td>
<td>Inside pages paper thickness</td>
<td>120 gsm (Coated paper)</td>
</tr>
<tr>
<td>5.</td>
<td>Cover page</td>
<td>To be designed and printed digitally on matte laminated Board with thickness 220 gsm</td>
</tr>
<tr>
<td>6.</td>
<td>No. of inner pages to be printed on single side (Kannada and English) in single atlas/book</td>
<td>Kannada - Approx. 60-70 pages per atlas/book English – Approx 60-70 pages per atlas/book</td>
</tr>
<tr>
<td>7.</td>
<td>(i) No. of atlases in Kannada</td>
<td>604</td>
</tr>
<tr>
<td></td>
<td>(ii) No. of copies of Kannada atlas</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(iii) Total No. of atlas to be printed in Kannada</td>
<td>604 X 2 = 1208</td>
</tr>
<tr>
<td></td>
<td>(iv) Total No. of Cover pages to be printed on single side in Kannada on 220 gsm thickness Board with matte lamination</td>
<td>604 X 2 = 1208</td>
</tr>
<tr>
<td>8.</td>
<td>(i) No. of atlases in English</td>
<td>604</td>
</tr>
<tr>
<td></td>
<td>(ii) No. of copies of English atlas</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(iii) Total No. of atlas to be printed in English</td>
<td>604 X 3 = 1812</td>
</tr>
<tr>
<td></td>
<td>(iv) Total No. of Cover pages to be printed on single side in English on 220 gsm thickness Board with matte lamination</td>
<td>604 X 3 = 1812</td>
</tr>
<tr>
<td>9.</td>
<td>Binding type</td>
<td>Perfect binding</td>
</tr>
<tr>
<td>10.</td>
<td>Book thickness</td>
<td>Thickness based on number of pages</td>
</tr>
<tr>
<td>11.</td>
<td>Language</td>
<td>Kannada/English</td>
</tr>
<tr>
<td>12.</td>
<td>Editing, formatting and alignment</td>
<td>To be carried out at service providers place/location</td>
</tr>
</tbody>
</table>
| 13.     | Fonts | **Kannada fonts**: Nudi/Baraha  
**English fonts**: Times New Roman, Century Gothic, Tahoma, Arial |
| 14.     | Delivery schedule | Within two months (60 days) from the date of placing order |
| 15.     | Delivery location | ICAR-NBSS&LUP, Regional Centre, Hebbal, Bangalore – 560 024 |
| 16.     | GST | As applicable |
| 17.     | Other documents | Copy of sample DTP work done on similar jobs to be enclosed |
| 18.     | Payment schedule | **Payment shall be made in five parts**:  
1<sup>st</sup> part payment: 20% of total amount shall be released after completion and delivery of 20% of total atlases. |
2nd part payment: 20% of total amount shall be released after completion and delivery of 40% of total atlases.

3nd part payment: 20% of total amount shall be released after completion and delivery of 60% of total atlases.

4th part payment: 20% of total amount shall be released after completion and delivery of 80% of total atlases.

5th and final balance payment: Balance amount shall be released after completion and delivery of all atlases mentioned in the document.

19. Other details

1. Soft copy of material shall not be sent by email/post. They have to be collected from the address mentioned in the tender document.
2. The price to be quoted per book/atlas basis as a whole.

TECHNICAL BID-1

TENDERS FOR PRINTING, BINDING AND SUPPLYING OF LRI ATLASES IN ENGLISH AND KANNADA TO ICAR-NBSS&LUP, REGIONAL CENTRE, BANGALORE-560 024

From address should contain: Full Name & Address of the Tenderer in Addition to Post Box No., if any, should be quoted in all communications to this office along with Telephone No., Telegraphic Address/FAX/Cellular No and e-Mail address

From:

To
The Head
ICAR-NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING, REGIONAL CENTRE, P.B.NO.2487, H.A. FARM POST, HEBBAL, BANGALORE- 560 024

Sir,

I / We have read all the particulars regarding the General information and other terms and conditions of the printing and binding contract for PRINTING, BINDING AND SUPPLY OF LRI ATLASES TO ICAR-NBSS&LUP REGIONAL CENTRE, BANGALORE and agree to provide the printing and binding services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in financial bid to this Tender and I/we agree to hold this offer open for 90
days. The rates quoted will be valid for 90 days in the event of award of the Contract. I / we shall be bound by a communication acceptance dispatched within the prescribed time.

1. I / We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and from a part of this Tender__________.
3. Every page so attached with this Tender bears my signature and the office seal.
4. Pay order DD No._________________________ of Rs.____________ drawn in favour of (Head, Regional Centre, ICAR-NBSS&LUP, Bangalore) and payable at Bangalore is enclosed as earnest money.

Yours faithfully

Witness:

Signature & Seal of the Tenderer
Tel.No. - Office / Residence
Mobile No:

1] Signature of the witness to the contractor's signature : 
ADDRESS OF THE WITNESS : 

2] Signature of the witness to the contractor's signature : 
ADDRESS OF THE WITNESS : 

[TECHNICAL BID-II]

Check list of documents should be submitted with tender document failing which the bid will be liable to be rejected.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Whether submitted or not</th>
<th>If so, Page No. in bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration certificate of the firm under the printing and binding work issued by the Central/State Govt. as the case may be.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Last five years continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public organizations. Provide the details thereof.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Duly certified copies of the satisfactory services issued by govt/autonomous bodies of govt where the Tenderer is providing such services for the last five years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Scanned copy of Tender Acceptance letter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copy of PAN Card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>GST registration certificate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Copy of GST filing challan for the preceding three months excluding the month of publication of the tender.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Signed Tender document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL BID

(The financial bid should be uploaded in the excel format enclosed herewith the bid document)

The tender will remain open for acceptance for 90 days from the date of opening of financial bid. The rates tendered will be valid for 90 days from the date of acceptance of the rates.

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender document.

I/We have carefully read the terms and conditions of the Tender and we agree to abide by these in letter and spirit.

Signature _____________________________
Name & Address of the firm ____________________________
____________________________________
____________________________________
Telephone No. _______________________
Mobile No. ________________________
INSTRUCTIONS FOR ONLINE BID SUBMISSION
Instructions for Online Bid Submission:
The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

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

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

PREPARATION OF BIDS
1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and Content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered /given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.

10. The scanned copies of following documents must be submitted with the online bid in two packets:
    The Packet-1 should contain documents as per list in Para 5.1 (Technical Bid)
    The Packet-2 should contain Price Bid / BOQ

**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 1800 233 7315. Foreign bidder can get help at +91-79-40007451 to 460.
TENDER FORM, PRICE SCHEDULE AND OTHER FORMATS
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
______________________
______________________
______________________

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ________________________
Name of Tender / Work: ____________________________
________________________________________________________________________
________________________________________________________________________

Dear Madam/Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(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. 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 the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore 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)
BID SECURITY FORM

Whereas _______________________________ (hereinafter called “the Tenderer”) has submitted its tender dated ______________________ (Date of submission of tender) for Providing ____________________________ (name and/or description of the goods) hereinafter called “the Tender”

KNOW ALL PEOPLE by these presents that WE ________________________________ (Name of Bank) of __________________________________________ (address of Bank) (hereinafter called “the Bank”) are bound up to ____________________________ (Name of Bureau) (hereinafter called “the Bureau”) in the sum of Rs…………….. (As per clause 6.1) for which payment well and truly to be made to the side Bureau, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ________________ day of _______ ___________ 2019

The conditions of this obligation are:

1. If the Tenderers withdraws his Tender during the period of tender validity specified by the Tenderers son the Tender Form; or

2. If the Tenderers, having been notified of the acceptance of its tender by the Bureau during the period of tender validity:

   Fails or refuses to furnish the Security Deposit, in accordance with the Instruction to Tenderers,

   We undertake to pay the Bureau up to the above amount upon receipt of its first written demand, without the Bureau having to substantiate its demand, provided that in its demand the Bureau will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

   This guarantee will remain in force up to and including ninety (180) days after the period of the tender validity and any demand in respect thereof should reach the Bank not later than the above date. __________________________

(Signature of the Bank)
SECURITY DEPOSIT FORM
(To be submitted by successful bidder)

To: ____________________________________________ (Name of Bureau)

WHEREAS _________________________________________ (Name of Service Provider (agency))

(Hereinafter called the “Service Provider (agency)”) has undertaken, in pursuance of contract No. ____________________________________________ dated _______________ 2019 to provide ____________________________________________ (Description of Goods and Services) hereinafter called “the contract”.

And whereas it has been stipulated by you in the said contract that the Service Provider (agency) shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider (agency)’s performance obligations in accordance with the contract.

And whereas we have agreed to give the Service Provider (agency) a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider (agency), up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Service Provider (agency) to be in default under the contract and without cavil or argument, any sum or sums within the limit of (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ________day of ___________ 2019

Signature and Seal of Guarantors

______________________________________________________

Date ____________________________ 2019

Address _________________________________________________
## Format of Performance Statement for the last three years to be submitted by the Bidder

<table>
<thead>
<tr>
<th>Order placed by (Full address of Purchaser)</th>
<th>Order No and date</th>
<th>Description and quantity of the assignments ordered</th>
<th>Value of order (Rs)</th>
<th>Date of completion of delivery As per contract/Actual or revised</th>
<th>Quantity of supplies made as on date</th>
<th>Additional supplies to be made in the period of this contract</th>
<th>Remarks indicating reason for late delivery if any</th>
<th>Has the assignment been satisfactorily completed (Attach a certificate from the Purchaser)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>