FORMAT NO.: CEL/FR/MMD/03(01)

## **CENTRAL ELECTRONICS LIMITED**

(A Public Sector Enterprise)



## **TENDER DOCUMENT**

## for the

"Supply of Solar PV Ribbon, width: 1.1 mm +- 0.05 mm"

Tender notice no. C-2(b)/RC/0700/8230/2020 dated 05-08-2020

General Manager (Materials)
Materials Management Division
Central Electronics Limited,
4, Industrial Area, Saur Urja Marg, Sahibabad – 201 010 (UP) INDIA
Tel. No. 0091-120-2895145 Fax No. 0091-120-2895148
Email: mmd@celindia.co.in Website: www.celindia.co.in



FORMAT NO.: CEL/FR/MMD/03(01)

## **CENTRAL ELECTRONICS LIMITED**

(A Public Sector Enterprise)
4, Industrial Area, Saur Urja Marg, Sahibabad – 201 010 (UP) INDIA
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Email: mmd@celindia.co.in Website: www.celindia.co.in

## **TENDER NOTICE**

Tender notice no. C-2(b)/RC/0700/8230/2020

05-08-2020

Central Electronics Limited invites online bids (Technical & Financial) from eligible approved bidders which are valid for a minimum period of 90 days from the date of opening (i.e., 19-08-2020) for "Supply of Solar PV Ribbon, width: 1.1 mm +-0.05mm"

| Scope of Work        | Supply of Solar PV Ribbon, width: 1.1 mm +-0.05mm |  |
|----------------------|---|--|
| <b>Earnest Money</b> | Rs. 8,9000/- or                                   |  |
| Deposit              | USD/- 1188  |  |

Interested parties may view and submit the tender document containing the detailed terms & conditions, free of cost from the website <a href="http://eprocure.gov.in/">http://eprocure.gov.in/</a> or <a href="http://www.celindia.co.in">http://www.celindia.co.in</a>

Please see important dates and Eligibility Criteria as per Annexure-1.

For **CENTRAL ELECTRONICS LIMITED** 

Sd-

General Manager (Materials)

Materials Management Division

## **Important Dates**

| Tender Reference No.                      | C-2(b)/RC/0700/8230/2020     |
|---|------------------------------|
| Name of Organization                      | Central Electronics Limited  |
| Tender Type                               | OPEN                         |
| (Open/Limited/EOI/Auction/Single)         |                              |
| Packet System                             | TWO PACKET SYSTEM            |
| Tender Category (Services/Goods/works)    | Goods                        |
| Type/Form of Contract (Work/Supply/       | Supply                       |
| Auction/Service/Buy/Empanelment/Sell)     |                              |
| Payment Mode (Online/Offline)             | Offline                      |
| Date of Issue/Publishing                  | 05-08-2020 (12:00 Hours IST) |
| Document Download/Sale Start Date         | 05-08-2020 (12:00 Hours IST) |
| Document Download/Sale End Date           | 19-08-2020 (15:00 Hours IST) |
| Bid submission Start Date                 | 05-08-2020 (16:00 Hours IST) |
| Last Date and Time for Submission of Bids | 19-08-2020 (11:00 Hours IST) |
| Date and Time of Opening of Bids          | 19-08-2020 (15:00 Hours IST) |

## **Pre-Qualification/Eligibility Criteria:**

- 1. Detailed criteria as per Annexure-A.
- 2. This is a limited tender only for approved vendors of CEL and in case, a new vendor wishes to participate in the similar type of tender, they can enrol themselves by submitting their credentials and relevant documents through Vendor Registration Process mentioned on our website at <a href="https://www.celindia.co.in">www.celindia.co.in</a>

Pre-Qualification is a must and only suppliers/bidders meeting them shall be technically evaluated

#### Note:

No Deviation from Specification, Terms & Condition of Tender allowed. Quotations having deviation from our specification, terms & condition would be rejected.

Pre-Qualification is a must and only suppliers/bidders meeting them shall be technically evaluated

#### TENDER DOCUMENT for Tender notice no. C-2(b)/RC/0700/8230/2020

#### **Important Instructions: -**

| 1. | The f   | e following documents/Annexure are part of tender document: |            |  |
|----|---|---|------------|--|
|    | i.  | Tender notice along with Annexure                           |            |  |
|    | ii.   | Details of item, BOM, specifications, etc.  Annexure -A     |            |  |
|    | iii.  | Standard terms & conditions (GCC)                           | Annexure B |  |
|    | iv.   | Special Terms & Conditions Annexure C                       |            |  |
|    | ٧.  | Format for submission of Vendor Data  Annexure D            |            |  |
|    | vi.   | Tender acceptance letter Annexure E                         |            |  |
|    | vii.  | j. BOQ format for submission of price bid Annexure F        |            |  |
|    | viii.   | riii. Performance Bank Guarantee Format Annexure G          |            |  |
| 2. | Quotations shall be liable to be rejected if there is/are any deviation(s) from the specifications. |   |            |  |

- 3. Escalation in price, deviation from delivery schedule, terms and conditions will not be permitted in your quotation. Statutory Taxes & Duties should be shown separately from the price.
- 4. Bidder who is Micro & Small Enterprise should enclose copy of valid Certificate of Registration with DIC or KVIC or KVIB or Coir Board or NSIC or DHH or any other body specified by Ministry of Micro, Small and Medium Enterprises, Govt. of India to avail benefits under the "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012".
- 5. Catalogue, literature, specification details should accompany the quotation. Incomplete quotations are liable to be rejected.
- 6. Quotation should be submitted online as per instructions given in tender.
- 7. Any deviations whether technical specifications or commercial terms and condition stated anywhere in the bid shall not be taken into account and may render the bid non-responsible and liable to be rejected.
- 8. Vendor Data should be submitted in the **Format for submission of Vendor Data** as per Annexure D.
- 9. Quotation should be submitted in **TWO PACKET SYSTEM** as per instructions in Annexure-C.
- 10. In case of any ambiguity between any terms given in Standard Terms & Conditions (GCC) at Annexure B and Special Terms and Conditions at Annexure C, the terms given in Special Terms & Conditions at Annexure C and Annexure A will prevail and override those at Annexure B.
- 11. Deviations from specifications, terms and conditions are not allowed. The bid of that bidder who mentions deviations anywhere in the technical bid would not be considered for price bid opening. The bid of bidder who mentions deviation in price bid would be rejected and such bidder may be barred/blacklisted for participation in future tenders.
- 12. Tender/Quotation/Bid should be submitted in online mode. Last date of receiving of tenders/quotations is **19-08-2019** up to 11:00 hrs IST. The following are to be submitted in your quotation duly signed and stamped on all pages:

#### Part A and inline to Pre-Qualification Criteria

- Earnest Money Deposit demand draft or TT acknowledgement or document(s) for exemption from submission of EMD.
- ii. Filled up Format for Submission of Vendor Data as per format at Annexure D.
- iii. Copy of GST registration, Excise Registration, PAN Card, Income Tax Return of last 3 financial years
- iv. Signed and Stamped tender document as a compliance of terms and conditions of tender
- v. Tender acceptance letter as per format at Annexure E.
- vi. Compliance of Eligibility criteria as per Annexure-A along with documentary proof.
- vii. Financial Bid and online to Annexure 'F'

Price Bid as per As per Annexure 'F' as asked in the relevant columns.

Note: The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. Changing of heading or title or modification to any part of the price bid may render the bid as invalid and such bids are liable to be rejected.





#### CENTRAL ELECTRONICS LIMITED SOLAR PHOTOVOLTAIC PRODUCTION TECHNICAL SPECIFICATION

ITEM: PV RIBBON (1.1 MM) CELL INTERCONNECT

ANNEXURE - I

- 1. Width:  $1.1 \text{ mm} \pm 0.05 \text{ mm}$
- 2. Base Material: High Conductive Annealed ETP Copper ~99.9 Cu
- 3. Bare Copper Thickness: 0.18mm ± 0.01mm
- 4. Ribbon Thickness after coating: 0.215 ± 0.005mm
- 5. Resistance of solder coated PV ribbon per km length at 20°C: 85-95 Ohm
- 6. Composition of solder used consists of:

TIN: 62%

-LEAD: 36 %

SILVER: 2% and coating shall be 15-20 microns on each side of PV ribbon across the width of the ribbon.

7. Camber: Camber shall not exceed 2 mm per 300mm length of solder coated PV ribbon, without tension leveling process, when it is allowed to lay itself out of reel.

8. Elongation: 25 % to 35 %.

- 9. The Ribbon when used on Tabber Stringer machine should not get entangled within itself while in use.
- 10. Shelf life: Minimum 12 months at 40° C from date of shipment.

11. Packing:

a. 6.0±2.0 kgs (preferable 6.0 kg) per 10-S or approved spool.

- b. Spools should be shrink wrapped or vacuum packed and to be packed in cardboard boxes with EP foam inserts. Consignment must be palletized or packed in metal/wooden Boxes along with P. O. details.
- Supplier shall submit the technical catalogue confirming all parameters (S.No 1 to 10) mentioned above.

| PREPARED BY | CHECKED BY   | APPROVED BY I   | ITEM: PV RIBBON (1.1) |
|-------------|--------------|---|-----------------------|
|             |              |   | ITEM NO : 06          |
| A           | I was a dear |   | BOM NO : 16           |
| Harman-     | John W.      | 47123   | REVISION: 01          |
| 0/2-        | ·            |   | DATE : 31.07.2020     |
|             | 1            | 3 No. 200 April | PAGE 1 OF 4           |

## **Eligibility Criteria:**

- 1. Only original manufacturers or their authorized representatives with their valid authorization letter from original manufacturers are eligible to submit quotations.
- 2. Technically qualified unapproved vendor should submit their sample minimum 10 kgs in 5 spools (each spool weighing 2 kg) of PV Ribbon as per CEL specifications for approval at their own landed cost at CEL Sahibabad, U.P. India.
- 3. Proof of supply along with successful completion of order may be provided from min. two module manufacturers from India/abroad in a period of last one year.
- 4. The bidder should have supplied at least 2500 Kg in the last one year prior to the dt of opening of tender



## CENTRAL ELECTRONICS LIMITED SOLAR PHOTOVOLTAIC PRODUCTION TECHNICAL SPECIFICATION

ITEM: PV RIBBON (1.1 MM) CELL INTERCONNECT

ANNEXURE - III

#### TEST PROCEDURE FOR SOLDER COATED PV RIBBON (WIDTH 1.1 mm)

#### (A) For approved vendor

- 1. Supplier shall submit their test /inspection report on the parameters mentioned in the technical specification sheet (s.no. 1 to 9) of Annexure IV along with each consignment.
- 2. The PV ribbon reels shall be checked for all the specification (s.no. 1 to 9) of Annexure- I by random sampling method.
- 3. The PV ribbon reel shall be rejected, if it does not conform to the quality as specified in technical specifications mentioned in Annexure I.

## (B) For unapproved vendor:

- 1. The vendor shall supply sample lot of minimum 10 kgs in 5 Spools of PV Ribbon meeting the specification mentioned in Annexure I.
- 2. The sample PV Ribbon will be checked at CEL as per the test procedure mentioned above in (A).
- 3. If the sample lot is approved by the production and QC department, then the vendor will become the approved supplier of PV Ribbon.
- 4. Subsequent to approval, purchase department shall place order for the balance quantity of PV Ribbon in compliance with the tender conditions.
- 5. The PV Ribbon supplied against purchase order shall be tested as per the test protocol mentioned above in (A).

| PREPARED BY | CHECKED BY | Approved By    | ITEM: PV RIBBON (1.1) ITEM NO: 06          |
|-------------|------------|----------------|--|
| Deman.      | Com Junka  | 8) <u>&gt;</u> | BOM NO : 16 REVISION: 91 DATE : 31.07,2020 |
|             |            |                | PAGE 3 OF 4                                |



# CENTRAL ELECTRONICS LIMITED SOLAR PHOTOVOLTAIC PRODUCTION TECHNICAL SPECIFICATION ITEM: PV RIBBON (1.1 MM) CELL INTERCONNECT

ANNEXURE - IV

## TEST REPORT

| PRODUCT                                 | SOLAR PV RIBBON (1.1 MM) |
|---|--------------------------|
| P.O. No. / DATED                        |                          |
| QUANTITY                                |                          |
| *************************************** |                          |

| S.<br>No. | DESCRIPTION   | Specified Value                                | OBSERVED VALUE |
|-----------|---|--|----------------|
| l         | WIDTH   | $1.1\mathrm{MM} \pm 0.05\mathrm{MM}$           |                |
| 2         | BASE COPPER THICKNESS                                 | $0.18 \pm 0.01 \text{ MM}$                     |                |
| 3         | RIBBON THICKNESS AFTER COATING                        | 0.215 ± 0.005 MM                               |                |
| 4         | RESISTANCE OF SOLDER COATED PV RIBBON PER KM AT 20° C | 85 ₹ 95 OHM                                    |                |
| 5         | SOLDER COMPOSITION                                    | Sn:PB:AG = 62:36:2                             |                |
| 6         | CAMBER IN LENGTH                                      | ≤2 MM PER 300 MM                               |                |
| 7         | ELONGATION  | 25 % TO 35 %                                   |                |
| 8         | ENTANGLING IN RIBBON                                  | NII.   |                |
| 9         | SHELF LIFE  | Min 12 MONTHS AT 40 °C FROM . DATE OF SHIPMENT |                |

| Prepared By | Спескев Ву | APPROVED BY | ITEM: PV RIBBON (1.1) |
|-------------|------------|-------------|-----------------------|
|             |            |             | ITEM NO : 06          |
| menon       | 1 Contract | 1           | BOM NO : 16           |
| Degrado     | Truck .    | 100         | REVISION: 01          |
| ,           |            | 1 CE        | DATE : 31.07.2020     |
|             |            |             | PAGE 4 OF 4           |

## **Standard terms and conditions:**

(Terms and conditions mentioned in Annexure C and Annexure A will supersede these Standard Terms and Conditions wherever there is any difference. Hence please see Annexure C and Annexure A carefully)

| 1.  | Original<br>Manufacturer   | CEL will prefers to get offers directly from the original manufacturers and prefer to deal directly with manufacturer.  |
|-----|--|---|
| 2.  | Terms of Price   | The terms of Price would be FOR CEL, Sahibabad unless specified otherwise in special terms & conditions of Annexure C and Annexure A.  Unloading charges at CEL will be borne by CEL only in the case of FOR CEL.   |
| 3.  | Deviation Clause   | No Deviation from Specifications, Terms & Conditions of the tender is allowed. Quotations having deviation from our specifications, standard terms & conditions would be liable to be rejected.   |
| 4.  | Export Licensing   | All requirements of export licensing, Govt. permissions or any other statutory clearance from the country of export as per regulations existing in the supplier's country shall be the responsibility of supplier, if required as per the terms of the purchase order.  |
| 5.  | Indian Agent   | In a tender either the Indian agent on behalf of the foreign Principal/OEM or foreign Principal/OEM itself can bid but both cannot bid simultaneously in the same tender. If an agent submit bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender. Agent quoting on behalf of OEM /Principal shall submit valid authorization certificate along with their offer.  |
| 6.  | Taxes and duties   | The taxes and duties are to be clearly mentioned, if any.   |
| 7.  | Delivery schedule  | As per Special Terms and conditions of Annexure C and Annexure A.   |
| 8.  | Insurance of material/ equipment/ etc. covering loss or damage occurring while in from the supplier's stores until arrival at CEL store will be scope of supplier. |   |
| 9.  | Payment terms  | Option 1: Within 45 days from the consignment note/LWB.  Option 2: Letter of credit with 45 days usance from the consignment note/LWB. LC charges of opener's bank would be borne by opener and LC charges of beneficiary's bank would be borne by the beneficiary.  A loading of 1% on the total amount will be done for comparison of landing cost to CEL, if option 2 is ticked/accepted by the bidder  Please tick V either option 1 or option 2. If no option is selected then option 1 would be considered. Quotation with payment terms other than these 2 options will be liable to be rejected.            |
| 10. | Pre-dispatch<br>Inspection/<br>Inspection<br>Clause  | Inspection will be done by CEL representative. CEL shall have free access to the supplier's works during testing and final inspection. Vendor shall inform MMD not less than one week in advance. All testing arrangements shall be the responsibility of the vendor. CEL reserves the right to inspect the material (also through Third Party) during manufacturing and/or before dispatch as per specifications and test protocols. Internal inspection report and inspection certificate must accompany the supply. (This clause will be superseded by Inspection clause, if any, in Annexure C and Annexure A). |
| 11. | Price variation<br>Clause  | Price variation will not be permitted and quotations having Price variation clause will be rejected. (This clause will be superseded by Price Variation Clause, if any, in Annexure C and Annexure A).  |
| 12. | Price reduction for delayed delivery   | In the event of delay in affecting the delivery within agreed period, a reduction in the price shall be levied @ 1% of the total order value per week or part thereof subject to maximum of 5% of the total order value based on the LD Policy of CEL.  |
| 13. | Validity of offer  | The quotation/tender/bid submitted by the bidder/supplier shall be valid for a minimum period of 90 days from date of opening.  |

| 14. | Determination of<br>Lowest quoting<br>bidder        | The lowest quoting bidder would be decided on the basis of lowest landing cost of items to CEL.   |
|-----|---|---|
| 15. | Calculation of the Landing Cost                     | The landing cost of the bidder will be calculated by adding the components such as below:  a. Freight: If the quotation is on Terms other than "FOR CEL", the loading of freight  |
|     |   | will be taken as 5% of the basic cost. b. Insurance: @ 1.125% of the basic cost   |
|     |   | c. Duties and Taxes: as per the actual  |
|     |   | d. Loading charges: On the deviations from CEL's standard Terms and conditions, a<br>loading of 3% will be calculated on the basic cost.  |
|     |   | <ul> <li>Local transit charges: In case of Import items, local charges will be taken as per<br/>actual/ 3%, whichever is lower.</li> </ul>  |
| 16. | Extension of<br>Delivery period                     | The delivery period/ completion period of the purchase order may be extended on the following reasons:  1. Any changes by CEL.  |
|     |   | Any occurrence of Force Majeure.  |
|     |   | <ol><li>Any suspension order given by CEL and revoked at later stage.</li></ol>   |
|     |   | <ol> <li>Any other matter specifically mentioned in the contract.</li> <li>Extension of the delivery period/ completion period is at the sole discretion of CEL.</li> </ol>   |
| 17. | Splitting of tender quantity in two or more bidders | CEL reserve the right to split the quantity and award on two or more vendors as per the production / project requirement. The following norms would be adopted in case of spilt of quantity:  |
|     |   | If the lowest quoting vendor is an approved vendor and the second lowest and third lowest bidders are also approved vendors to CEL 100% of tender quantity would be split amongst the approved vendors only. In case of split of quantity in two approved vendors, the same shall be applicable for lowest (L1) & second lowest (L2) in the ratio of 70:30 at the rate & terms applicable to L1 approved vendor, keeping in view the objective that the per unit landed cost to CEL in case of purchase from L1 or L2 approved vendor remains same. In case of split of quantity in three approved vendors 60% quantity would be awarded to L1 approved vendor and balance 40% quantity will be awarded to the L2 approved vendor and L3 approved vendors in the ratio of L2's quantity > L3's quantity subject to acceptance of L1 rate by L2 and L3 vendor. If the L2 vendor does not accept the L1 approved vendor's rate and terms then the quantity will be split between L1 approved vendors and L3 approved vendors. |
|     |   | Micro & Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price where L1 is non MSEs (as per "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012"). If price quoted by a MSE is within L1+15% and such MSE is L4 or higher (provided L1, L2 and L3 are not the MSEs) and agrees to the rates & terms quoted/agreed by L1 bidder, then the splitting of quantities may be done as: MSE bidder: 20%, other bidders: 80% of tender quantity as given in above paragraph.   |
| 18. | NEW /<br>UNAPPROVED<br>VENDOR<br>POLICY             | Bidders who are not in the approved vendor list of CEL and are unapproved in CEL would be allowed to participate in open tenders. However, the quotation of such bidders would be evaluated based on the eligibility criteria defined in the tenders. If the bidders satisfies the eligibility criteria and meets the specifications and terms and conditions given in the tender then that bidder may be awarded with purchase order/work order of maximum 10% of the tendered quantity in order to develop that bidder as a vendor to CEL for participation in future tenders subject to the following conditions:-  a) The bidder should be either the 1st lowest quoting bidder or 2nd lowest quoting or 3rd lowest quoting bidder.   |

|     |                                    | b) The bidder should agree to supply the tendered material at the lowest quoting bidder's rate if the bidder is unapproved and is L2 or L3 bidder. c) The bidder must fill up the vendor registration form and follows the vendor approval procedure. d) The maximum quantity to be divided between the unapproved bidders would be 10% of the total tendered quantity. e) Supply from unapproved bidders who are awarded purchase/work order would be taken only after approval of samples, wherever applicable. f) In case of Capital items/Projects/EPC/Works Contract or even regular procurement for production where splitting of tender is not possible, purchase/work order would be placed on lowest eligible & technically qualified vendor only.  However to develop new vendors, a perpetually open EOI is also uploaded on our website and CPP with detailed specifications.  |
|-----|------------------------------------|--|
| 19. | Corrections/<br>Alterations in bid | Any corrections/alterations in the tender/quotation/bid should be duly signed by the bidder. CEL does not take any responsibility for delay in receipt or non-receipt or loss of tender(s).  |
| 20. | Suspension                         | CEL/ Project Manager may, by notice to the supplier, suspend the order, any or all items under the order. Such notification shall specify the obligation of suspension, effective date of suspension.  |
| 21. | Earnest money deposit (EMD)        | EMD amount of Rs. 8,9000/- or USD 1188 (and also in tender notice) must be submitted through demand draft/RTGS/NEFT/TT/SWIFT favoring Central Electronics Limited. The demand draft must be valid for three months and should be payable at Delhi. The EMD amount must be submitted on or before the due date of opening of quotations. No interest shall be payable on the EMD. The details of CEL's bank account for RTGS/NEFT of EMD amount are as below:  Beneficiary Name: Central Electronics Limited Beneficiary Account Number/IBAN: 87761250000014 Beneficiary Bank SWIFT Address/BIC: SYNBINBB161 Beneficiary Bank IFSC Code: SYNB0008776 Beneficiary Bank Name: Syndicate Bank Beneficiary Bank Address: Sahibabad Branch, CEL Complex, Plot No. 1, Site 4, Sahibabad 201010, U.P., INDIA  The EMD (after deduction of bank charges, if any) of unsuccessful bidder will be refunded within one month of finalization of tender.  Exemption from submission of EMD: The following type of bidders are exempted from submission of EMD subject to submission of relevant documents mentioned herein:  a) Micro & Small Enterprise registered with DIC or KVIC or KVIB or Coir Board or NSIC or DHH or any other body specified by Ministry of Micro, Small and Medium Enterprises, Govt. of India. A copy of valid registration certificate should be submitted with technical bid of quotation.  b) Approved vendors of CEL are exempted from the EMD. Approved vendors are those who have supplied the stores successfully to CEL in the past three years. |
| 22. | Security Deposit                   | All the successful bidders have to submit the Security Deposit of amount equal to 2% of the purchase order value within 15 days of award of PO.  The vendors who have submitted the Earnest money Deposit, the said amount will be adjusted against the above said Security Deposit.   |
|     |                                    | The said security deposit will be refunded after two months of successful Completion of Purchase order.  |

|     |                                       | may have to spend in procuring the stores plus 15% to cover the overhead & incidental expenses.  Also, in case of default of service, if the amount of recovery is not sufficient to recover the cost and risk from the party against the PO, the differential amount, will be recovered or to be set off from any kind of outstanding from any other contract or Purchase order awarded to the vendor.   |
|-----|---------------------------------------|---|
| 26. | Risk and Cost                         | In case an order placed by the CEL based on the quotation/bid/tender submitted by the bidder/supplier is not executed by the supplier/bidder, CEL may buy the ordered goods from elsewhere at the risk and cost of the supplier and recover the additional amount that CEL  |
| 25. | Rejection of bids                     | all tenders/quotation/bids wholly or in part. Further, CEL reserves the right to order a lesser quantity without assigning any reason(s) thereof. CEL also reserves the right to cancel any order placed on basis of this tender in case of strike, accident or any other unforeseen contingencies causing stoppage of production at CEL or to modify the order without liability for any compensation and or claim of any description.   |
| 24. | Opening of Tenders  Rejection of bids | Technical bid will be opened on 19-08-2020 at 15:00 Hrs (IST).  Note 1: The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.  Note 2: The technical bids will be opened and evaluated by a duly constituted committee.  After evaluation of the technical bid, Price bids of only those bidders will be opened whose technical bids are found suitable. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee and will be intimated to technically qualified bidders.  CEL reserves the right to reject any or all tenders/quotations/bids received or accept any or   |
|     |                                       | Part B: (Financial Bid) and inline to Annexure 'F':  Price Bid as per As per Annexure 'F' as asked in the relevant columns. Note: The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. Changing of heading or title or modification to any part of the price bid may render the bid as invalid and such bids are liable to be rejected.  Submission of Tender Documents  All tender documents (Technical and Financial) should have to be received in Materials Management Division, Central Electronics Limited on/before 19-08-2020 up to 11:00 Hrs IST and through online mode:  a. Tender notice no. C-2(b)/RC/0700/8230/2020  b. Name of the item:  c. Due Date: 19.08.2020  d. Nature of Bid (To be mention on Cover 1 and Cover 2 only): Technical / Commercial. The postal address for submitting the tender is |
| 23. | Submission of Tender                  | Tender/Quotation/Bid should be submitted in online mode. Last date of receiving of tenders/quotations is 19-08-2020 up to 15:00 hrs IST. The following are to be submitted in your quotation duly signed and stamped on all pages:  Part A and inline to Pre-Qualification Criteria  i. Filled up Format for Submission of Vendor Data as per format at Annexure D. ii. Data sheet/catalogue clearly showing that the offered material is meeting the specifications given in the tender. iii. Tender acceptance letter as per format at Annexure E. iv. Original Signed and stamped tender document (photocopy document is liable to be rejected).  v. Compliance of Eligibility criteria as per Annexure-A along with documentary proof.  |

| 27. | Quantity<br>Enhancement                | CEL Reserves the right to enhance the quantity by 50% of purchase order quantity by amending the purchase order(s) within a year at the same rate, terms and conditions.   |
|-----|--|--|
| 28. | Replacement of<br>Rejected<br>Material | Any material supplied against order place on basis of this tender and found to be defective on inspection or differing from approved samples or make or specifications will be replaced by the supplier free of cost or full refund made for the amount paid by Central Electronics Limited including freight and insurance and other incidental charges at our discretion.  |
| 29. | Termination for                        | CEL may terminate the contract in whole or in part for the following reasons:  |
|     | Default                                | <ol> <li>If the supplier/ contractor fails to deliver any or all of the goods within the period(s)<br/>specified in the contract/ purchase order, or within the extension time granted by<br/>CEL.</li> </ol>  |
|     |  | <ol><li>If the supplier/ contractor fails to perform any other obligation(s) under the contract/<br/>purchase order.</li></ol>   |
|     |  | <ol><li>If the supplier/ contractor has engaged in corrupt/ fraudulent practices in<br/>completing/ executing the work assigned to him.</li></ol>  |
|     |  | CEL may, without prejudice to any other right or remedy available to it, by a three days notice in writing, cancel the contract as a whole or in part in default of the contract. CEL shall have the right to carry out the incomplete work by any means at the risk and cost of the contractor.   |
|     |  | In addition to rights to forfeiture of PBG and application of LD charges, on the cancellation of the contract in full or in part, CEL shall determine what amount, if any, is recoverable from the contractor for completion of the work or part of the works or in case the works or part of works is not to be completed, the loss or damage suffered by CEL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancellation, the value of contractor's material taken over and incorporated in work assigned as per the purchase order.  |
|     |  | "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution.   |
|     |  | "Fraudulent practices" a misinterpretation of facts in order to influence the action of a public official in the procurement process or in contract execution and includes collusive bidding among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels to hamper free and open competition.   |
| 30. | Force Majeure                          | Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations, if the non-performance results from such Force Majeure circumstances i.e. Flood, Fire, Earth Quake and other acts of God as well as War, Military Operation, blockade, Act or Actions of State Authorities that have arisen after signing of the present contract. Party invoking this clause shall serve notice of seven days along with the proof of occurrence of the force majeure event to the opposite party. At the time of cessation of such force majeure event a notice of the same shall also be served to the opposite party. In such circumstances, upon a written approval of CEL, the time stipulated for the performance of an obligation under the present contract will stand extended correspondingly for the period of time of action of these circumstances and their consequences. However, any such extension shall be given only if extension is granted by the ultimate buyer/ user. Parties at all times take reasonable steps within their respective powers ad consistent with good operation practices (but without incurring unreasonable additional costs) to: |

|     |                               | <ul> <li>a. Prevent Force Majeure Events affecting the performance of the Company's obligations under this agreement;</li> <li>b. Mitigate the affect of any Force Majeure Event; and</li> <li>c. Comply with its obligations under this agreement.</li> <li>Further if the period of Force Majeure event extends beyond three months* the parties may consider the foreclosure of the agreement.</li> <li>* Period of three months may vary at the discretion of CEL as per the validity period of the contract.</li> </ul>  |
|-----|-------------------------------|---|
| 31. | Performance<br>Bank Guarantee | The supplier shall provide Performance Bank Guarantee (PBG) equivalent to 10 % of the purchase order value valid for (Delivery Period + Warrantee/ AMC Period + Three Months Claim Period).  Any delay in submission of SD/ PBG shall be deemed as accruing financial benefit to the supplier and CEL may take necessary interest penalty recovery action from the payments due to the supplier for the period of delay.  However, this provision does not blind CEL in any way from proceeding against the supplier (including forfeiture of EMD, cancellation of the empanelment/ LOA, etc) for non compliance of the SD/ PBG.  |
| 32. | Technical clarifications      | Bidders desiring any technical clarification may contact General Manager, MMD, Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010 Phone no. 0120-2895145 Fax: 0120-2895148 email: mmd@celindia.co.in on or before 17-08-2020.  |
| 33. | Arbitration                   | Arbitration for Indigenous bidders:  All the disputes, difference controversies/ difference of opinions, breach and violation arising from or related to this agreement between the parties, then the same shall be resolved by mutual discussion /reconciliations in good faith. If disputes, difference controversies /difference of opinions, breach and violation arising from or related to this agreement cannot be resolved within 30 days of commencement of reconciliations / discussions then the matter shall be referred to the sole arbitrator, nominated by CMD CEL, for this purpose and his/her decision shall be final binding on both the parties. The cost of arbitration, if any shall be shared equally between the parties.  The arbitration proceedings shall be conducted by the Arbitral Tribunal in accordance with the provisions of the Arbitration & Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be Delhi and language of such arbitration proceedings shall be in English.  All disputes relating to this agreement shall be subject to jurisdiction of the courts at Delhi only.  Arbitration for Foreign bidders:  All the disputes, difference controversies /difference of opinions, breach and violation arising from or related to this agreement between the parties, then the same shall be resolved by mutual discussion/ reconciliation in good faith. If disputes, difference controversies/ difference of opinions, breach and violation arising from or related to this agreement cannot be resolved within 30 days of commencement of reconciliations / discussions then the matter shall be referred to the Delhi High Court International Arbitration Centre, New Delhi. The cost of arbitration shall be shared equally between the parties. |
|     |                               | The arbitration proceedings shall be conducted as per rules and procedures of Delhi High Court International Arbitration Centre. The placed of arbitration shall be Delhi and language of such ar2bitration proceedings shall be in English.  |

|     |                       | All disputes relating to this agreement shall be subject to jurisdiction of the courts at Delhi only.  All the terms and conditions mentioned in the tender must be accepted otherwise bid may liable to rejected.  |
|-----|-----------------------|---|
| 34. | Ambiguity             | In case of any ambiguity in the terms and conditions mentioned here-above and Annexure-A of the tender, clause defined in Annexure-A and Annexure C shall supersede.  |
| 35. | Policy of banning     | CEL reserves the right to ban the business dealings of the supplier/contractor/ bidder as per CEL's "Policy on banning business dealings" available on CEL website ( <a href="www.celindia.co.in">www.celindia.co.in</a> ).   |
| 36. | Dispute<br>Resolution | Interse Ministries and its Departments/ Subordinate Offices/ Attached Offices and Autonomous and Statutory Bodies: In case the bidder is a Ministry or its Departments/ Subordinate Offices/ Attached Offices and Autonomous and Statutory Body, then any dispute arising out of this tender, between such bidder and CEL, shall be resolved as per Administrative Mechanism for Resolution of Disputes (AMRD) in accordance with OM No. 334774/DoLA/AMRD/2019 dated 30-03-2020 issued by Ministry of Law & Disputes (AMRD) is accordance with OM No. |

## Annexure-C

## **SPECIAL TERMS & CONDITIONS**

| 1.  | All the Standard Terms and conditions of the tender will be applicable unless mentioned in Annexure-A.       |
|-----|--|
| 2.  | All the terms and conditions of Annexure A will supersede the Standard Terms and                             |
|     | conditions, if applicable.   |
| 3.  | Eligibility Criteria: As per Annexure-A  |
| 4.  | <b>Terms of Price:</b> The terms of Price would be FOR CEL, Sahibabad or FOB International Airport/ Seaport. |
|     | Unloading charges at CEL will be borne by CEL only in the case of FOR CEL.                                   |
| 5.  | Evaluation Criteria: As per Annexure-A   |
| 6.  | <b>Delivery Schedule:</b> As per the CEL's requirement in staggered lots up to 31-03-2021 as                 |
|     | per CEL's requirement. Kindly quote earliest delivery date /Dispatch lead time in Price bid                  |
|     | format.  |
| 8.  | Security Deposit: Not applicable in this tender  |
| 9.  | Performance Bank Guarantee: Not applicable in this tender  |
| 10. | Price Variation clause: not applicable in the tender.  |

## ANNEXURE - D

## Format for submission of Vendor Data

| 1.  | Name of vendor                            |                                 |
|-----|---|---------------------------------|
| 2.  | Registered Address                        |                                 |
|     | Postal Code                               | Company's Year of Establishment |
|     | Company's nature of business              | Company's Legal<br>Status       |
|     | Registration No.                          | Phone:                          |
|     | Fax No.                                   | Website:                        |
|     | Name of Proprietor/<br>CEO/Chairman       |                                 |
|     | Phone/Mobile No.                          |                                 |
|     | Email id                                  |                                 |
| 3.  | Factory Address                           |                                 |
|     | Phone No.                                 |                                 |
|     | Fax No.                                   |                                 |
|     | Email id                                  |                                 |
| 4.  | Delhi/NCR Address (if any)                |                                 |
|     | Phone No.                                 |                                 |
|     | Fax No.                                   |                                 |
|     | Email id                                  |                                 |
| 5.  | Correspondence<br>Address                 |                                 |
| 6.  | Name of Contact<br>Person for this tender |                                 |
|     | Designation                               |                                 |
|     | Date of Birth                             |                                 |
|     | Phone/Mobile no.                          |                                 |
|     | Fax No.                                   |                                 |
|     | Email id                                  |                                 |
| 7.0 | Sales Tax related informa                 | tion                            |

| 7.1   | TIN No.   |  |
|-------|---|--|
| 7.2   | L.S.T. No.  |  |
| 7.3   | C.S.T. No.  |  |
| 7.4   | Sales Tax Exemption<br>No. (if any)                     |  |
| 8.0   | Income Tax related info                                 | ormation   |
| 8.1   | PAN No.   |  |
| 8.2   | PAN reference no. (in case PAN applied for)             |  |
| 8.3   | PAN Status (in case PAN applied for)                    |  |
| 9.0   | Excise duty related info                                | ormation   |
| 9.1   | ECC No.   |  |
| 9.2   | Range   |  |
| 9.3   | Collectorate  |  |
| 10.   | Registration No. with<br>Directorate of<br>Industries   |  |
| 11.   | SSI/MSE Reg. No. (if<br>Small Scale Industrial<br>Unit) | (Please enclose certificate from DIC/NSIC along with Certificate from registered CA with value of plant and machinery) |
| 12.   | Is MSE/SSI is ST/SC?                                    | Yes / No ( If Yes please enclose relevant certificate as proof)  |
| 13.0  | Bank related information                                | on   |
| 13.1  | Bank name   |  |
| 13.2  | Branch name   |  |
| 13.3  | Bank address  |  |
| 13.4  | Bank phone no.  |  |
| 13.5  | Bank fax no.  |  |
| 13.6  | Bank MICR Code (9 digit)                                |  |
| 13.7  | RTGS-IFC Code   |  |
| 13.8  | Account type  |  |
| 13.9  | Account no.   |  |
| 13.10 | Swift Code  |  |
| 13.11 | GST Number  |  |
|       |   |  |

| Correspondence with respect to this tender may be addressed to Mr/Ms                                | at ema  | ail id |
|---|---------|--------|
| and mobile no   |         |        |
| I/We accept that CEL may send SMS and/or email regarding this tender/any other tender, award of     | of cont | ract,  |
| purchase order(s) and/or any other information on any/all mobile nos. mentioned in this vendor data | sheet.  |        |

I/We certify that the information given herein is correct to the best of my knowledge and belief.

Signature of Proprietor/CEO/Chairman

| Tender  | Document: C-  | ·2(b)/RC/0700/82 | 230/2020 |  |  |
|---------|---------------|------------------|----------|--|--|
| Seal of | the company/o | concern          |          |  |  |
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## Annexure – E

## TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

The General Manager Materials Management Division Central Electronics Limited 4, Industrial Area SAHIBABAD – 201010 (UP) INDIA

|           | erence: Tender No: C-2(b/RC/0700/8230/2020 dated 05-08-2020 ne of Tender / Work: ""   |
|-----------|---|
| Sub       | ject: Acceptance of Terms & Conditions of Tender.   |
| Dea       | r Sir,  |
| 1.<br>the | I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from web site(s) namely:  |
| as p      | er 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 have also been taken into consideration, while submitting this acceptance letter.  |
| 4.        | I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.  |
| 5.        | In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.   |
| You       | rs Faithfully,  |
| Nan       | nature of the Bidder<br>ne of Authorized Signatory:<br>ignation:  |
| Offic     | cial Seal:  |

#### **Annexure F**

#### **Price Bid Format**

**Tender Inviting Authority: General Manager (Materials)** Name of Work: Supply of Solar PV Ribbon Tender No: C-2(b)/RC/0700/8230/2020 dated 05-08-2020

Bidder Name:

(Please fill all columns, Incomplete price bids would be rejected)

| Validate      | Print Help Item Wise Bo   | <u>3</u>            |             |                  |  |  |                   |                  |   |  |
|---------------|---|---------------------|-------------|------------------|--|--|-------------------|------------------|---|--|
| Tender Inviti | ng Authority: Asst. GENERAL MANAGER, MATERIALS MANAGE                 | MENT DIVISION       |             |                  |  |  |                   |                  |   |  |
| Name of Wor   | c: Supply of Solar PV Ribbon, width: 1.1 mm +- 0.05 mm                |                     |             |                  |  |  |                   |                  |   |  |
| Contract No:  | C-2(b)/RC/0700/8230/2020  |                     |             |                  |  |  |                   |                  |   |  |
| Name of the   |   |                     |             |                  |  |  |                   |                  |   |  |
| Bidder/       |   |                     |             |                  |  |  |                   |                  |   |  |
| Bidding Firm  |   |                     |             |                  |  |  |                   |                  |   |  |
| / Company:    |   |                     |             |                  |  |  |                   |                  |   |  |
|               |   |                     |             |                  |  |  |                   |                  |   |  |
|               |   |                     |             |                  |  |  |                   |                  |   |  |
|               |   |                     |             |                  | PRICE SCHE   | DULE   |                   |                  |   |  |
| (This BOQ to  | emplate must not be modified/replaced by the bidder and the           | same should be      | uploaded af | fter filling the |  |  | lder is liable to | be rejected      | for this tender. Bidders are allow  | red to enter the Bidder Name and Values only ) |
|               |   |                     |             |                  | e relevent colu  | mns, else the bid                                  |                   |                  |   |  |
| SI.           | emplate must not be modified/replaced by the bidder and the           | same should be      | uploaded af | fter filling the |  | mns, else the bid                                  | GST IN            | GST IN           | TOTAL AMOUNT, It will be  | TOTAL AMOUNT                                   |
|               |   |                     |             |                  | Quoted<br>Currency in                                      | FOR CEL<br>SAHIBABAD                               |                   |                  | TOTAL AMOUNT, It will be converted based on coloumn L                         | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in<br>INR / Other                       | mns, else the bid                                  | GST IN            | GST IN           | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in          | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in                                      | FOR CEL<br>SAHIBABAD<br>(IN Rs.)                   | GST IN            | GST IN           | TOTAL AMOUNT, It will be converted based on coloumn L                         | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in<br>INR / Other                       | FOR CEL<br>SAHIBABAD                               | GST IN            | GST IN           | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in          | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in<br>INR / Other                       | FOR CEL SAHIBABAD (IN Rs.) OR                      | GST IN            | GST IN           | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in          | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in<br>INR / Other                       | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST          | GST IN            | GST IN           | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in          | TOTAL AMOUNT                                   |
| SI.           |   | Item Code /         |             |                  | Quoted<br>Currency in<br>INR / Other                       | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST AIRPORT/ | GST IN            | GST IN           | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in          | TOTAL AMOUNT                                   |
| SI.           | Item Description  | Item Code /<br>Make | Quantity    | Units            | Quoted<br>Quoted<br>Currency in<br>INR / Other<br>Currency | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST          | GST IN            | GST IN<br>RUPEES | TOTAL AMOUNT, It will be converted based on coloumn L value in Rs. P          | TOTAL AMOUNT<br>In Words                       |
| SI.           |   | Item Code /         |             | Units            | Quoted<br>Currency in<br>INR / Other                       | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST AIRPORT/ | GST IN            | GST IN           | TOTAL AMOUNT, It will be converted based on coloumn L value in Rs. P          | TOTAL AMOUNT                                   |
| SI.           | Item Description  | Item Code /<br>Make | Quantity    | Units            | Quoted<br>Quoted<br>Currency in<br>INR / Other<br>Currency | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST AIRPORT/ | GST IN            | GST IN<br>RUPEES | TOTAL AMOUNT, It will be converted based on coloumn L value in Rs. P          | TOTAL AMOUNT<br>In Words                       |
| SI.           | Item Description  Supply of Solar PV Ribbon, width: 1.1 mm +- 0.05 mm | Item Code /<br>Make | Quantity    | Units            | Quoted<br>Quoted<br>Currency in<br>INR / Other<br>Currency | FOR CEL SAHIBABAD (IN Rs.) OR FOB NEAREST AIRPORT/ | GST IN            | GST IN<br>RUPEES | TOTAL AMOUNT, It will be<br>converted based on coloumn L<br>value in<br>Rs. P | TOTAL AMOUNT<br>In Words                       |

GST =..... %.

\*Please mention percentage of excise duty and sales tax whichever is applicable

Lead Time for supply= .....days

Note: The offer should clearly indicate units and rates. Prices should be submitted on FOR CEL, Sahibabad. The quotations submitted with basis of price other than the above are liable to be rejected.

#### **Payment term:**

**Option 1:** Within 45 days from the consignment note/LWB.

Option 2: Letter of credit with 45 days usance from the consignment note/LWB. LCcharges of opener's bank would be borne by opener and LC charges of beneficiary's bankwould be borne by the beneficiary.

A loading of 1% on the total amount will be done for comparison of landing cost to CEL, if option 2 is ticked/ accepted by the bidder

(Please tick V either option 1 or option 2. If no option is selected then option 1 would be considered.

Lead Time for supply= .....days

## **Instructions for Online Bid Submission**

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

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://etenders.gov.in/eprocure/app.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://etenders.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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

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

#### **PREPARATION OF BIDS**

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

**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 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 u ploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 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.
- 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**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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