

10. None of the PARTIES shall have the right to introduce a new party or consortium member or to assign or in any way transfer any of its rights or obligations under this agreement to any other company, firm or person without first obtaining the consent in writing of the other PARTIES.
11. The Consortium will nominate/authorize a representative who will have the authority to conduct all business for and on behalf of any and all the partners of the Consortium during the bidding process and, in the event the Consortium is awarded the CONTRACT, during CONTRACT execution.
12. It is agreed to authorize the lead bidder of this consortium agreement to submit & sign the techno-commercial proposal (i.e. the technical and the financial part of the bid) on the behalf of this consortium.
13. The design of solution and equipment selection will be done by the lead bidder who meets the technical eligibility criteria.
14. The Lead bidder shall be solely responsible for Project Management of works.
15. Notices and other communications under this Consortium agreement shall be in writing and communicated through post, courier, fax, email or any other recognized mode of such communication. All such notices and communications shall be directed to the address as mentioned in the Consortium agreement.
16. Each PARTY shall be responsible to comply with the applicable laws and rules of the land for their own personnel and property.
17. PARTIES agree to be fully responsible for the successful execution/ performance of the CONTRACT in accordance with the terms of the Contract. In case of any breach of the said CONTRACT by any of the PARTIES of the consortium, liability shall be borne by the PARTIES jointly and severally.
18. The consortium undertake & declare that:
 - a. We accept all the terms & condition of the tender/EOI/RFP for which this agreement is signed.
 - b. We jointly qualify the tender eligibility criteria
 - c. The lead member of the consortium M/s _____ is meeting all the technical eligibility criteria. The consortium jointly is meeting all the other eligibility criteria.
 - d. The member of this consortium is not member of more than one consortium for submission of proposal against this tender.
 - e. We are submitting the consortium agreement as per the tender.
 - f. We certify that we have proposed Technical solution as per tender/EOI/RFP requirement of the WORK/CONTRACT/PROJECT.
 - g. We certify the originality of the document submitted by us for the above said WORK/CONTRACT/PROJECT.
 - h. We undertake to accept the terms & condition of the PO/Work order that employer will receive from _____.

   

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- i. We certify that we had read and accepted all the terms and condition of this tender & its corrigendum's (if any) and we had submitted the tender document according to the tender condition & technical requirement.
- j. We also certify that the solution that we have proposed is as per the tender/RFP/EOI and fully capable and in compliance to perform the WORK/CONTRACT/PROJECT.
- k. We unconditionally accept employer's tender's all terms & conditions & will finalize the WORK/CONTRACT/PROJECT as per the tender requirement.

Signed on this _____ day of _____ of the year 2017 by the authorized representatives of

Firms	Name:	M/s
-	Signature:	
-	Name:	
-	Designation:	
-	Date:	

Firms	Name:	M/s
-	Signature:	
-	Name:	
-	Designation:	
-	Date:	

[Handwritten signatures and initials]

[Handwritten signature]

UNDERTAKING

(To be submitted duly notarized self-certificate on company's letter head by an authorized person of the bidder's company/firm not below the rank of Director)

We, M/s _____ hereby give undertaking that our firm have not been debarred/blacklisted/defaulted by any State Govt. Dept./Govt. of India , agency, PSUs/Corporate(s)/institution/agencies/any funding/partner agency/autonomous organizations/private companies and there is no legal disputes/civil/criminal case/complaint is pending against us.

Date:
Place:
Seal:

Signature of Authorized Person
Name:
Designation:

Appendix-3

Work Experience Certificate for Technical Qualification

(On letter head of bidder/Lead member JV)

Work Experience Certificate

Tender No.:

Tender Name:

S. No.	Client Name	Description of work	Work Order		Stipulated completion period	Date of commencement	Date of Actual Completion	Value of work actually executed (as per completion certificate) during under-mentioned years (Amt. in Rs. Lacs)							
			No. & Date	Amount (Rs. In Lakhs)				FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	First 4 months of FY 2020-21 (upto 31st July 2020)		
1															
2															
3															
4															
		TOTAL:													

(Signature & Seal of Authorized Signatory of bidder)

Name of the Authorized Signatory:

Designation:

Name of Firm:

Date:

Place:

(Signature & Seal of Practicing Chartered Accountant)

Name of Certifying Chartered Accountant:

Membership (UDIN) No.

Name of Firm:

Date:

Place:

Note:

- 1 Work experience certificate having value of completed work in the name of bidder duly certified by Practicing Chartered Accountant with their membership (UDIN) No. by sign and seal on each page of this format.
- 2 In case of JV, the Work experience certificates is to be submitted by both the JV partners separately as per this format.

Certificate of Bidder's Financial Qualification

(On Letterhead of CA for the bidder (Bidder/ Lead Member/ Other Member) for which the below details are provided. In Case of consortium the following format is to be provided by Each Member of the consortium separately on their respective letterhead)

Financial Qualification Certificate

(Rupees in Lakhs)

S. No.	Financial parameters	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
1.	Net Worth (only last three years)					
a)	Paid up Capital					
b)	Free Reserves and Surplus*					
c)	Misc expenses to the extent not written off					
	Net Worth (a+b-c)					
2.	Annual Turnover **					

* Free Reserve and Surplus shall be Exclusive of Revaluation Reserve, written back of Depreciation Provision and Amalgamation.

** Annual total Income/ turnover as incorporated in the Profit and Loss Account excluding non-recurring income, i.e. sale of fixed asset etc.

It is certified that all the figures are based on audited accounts read with auditors report and Notes to Accounts etc.

(Signature & Seal of Authorized Signatory)

Name of Authorized Signatory:

Designation:

Date:

Place:

(Signature & Seal of Practicing Chartered Account)

Certifying Chartered Accountant:

Name of Firm:

UDIN No:

Date:

Place:

Note:

1. In addition to above certificate from Chartered Accountant, Bidder is required to submit Firm's Annual Audit Report, Balance sheet, Profit & Loss and Income Tax Returns / CA certificate for last Five years i.e F.Y: 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.
2. **In case of consortium, the form shall also be signed by respective entity's authorized signatory.**

Appendix-5

Certificate from Banker for Evidence of Access to or Availability of Credit/Facilities

(On Letterhead of Bank Issuing Certificate)

(In case of consortium, this format is to be provided for each member including Lead Member)

BANK CERTIFICATE

Date

This is to certify that M/s. _____ (*insert Name & Address of the Contractor*) _____ who have submitted their bid to CEL for “the work of design, survey, supply, installation, testing, commissioning & 5 years comprehensive maintenance of distributed grid connected solar PV systems for solarization of grid connected agriculture consumers under “KUSUM Scheme – Component C” in Jaipur DISCOM, under CEL tender No. _____”, is our customer for the past _____ years.

Their financial transaction with our Bank has been satisfactory. They enjoy the following fund based and non-fund based limits including for guarantees, L/C and other credit facilities with us against which the extent of utilization as on date is also indicated below:

Sl. No.	Type of Facility	Sanctioned Limit as on Date	Utilisation as on Date

This letter is issued at the request of M/s. _____.

Signature _____

Name of Bank _____

Name of Authorised Signatory _____

Designation _____

Phone No. _____

Address _____

SEAL OF THE BANK

Appendix-6

Format for guarantee card to be supplied with each grid connected solar PV system

1. Name & Address of the supplier of the System:
2. Name & Address of Discom:
3. Date of supply of the system :
4. Details of Electronics & other BOS items:
 1. System Make (Name of the Contractor) Model
 2. Serial No(s) Guarantee valid up to
5. Designation & Address of the person to be Contacted for claiming Guarantee obligations

(Signature)

Name & Designation

Name & Address of the Agency

(SEAL)

Place & Date:

(During the guarantee period **CEL/Discom** reserves the right to cross check the performance of the systems with the minimum performance levels specified in the Tender Document specifications).

CEL reserves the right to change the format of guarantee card after award of contract as per project requirement.

Commercial Terms and Conditions:

1.	This is an open tender. Eligible bidders qualifying the eligibility criteria may submit their ONLINE BID as described in the tender. Bids having deviation from our specifications, terms & conditions would be rejected.
2.	Basis of price: Prices should be submitted as described in Annexure-A.
3.	In a tender either the Indian agent on behalf of the Principal/OEM or 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. The Principal OEM should not be from any country restricted by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India vide OM No.6/18/2019-PPD dated 23 July 2020 inserting Rule 144 (xi) in GFR 2017. Further, OM No.6/18/2019-PPD dated 23 July 2020 and Annexures thereto shall be fully applicable to this tender.
4.	GST: GST shall be paid extra on actual as applicable
5.	Delivery Schedule: As given under "Completion Period" in Annexure-A.
6.	Payment terms: As given in "Payment Conditions" under "Special Conditions of Contract" in Annexure-A.
7.	Guarantee/Warranty: As given in Annexure-A.
8.	Performance bank guarantee: As given in "Performance Bank Guarantee" under "Special Conditions of Contract" in Annexure-A.
9.	Price reduction for delayed delivery: As given in "Liquidated Damages" under "Special Conditions of Contract" in Annexure-A.
10.	Inspection: As given in "Inspection of Material" under "Special Conditions of Contract" in Annexure-A.
11.	Price variation Clause: Price variation would not be permitted and quotations having Price variation clause would be rejected.
12.	Validity of offer: The quotation/tender/bid submitted by the bidder/supplier shall be valid for a minimum period of 180 days from date of opening.
13.	Insurance: As given in "Insurance" under "Special Conditions of Contract" in Annexure-A.
14.	Any corrections/alterations in the tender/quotation/bid are to be duly signed by the bidder. CEL does not take any responsibility for delay in receipt or non-receipt or loss of tender(s) in transit.
15.	Earnest Money Deposit: An amount of ₹10,00,000/- to be submitted by every bidder as Earnest Money Deposit through RTGS/NEFT with the bid. No interest shall be payable on the earnest money deposit. The earnest money may be deposited into CEL's account with CANARA BANK. The details of account are as below: Beneficiary Name: Central Electronics Limited Beneficiary Account Number/IBAN: 87761250000014 Beneficiary Bank SWIFT Address/BIC: SYNBINBB161 Beneficiary Bank Name: CANARA BANK (IFSC: SYNB0008776) Bank Address: CEL Complex, Sahibabad 201010 Exemption from submission of EMD: 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 are exempted from submission of EMD subject to submission of valid registration certificate with technical bid.

	<p>The Earnest Money Deposit (after deduction of bank charges, if any) of unsuccessful bidders/tenderers will be refunded within one month of finalization of tender.</p> <p>The earnest money of successful bidder would be returned (after deduction of bank charges, if any) to the bidder after receipt of Performance Bank Guarantee (PBG) @ 10% of the PO value within 10 (ten) days from the date of PO. The Earnest Money Deposit will be released after verification/confirmation from the issuing bank.</p> <p>(For details please refer “Performance Bank Guarantee clause” under “Special Conditions of Contract” in Annexure-A)</p> <p>In case the successful bidder is exempted for submitting the EMD as described above, Performance Bank Guarantee (PBG) @ 10% of the PO value shall be deposited by the successful bidder within 10 (ten) days from the date of purchase order. If Performance Bank Guarantee (PBG) is not received from successful bidder within ten (10) days from the date of purchase order, CEL reserves the right to cancel the PO and blacklist the successful bidder at their risks and costs with wide publicity including uploading on CEL’s website. No justification for delay will be entertained.</p>
16.	CEL reserves the right to reject any or all tenders/quotations/bids received or accept any or 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 the 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.
17.	<p>Submission of Tender: ONLINE Bids in Two Packet System to be submitted before 14:30 hours on 18.09.2020. Bids should be submitted ONLINE only in TWO part. Following are to be submitted in the bid:</p> <p>a) Technical Bid:</p> <ol style="list-style-type: none"> I. Earnest Money Deposit RTGS/NEFT acknowledgement or the documents for exemption from submission of EMD. II. Documents required as per eligibility criteria given in the tender. III. Filled up Format for Submission of Vendor Data as per format at Annexure C. IV. Tender acceptance letter as per format at Annexure D. <p>b) Price Bid: Prices to be filled ONLINE in the separate BOQ file only.</p>
18.	Opening of Tenders: Technical bids will be opened on 18.09.2020 at 1500 hrs (IST) . Price bids of technically qualified bidders shall be opened after technical evaluation.
19.	Technical Clarifications: Bidders desiring any technical clarification may contact Asstt. General Manager (SPV-PE), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010 Phone No. 0120-2895165 Fax: 0120-2895148 email: aksingh@celindia.co.in , indu@celindia.co.in . However, the tender submission and opening dates would remain unchanged.
20.	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/services from elsewhere and recover the additional amount that CEL may have to spend in procuring the stores plus 10% to cover the overhead & incidental expenses.
21.	Banning of Business Dealings: CEL reserves the right to ban the business dealings of the supplier/bidder as per CEL’s “Policy on banning of business dealings” available on CEL website (www.celindia.co.in).

22.	<p>Replacement of Rejected Material: Any material supplied against order placed on the 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 CEL's discretion.</p>
23.	<p>Arbitration: 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.</p> <p>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.</p> <p>All disputes relating to this agreement shall be subject to jurisdiction of the courts at Delhi only.</p>
24.	<p>Dispute Resolution Clause: In case the bidder is a Ministry or its departments/subordinate offices/attached offices or an autonomous or a 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 & Justice.</p>
25.	<p>Force Majeure: In no event shall either Party have any liability for failure to comply with this Agreement, if such failure results directly from the occurrence of any contingency beyond the reasonable control of the Party, including, without limitation, strike or other labor disturbance, riot, major power failure, war, natural calamities including but not limited to floods, earthquakes, fire, volcanic eruptions, epidemics, National Emergency, interference by any government or governmental agency, embargo, seizure, or enactment or abolition of any law, statute, ordinance, rule, or regulation (each a " Force Majeure Event"). In the event that either Party is unable to perform any of its obligations under this Agreement because of a Force Majeure Event, the Party who has been so affected shall as soon as may be, after coming to know of the Force Majeure Event, inform the other Party and shall take reasonable steps to resume performance as soon as may be after the cessation of the Force Majeure Event. If the period of nonperformance due to a Force Majeure Event exceeds thirty (30) days, the Party whose ability to perform has been so affected may, by giving written notice, terminate this Agreement.</p>
26.	<p>All the terms & conditions mentioned in Annexure-A shall also apply. In case of any ambiguity in the terms & conditions mentioned here-above and Annexure-A of the tender, clause defined in Annexure-A shall supersede.</p>

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 Status	
	Registration No.		Phone:	
	Fax No.		Website:	
	Name of Proprietor/ 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 Address			
6.	Name of Contact Person for this tender			
	Designation			
	Date of Birth			
	Phone/Mobile no.			
	Fax No.			
	Email id			
7.0	GST related information			
7.1	GST No.			

Tender No.: C-2(b)/RC/0700/4624/2020

8.0	Income Tax related information	
8.1	PAN No.	
8.2	PAN reference no. (in case PAN applied for)	
8.3	PAN Status (in case PAN applied for)	
9.	Registration No. with Directorate of Industries	
10.	SSI/MSE Reg. No. (if Small Scale Industrial Unit)	(Please enclose certificate from DIC/NSIC along with Certificate from registered CA with value of plant and machinery)
10.1	*Is MSE/SSI is owned by ST/SC?	Yes / No (If Yes please enclose relevant certificate as proof)
10.2	*Is MSE/SSI is owned by woman?	Yes / No (If Yes please enclose relevant certificate as proof)
11.0	Bank related information	
11.1	Bank name	
11.2	Branch name	
11.3	Bank address	
11.4	Bank phone no.	
11.5	Bank fax no.	
11.6	Bank MICR Code	
11.7	RTGS-IFSC Code	
11.8	Account type	
11.9	Account no.	
11.10	Swift Code	

**Must be answered invariably*

Correspondence with respect to this tender may be addressed to Mr/Ms at email id and mobile no.....

I/We accept that CEL may send SMS and/or email regarding this tender/any other tender, award of contract, 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
Seal of the company/concern

Tender No.: C-2(b)/RC/0700/4624/2020

Annexure – D

TENDER ACCEPTANCE LETTER
(To be given on Company's Original Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: C-2(b)/RC/0700/4624/2020

Name of Tender / Work: -

Dear 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 tender document along with technical specifications and terms & 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 all 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 all the technical specifications and terms and conditions of the above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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 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 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.
