

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



## **CENTRALELECTRONICSLIMITED**

(A Public Sector Enterprise)

4, Industrial Area, Saur Urja Marg, Sahibabad-201010(UP)INDIA

Tel.No.0091-120-2895144 FaxNo.0091-120-2895148

Email: mmd@celindia.co.in Website: www.celindia.co.in

### **ENQUIRY/TENDER**

**Enquiry/ Tender no.:07/8234/2020**

**Enquiry Date: 30-09-2020**

**Due Submission date: 05-10-2020, 11:00  
Hours**

**Tender open date: 30-09-2020, 15:00 Hours**

Dear Sir,

Central Electronics Limited invites online bids from eligible bidders which are valid for a minimum period of 90 days from the date of opening (i.e. 05-10-2020) for following items.

S. No.	Item No	Item Description	Unit of Measure	Quantity
1	RM-SPV-0901	SOLAR CELL FIXATION TAPE WIDTH: 1/2	500.00	ROLL

1. Terms of Price: FOR CEL Sahibabad.
2. Delivery schedule: As per requirements of CEL or up to 31.03.2021.

**Note: Online Quotation should contain the price bid as per Annexure-A, enquiry Acceptance letter as per Annexure- D, Vendor Data Form as per Annexure-C in online mode as per requisite details on below portal.**

Please send your quotation in online mode only.

**Interested parties may view and download the tender/enquiry document containing the detailed terms & conditions, free of cost from the website i.e.**

<https://etenders.gov.in/eprocure/app>

Regards,

Nitin Saran  
Senior Technical Manager  
Materials Management Division

Price Bid Format

BOQ AS PER EXCEL ATTACHED

**Note:**

**This is a Limited tender only for approved vendor 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 [www.celindia.co.in](http://www.celindia.co.in).**

**TERMS AND CONDITIONS**

1.	<b>CEL will prefers to get offers directly from the original manufacturers and prefer to deal directly with manufacturer.</b>
2.	Terms of Price: The terms of Price would be FOR CEL, Sahibabad
3.	No Deviation from Specifications, Terms & Conditions of the tender/ enquiry is allowed. Quotations having deviation from our specifications, standard terms & conditions would be rejected.
4.	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 (Not applicable in this tender).
5.	In a tender/ enquiry 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/ enquiry. 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/ enquiry. Agent quoting on behalf of OEM /Principal shall submit valid authorization certificate along with their offer (Not applicable in this tender).
6.	<b>Taxes:</b> Taxes on Goods/Services in accordance to HSN/SAC Codes of the items are to be clearly mentioned, if any.
7.	<b>Delivery schedule:</b> Up to 31.03.2021.
8.	<b>PAYMENT TERMS:</b> Option 1: Within 45 days from the consignment note/LWB. Option 2: Letter of credit with 45 days usance from the AWB/Bill of Lading. 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 rejected.
9.	<b>Inspection:</b> 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 the purchase 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 during manufacturing and/or before dispatch as per specifications and test protocols. Internal inspection report and inspection certificate must accompany the supply.
10.	<b>Price variation Clause:</b> Price variation will not be permitted and quotations having Price variation clause will be rejected. NOT APPLICABLE IN THIS TENDER
11.	<b>Price reduction for delayed delivery:</b> In the event of delay in affecting the delivery within agreed period, a reduction in the price shall be levied @ 0.5% of the total order value per week or part thereof subject to maximum of 5% of the total order value.
12.	<b>Validity of offer:</b> The quotation/tender/ enquiry/bid submitted by the bidder/supplier shall be valid for a minimum period of 90 days from date of opening of bid.
13.	<b>Determination of Lowest quoting bidder:</b> The lowest quoting bidder would be decided on the basis of lowest landing cost of items to CEL.

14.	<p><b>Splitting of tender/ enquiry quantity in two or more bidders:</b> 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 split of quantity:</p> <p>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/ enquiry 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) &amp; second lowest (L2) in the ratio of 70:30 at the rate &amp; 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 &gt; 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 &amp; 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 &amp; 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 &amp; terms quoted/agreed by L1 bidder, then the splitting of quantities may be done as: MSE bidder: 20%, other bidders: 80% of tender/ enquiry quantity as given in above paragraph.</p>
15.	<p><b>NEW / UNAPPROVED VENDOR POLICY:</b></p> <p>Bidders who are not in the approved vendor list of CEL and are unapproved in CEL would be allowed to participate in open tender/ enquiry. However, the quotation of such bidders would be evaluated based on the eligibility criteria defined in the tender/ enquiry. If the bidders satisfies the eligibility criteria and meets the specifications and terms and conditions given in the tender/ enquiry then that bidder may be awarded with purchase order/work order of maximum 10% of the tender/ enquiry quantity in order to develop that bidder as a vendor to CEL for participation in future tender/ enquiry subject to the following conditions: -</p> <ul style="list-style-type: none"> <li>a) The bidder should be either the 1st lowest quoting bidder or 2nd lowest quoting or 3rd lowest quoting bidder.</li> <li>b) The bidder should agree to supply the tender/ enquiry material at the lowest quoting bidder's rate if the bidder is unapproved and is L2 or L3 bidder.</li> <li>c) The bidder must fill up the vendor registration form and follows the vendor approval procedure.</li> <li>d) The maximum quantity to be divided between the unapproved bidders would be 10% of the total tender/ enquiry quantity.</li> <li>e) Supply from unapproved bidders who are awarded purchase/work order would be taken only after approval of samples, wherever applicable.</li> <li>f) In case of Capital items/Projects/EPC/Works Contract or even regular procurement for production where splitting of tender/ enquiry is not possible, purchase/work order would be placed on lowest eligible &amp; technically qualified vendor only.</li> </ul> <p>However to develop new vendors, prospective bidders can enrol themselves through vendor registration process.</p>
16.	<p><b>Earnest money amount</b> in the form of demand draft favoring <b>Central Electronics Limited</b> and payable at New Delhi, and valid for 3 months to be submitted along with tender documents. No interest shall be payable on the earnest money deposited by bidder/ renderers. The earnest money may be deposited through NEFT/RTGS/ TT/SWIFT into CEL's account with Syndicate Bank. The details of account are as below:</p> <p style="margin-left: 40px;">Beneficiary Name: Central Electronics Limited  Beneficiary Account Number/IBAN: 87761250000014  Beneficiary Bank SWIFT Address/BIC: SYNBINBB161  Beneficiary Bank Name: Syndicate Bank  Beneficiary Bank Address: Sahibabad Branch, CEL Complex, Plot No. 1, Site 4,  Sahibabad 201010 INDIA</p>

	<p>Note: - The earnest money (after deduction of bank charges, if any) of unsuccessful bidder / renderers will be refunded within one month of finalization of tender. The earnest money of successful bidder would be converted into security deposit and would be returned (after deduction of bank charges, if any) to the bidder after 2 months of successful completion of work.</p> <p><b>Bidders who are wishing to pay EMD through DD are required to send original DD. Original DD should be in sealed cover super-scribing the tender notice no., name of the item and due date should be delivered at the Office of the Asstt. General Manager, Materials Management Division, Central Electronics Limited, 4, Industrial Area, Saur Urja Marg, Sahibabad – 201010 (U.P), INDIA on or before due date.</b></p> <p><b>Kindly submit your bid in online mode only. Only original DD will be accepted in hard copy.</b></p> <p><b>Exemption from submission of EMD:</b> The following type of bidders are exempted from submission of EMD subject to submission of relevant documents mentioned herein:</p> <p><b>a)</b> Micro &amp; 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.</p> <p>(Not Applicable in this tender / Enquiry).</p>
17.	Any corrections/alterations in the tender/ enquiry/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/ enquiry(s).
18.	<p>Submission of Quotations: Bid should be submitted ONLINE on/before due date mentioned in Enquiry page.</p> <p>The postal address for any communication related to this enquiry is:</p> <p>Office of the General Manager, Materials Management Division Central Electronics Limited, 4, Industrial Area, Saur Urja Marg, Sahibabad – 201010 (U.P) INDIA</p>
19.	<b>Opening of Tender/ enquiry:</b> Bids will be opened as per Enquiry mentioned in Enquiry first page.
20.	CEL reserves the right to reject any or all tender/ enquiry/quotations/bids received or accept any or all tender/ enquiry/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/ enquiry 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.
21.	In case an order placed by the CEL based on the quotation/bid/tender/ enquiry submitted by the bidder/supplier is not executed by the supplier/bidder, CEL may buy the ordered goods 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.
22.	<b>Quantity Enhancement:</b> CEL Reserves the right to enhance the quantity of material ordered by up to 50% by amending the purchase order(s) within a year, if any, awarded on the basis of this tender/ enquiry at the rate and terms and conditions mentioned in such purchase order(s).
23.	<b>Replacement of Rejected Material:</b> Any material supplied against order place on basis of this tender/ enquiry 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.

24.	<p><b>Termination for Default:</b>          CEL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:</p> <p>9.1 If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or</p> <p>9.2 If the Supplier fails to perform any other obligation(s) under the Contract.</p> <p>9.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>For the purpose of this clause:          "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the borrower of the benefits of free and open competition.</p> <p>In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.</p> <p>The contractor/bidder shall not display the photographs &amp; content of the work and also will not take advantage through publicity of the work without written permission of CEL. Noncompliance to this may result in the blacklisted of firm.</p>
25.	<p><b>Force Majeure:</b> 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 non-performance 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><b>Arbitration:</b>  <b>(a) For Indigenous Bidders</b>          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 and 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 &amp; 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> <p><b>(b) For Foreign Bidders</b>          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</p>

	<p>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 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>
27.	<p><b>Blacklisted vendor clause:</b> CEL reserves the right to ban the business dealings of the supplier/ as per CEL's "Policy on banning of business dealings" available on CEL website (<a href="http://www.celindia.co.in">www.celindia.co.in</a>).</p>
28.	<p><b>DISPUTE RESOLUTION CLAUSE-</b> 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 &amp; Justice.</p>
29.	<p><b>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="http://www.celindia.co.in">www.celindia.co.in</a>).</b></p>

## Specification

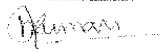


	CENTRAL ELECTRONICS LIMITED
	SOLAR PHOTOVOLTAIC PRODUCTION
	TECHNICAL SPECIFICATION
	ITEM: SOLAR CELL FIXATION TAPE

### Annexure-I

#### Solar cell fixation tape width ½ inch

1. Adhesive Type : Acrylic
2. Backing : polyester
3. Total thickness :  $\geq 50$  microns
4. Width : 1/2 inch or 12.5 mm
5. Colour : Transparent
6. Elongation : 100%
7. Adhesion to steel :  $> 50\text{N}/100\text{ mm}$
8. Tensile strength at break point :  $400\text{N}/100\text{ mm}$
9. Supplier shall submit their report as per Annexure-II.
10. The minimum shelf life of the tape should be 15 months from the date of shipment.

Length of tape in one roll should be specified by the vendor.  
Preferably one roll=50 mtrs.

PREPARED BY	CHECKED BY	APPROVED BY	ITEM : FIXATION TAPE
			ITEM NO : 10
			BOM NO : 1 TO 7
			REVISION :01
			DATE :24.09.2020
			PAGE 1 OF 2





CENTRAL ELECTRONICS LIMITED  
SOLAR PHOTOVOLTAIC PRODUCTION  
TECHNICAL SPECIFICATION  
ITEM: SOLAR CELL FIXATION TAPE

Annexure-II

Test Report

PRODUCT	SOLAR CELL FIXATION TAPE
P. O. No. / DATED	
QUANTITY	

S. No.	DESCRIPTION	SPECIFICATION	OBSERVED VALUE
1	ADHESIVE TAPE	ACRYLIC	
2	BACKING	POLYESTER	
3	TOTAL THICKNESS	$\geq 50$ MICRONS	
4	WIDTH	12.5 MM	
5	COLOR	TRANSPARENT	
6	ADHESION TO STEEL	$\geq 50$ N/100 MM	
7	TENSILE STRENGTH AT BREAK	400 N/100 MM	

PREPARED BY	CHECKED BY	APPROVED BY	ITEM : FIXATION TAPE
			ITEM NO : 10
			BOM NO : 1 TO 7
			REVISION :01
			DATE :24.09.2020
			PAGE 2 OF 2

**Format for submission of Vendor Data**

1.	<b>Name of vendor</b>			
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/ enquiry			
	Designation			
	Date of Birth			
	Phone/Mobile no.			
	Fax No.			
	Email id			
7.0	<b>Sales Tax related information</b>			
7.1	GSTN No			
7.2	Annual Turnover			
7.3	Sales Tax Exemption No. (if any)			

8.0	<b>Income Tax related information</b>	
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)
11.	Is MSE/SSI is ST/SC?	Yes / No (please enclose relevant certificate as proof)
12.0	<b>Bank related information</b>	
12.1	Bank name	
12.2	Branch name	
12.3	Bank address	
12.4	Bank phone no.	
12.5	Bank fax no.	
12.6	Bank MICR Code (9 digit)	
12.7	RTGS-IFC Code	
12.8	Account type	
12.9	Account no.	
12.10	Swift Code	

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

I/We accept that CEL may send SMS and/or email regarding this tender/ enquiry/any other tender/ enquiry, 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/Authorized Person

Seal of the company/concern

**ENQUIRY ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,  
The General Manager  
Materials Management Division  
Central Electronics Limited  
4-Industrial Area  
Sahibabad -201010, (U.P) India

Indent No: \_\_\_\_\_

Name of Item: \_\_\_\_\_

Subject: Acceptance of Terms and conditions of Tender/ enquiry / Enquiry.

Dear Sir,

1. I/ We have downloaded / obtained the tender/ enquiry document(s) for the above mentioned 'Tender/ enquiry/Work/Enquiry' from the web site(s) / mail namely:

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as per your advertisement, given in the above mentioned website(s) / mail .

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender/ enquiry 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/ enquiry conditions of above mentioned tender/ enquiry document(s) /corrigendum(s) in its totality / entirety.

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Annexure: E

### 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.

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