

BRIDGE AND ROOF CO. (INDIA) LIMITED

KANKARIA CENTRE (4TH & 5TH FLOOR)
2/1, RUSSEL STREET,
KOLKATA - 700071

**NOTICE INVITING e-TENDER (e-NIT) NO. BANDR/HO/SMPK/61038/SOLAR-
WORK/NIT/CW/01**

BIDDING DOCUMENT

FOR

**DESIGN, ENGINEERING, MANUFACTURING, PROCUREMENT & SUPPLY,
INSTALLATION, TESTING & COMMISSIONING OF CUMULATIVE 2.30MWP
ROOF MOUNTED GRID CONNECTED SOLAR PHOTO VOLTAIC POWER
PLANT INCLUDING 10 YEARS COMPREHENSIVE MAINTENANCE
CONTRACT (CMC) POST 1 YEAR WARRANTY AT KHIDIRPORE DOCK -II,
KOLKATA, WEST BENGAL.**



**BRIDGE AND ROOF CO. (INDIA) LIMITED
KANKARIA CENTRE (5TH FLOOR)
2/1, RUSSEL STREET,
KOLKATA - 700071**

Document Fee: Rs. 20,000.00 + GST @18% (Non-Refundable)

MASTER INDEX

Name of work: Design, Engineering, Manufacturing, Procurement & Supply, Installation, Testing & Commissioning of cumulative 2.30MWP Roof Mounted Grid connected Solar Photo Voltaic Power Plant including 10 years Comprehensive Maintenance Contract (CMC) post 1 year warranty at Khidirpore Dock –II , Kolkata, West Bengal.

e-NIT Document No: B AND R/HO/SMPK/61038/SOLAR-WORK/NIT/CW/01 DTD. 11.03.2024

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Notice Inviting e-Tender (e-NIT) No.: B AND R/HO/SMPK/61038/SOLAR-WORK/NIT/CW/01 DTD. 11.03.2024

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BRIDGE AND ROOF CO. (INDIA) LTD.
“KANKARIA CENTRE” (4TH & 5TH FLOOR),
2/1, RUSSEL STREET,
KOLKATA-700071

INVITATION FOR NOTICE INVITING e-TENDER (e-NIT)

ANNEXURE - A

Notice Inviting e-Tender (e-NIT) No. B AND R/HO/SMPK/61038/SOLAR-WORK/NIT/CW/01 DTD. 11.03.2024

Online **Single Percentage Rate Bid(s)** in Two Part Bid System are invited from Reputed, Resourceful and Experienced Parties meeting prescribed Qualifying Criteria for “**Design, Engineering, Manufacturing, Procurement & Supply, Installation, Testing & Commissioning of cumulative 2.30MWP Roof Mounted Grid connected Solar Photo Voltaic Power Plant including 10 years Comprehensive Maintenance Contract (CMC) post 1 year warranty at Khidirpore Dock-II, Kolkata, West Bengal.**”

Interested Bidder(s) have to enroll & register with the Government e-Procurement System and download the tender document through logging on to <https://eprocure.gov.in/eprocure/app>.

Last Date of submission of Bid: 01.04.2024 up to 17:30 Hours.

All Corrigendum / Addendum, if any, shall be hosted in Company’s website: <https://www.bridgeroof.co.in> as well as CPP Portal: <https://eprocure.gov.in/eprocure/app>.

BRIDGE AND ROOF CO.(INDIA) LIMITED
Kankaria Centre (4th&5th Floor),2/1, Russel Street, Kolkata – 700 071
CIN No. : U27310WB1920GOI003601

Notice Inviting e-Tender (e-NIT) No.: B AND R/HO/SMPK/61038/SOLAR-WORK/NIT/CW/01 DTD. 11.03.2024

Online **Single Percentage Rate bid(s)** are invited by B AND R from Reputed, Resourceful and Experienced Parties meeting prescribed Qualifying Criteria for “**Design, Engineering, Manufacturing, Procurement & Supply, Installation, Testing & Commissioning of cumulative 2.30MWP Roof Mounted Grid connected Solar Photo Voltaic Power Plant including 10 years Comprehensive Maintenance Contract (CMC) post 1 year warranty at Khidirpore Dock-II, Kolkata, West Bengal.**”

The Bidder(s) shall submit the documents for any or all the following work:-

TABLE-1

Name of Work and Location	Assessed Value put to Tender (Rs. in Crore) (Approx.)	Cost of Tender Document (Non Refundable)	Earnest Money Deposit (EMD)	Time of Completion	Tender Inviting Authority (TIA)
(1)	(2)	(3)	(4)	(5)	(6)
Design, Engineering, Manufacturing, Procurement & Supply, Installation, Testing & Commissioning of cumulative 2.30MWP Roof Mounted Grid connected Solar Photo Voltaic Power Plant including 10 years Comprehensive Maintenance Contract (CMC) post 1 year warranty at Khidirpore Dock-II, Kolkata, West Bengal.	Rs. 16.85 Cr.	Rs. 20,000.00 + GST @18% = Rs. <u>23,600.00 (Rupees Twenty Three Thousand and Six Hundred only)</u> in the form of Demand Draft (DD) / Pay order / Banker's Cheque from any Scheduled Bank in favour of "Bridge And Roof Co.(India) Ltd." payable at Kolkata. <u>(No A/c Payee Cheque shall be considered)</u>	Rs. 26.85 Lakhs (Rupees Twenty Six Lakhs and Eighty Five Thousand only) and shall be submitted by Bidder(s) along with their offer in the form of Demand Draft (D.D.) / Pay Order / Banker's Cheque valid for minimum 90 (Ninety) days / Bank Guarantee (BG) in prescribed format valid for minimum 06 (Six) months / Term Deposit Receipt valid for minimum 45 days beyond the validity of bid from any Scheduled Bank pledged in favour of "Bridge and Roof Co. (India) Ltd" alongwith Offer. <u>[No A/c Payee Cheque shall be Considered]</u> .	10 (Ten) Months	General Manager (Commercial) Bridge And Roof Co.(India) Ltd., Kankaria Centre (5th Floor), 2/1, Russel Street, Kolkata – 700071

Cost of Tender Document & EMD prescribed above shall be submitted alongwith Techno-Commercial Part of offer **in Original.**

3. CRITICAL DATE SHEET:

Dates & Time For:-	Dates and Time
Bid Document Publishing Date	: 11.03.2024
Bid Document Download Start Date	: 11.03.2024
Bid Document Submission Start Date	: 22.03.2024
Date and Time of Pre-bid Meeting	: 21.03.2024 at 15:30 Hrs.
Place of Pre Bid Meeting	: Bridge and Roof Co(l) Ltd Kankaria Centre (5th Floor), 2/1, Russel Street, Kolkata – 700 071 Bidder should send their queries at least one day in advance.
Bid Document Submission End Date	: 02.04.2024 at 17:30 Hrs.
Last date of submitting Tender Fee, EMD and physical documents as specified in Tender Document.	: 03.04.2024 at 11:00 Hrs. Positively
Date of Opening of Technical Bid Document	: 03.04.2024 at 17:30 Hrs. through CPP Portal (ON-LINE) System
Site Visit	: 18.03.2024 at 15:30 Hrs.
Date Original Document Verification	: shall be intimated after opening of Tender to Initial Short-Listed Bidder(s), if required
Date of Opening of Financial Bid Document	: Shall be intimated to Techno-Commercially Recommended Bidder(s) only through CPP Portal System.

GENERAL GUIDANCE:-

1. Tender documents consisting of Pre-Qualification Criteria and the set of Techno-Commercial Terms & Conditions of Contract, Technical Specification, Drawings and other necessary Documents may be downloaded from the website <https://eprocure.gov.in/eprocure/app>.
2. Bids must be accompanied by cost of Tender Document (Non-Refundable) as mentioned in Table-1, in the form of Demand Draft (D.D.) / Pay Order / Banker's Cheque in favour of Bridge And Roof Co. (India) Limited issued by a Scheduled Bank payable at Kolkata.

Bank Guarantee (BG) in lieu of Earnest Money Deposit (EMD), Security Cum Performance Bank Guarantee (SPBG), Additional Performance Security (if any), Mobilization Advance (if any), Secured Advance (if any) shall be issued by a Scheduled Bank in favour of Bridge And Roof Co. (India) Limited.
3. Checklist is to be duly filled in.
4. Price Bid shall be opened for the Techno-Commercially Recommended / Qualified bidder(s) only through CPP Portal. Bidder(s) shall submit Percentage Price (**to be quoted as "above/ below/ at par" in percentage**) in the allotted space of the Price Bid format. Quoted price shall be inclusive of all but excluding GST.
5. If any of the intending bidders wishes to withdraw from participation in the bid, he / she can freely withdraw from the participation before scheduled date and time of closure of Bid Submission.
6. B AND R reserves right to cancel the bid without assigning any reason thereof.
7. Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.
8. Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app>. The agency has to click on the link for e- Tendering site as given on the web portal.
9. **Each Tenderer is required to obtain DSC (Enlisted Class- III) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Website www.cca.gov.in.**
10. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

NOTE: All corrigendum, addenda, amendments and clarifications to this Tender will be hosted in Company's Website & CPP Portal and not in the newspaper. Bidder shall keep themselves updated with all such amendments.

QUALIFYING CRITERIA

Notice Inviting e-Tender (e-NIT) No. B AND R/HO/SMPK/61038/SOLAR-WORK/NIT/CW/01 DTD. 11.03.2024

Bridge And Roof Co. (India) Ltd., Kolkata as Executing Agency of **M/s. Syama Prasad Mookerjee Port Kolkata (SMPK)** for this Project, invites offers from Capable and Competent Agencies to carry out the works mentioned below:

“Design, Engineering, Manufacturing, Procurement & Supply, Installation, Testing & Commissioning of cumulative 2.30MWP Roof Mounted Grid connected Solar Photo Voltaic Power Plant including 10 years Comprehensive Maintenance Contract (CMC) post 1 year warranty at Khidirpore Dock-II, Kolkata, West Bengal.”

Interested Reputed, Resourceful & Experienced Parties having adequate proven experience in similar type of work may download the Tender along with Qualifying Criteria from Company's website: <http://www.bridgeroof.co.in> & <https://eprocure.gov.in/eprocure/app>.

The Company (B AND R) reserves the right to reject any or all offer(s) or cancel the notice at their sole discretion without assigning any reason, whatsoever thereof, which shall be final & binding upon the Bidders.

I. QUALIFICATION CRITERIA FOR PARTICIPATION IN TENDER :-

Experience should be in the name of the bidding Company and not in Subsidiary / Associate Company / Group Company etc.

- A.** The bidder should have successfully completed **“Similar Works”** of the value during the last **07(Seven) years** ending on the last date of month previous to the one in which tender is invited, not less than the followings:
- i. **01 (One) Similar** completed work costing not less than the amount equal to **Rs. 13.48 Cr.**
OR,
 - ii. **02 (Two) Similar** completed work each costing not less than the amount equal to **Rs. 10.11 Cr.**
OR,
 - iii. **03 (Three) Similar** completed work each costing not less than the amount equal to **Rs. 6.74 Cr.**

Note: “Similar Work” shall mean a Project comprising “Supply, Installation & Commissioning of Solar Power Plant in any Central Govt. / State Govt. / UTs / PSUs / Autonomous bodies / Private Sector etc.” in all respect under one Agreement / Contract.

Manufacturers who have supplied Solar Power Plant of the values as mentioned above in any Central Govt. / State Govt. / UTs / PSUs / Autonomous bodies / Private Sector etc. may also participate, provided supplier have to make MOU/Letter of Undertaking with the installation agency who have adequate experience in installation & commissioning of Solar Power Plant subject to fulfillment of PQ Criteria mentioned above [A(i / ii / iii)] for supply only. Relevant Documents regarding installation & commissioning of Solar Power Plant of Installation agency to be submitted.

Notarized copy of **Completion Certificate** mentioning executed value of work & date of completion along with corresponding LOI/WO duly certified by clients from an officer not below the rank of EE or equivalent, substantiating the above-mentioned criterion under Sl. No. A as well as value of work to be submitted.

In case the Bidder is executing a Project, then Client / Owner has issued Completion Certificate in respect of a part of work, **(more than 90% of the value of work has been completed)** which meets the eligibility criteria, the same shall be considered while evaluating the Technical Bid.

In case the work experience is of Private Sector, the completion certificate shall be supported with copies of letter of award and copies of corresponding TDS Certificates along with the copy of relevant certified invoice. Value of work will be considered equivalent to the amount of TDS Certificates duly Notarized.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of offers for Tenders.

- B. Average Annual Financial Turnover** during the last 03 (Three) years ending **31.03.2023** should not be less than **the amount equal to Rs. 5.06 Cr.**

The value of annual turnover shall be brought to current costing level by enhancing the actual turnover figures at simple rate of 7% per annum; calculated in the following manner.

Financial Year*	2022-23	2021-22	2020-21	2019-20	2018-19
VEF*	1.00	1.07	1.14	1.21	1.28

- Copy of Audited Balance Sheet(s) along with Turnover Certificate duly signed by Chartered Accountant with his / her Seal, Signature & Registration Number for last 03 (Three) financial years ending **31.03.2023** to be submitted. The year in which no Turnover is shown, would also be considered for working out the average. **Turnover should be of the Bidding Company and not for Subsidiary / Associate Company / Group Company etc.**
- C.** The Bidder should not have incurred any loss (**Profit after Tax should be Positive**) **in more than two years during the last five years ending 31st March, 2023. Net Worth of the Company / Firm as on 31st March 2023 should be positive.** Net Worth Certificate for F.Y.: 2022-23 should be submitted duly certified by Chartered Accountant with his / her Seal, Signature & Registration Number.
- D.** Bidder has to submit **Bank Solvency Certificate** not less than **the amount equal to Rs. 6.74 Cr. The Solvency certificate being not more than 3 months old from the last date of bid submission.**
OR,
Net-worth certificate of **Rs. 1.70 Cr.** issued by certified Chartered Accountant with UDIN
- E.** The bidder should have adequate Engineers in his Company's roll and the bidder should also have own / lease / hiring arrangement for plant and machineries for execution of the work.
- F.** The bidder should have PAN, GST Registration and Current Income Tax Deposition Document.
- G.** The bidder should be able to abide by and handle statutory requirements related to Labour License, PF & ESI Registration Certificate during tenure of construction activities.
- H.** Bidder(s) should not have been black-listed by any Central / State Govt. / Autonomous Body / PSU in last five years from the original last date of bid submission. Bidder shall submit duly Notarized Affidavit to this effect as per Format **(Form – F)**.
- I.** Constitutional Status i.e. to specify whether Proprietary or Partnership Firm etc. with Documentary Evidence.
- J.** Bidder(s) have to submit copy of valid Electrical License or Bidder must associate himself with Agencies for Electrical Work having valid Electrical License. Therefore Bidder has to submit Willingness Certificate as per specified format from Associating Electrical Agency alongwith valid Electrical License.
- K.** **Bidder(s) should have submitted copy of Latest Filed Monthly / Quarterly GSTR-3B Return as GST Clearance Certificate.**
- L.** **Direct or Indirect Joint Venture(s) / Consortium / Special Purpose Vehicle (SPV) / Special Purpose Entity (SPE) are not permitted to participate.**
- M. BID CAPACITY :**
Bidders who meet the minimum Qualification Criteria will be qualified only if their available bid capacity of work is **equal to more than the total bid value put to tender.**

The Bidder who fulfills the following requirements and having bidding capacity as per the following formula, shall be eligible to apply. **Consortium / Joint ventures are not accepted.**

$$\text{Bidding Capacity} = [\{ A \times N \times 1.5 \} - B]$$

Where,

A = Maximum turnover in construction works executed in any one year during **the last 05 (Five) years** taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum. Provisional / Un-Audited Balance Sheet shall not be considered.

N = Number of years prescribed for completion of work for which bids has been invited. **[N=1]**

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

N. Bidder(s) (Private Limited / Limited Company) should submit the Copy of Screenshot of MCA Portal showing 'Active' Status. Bidder(s) (other than Private Limited / Limited Company) should not submit the Copy of Screenshot of MCA Portal showing 'Active' Status.

• **Note for clause I.A. above :**

- i. If the qualifying work is completed in the seven (7) year period specified above, even if it has been started earlier, the same will also be considered as meeting the qualifying requirements.
 - ii. The one (1) year period means any continuous 12 months period. However, for concurrent works the same 12 months period shall be considered.
 - iii. The word "executed" means the bidder should have achieved the criteria specified in the above QR even if the total contract is not closed i.e. under execution and provided the works is not terminated by the client.
- ❖ **The bidder is liable to be disqualified, even though they meet the Qualifying Criteria, if they.**
- a. **Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or**
 - b. **Record of poor performance such as abandoning the works, not properly completing the Contract, inordinate delays in completion attributable to the Contractor, litigation history with B AND R / Client, or financial failures etc.; and/or**
 - c. **Participated in the previous bidding for the same work and had quoted unreasonable prices and could not furnish rational justification to the Engineer-in-Charge.**
 - d. **Indulged in unlawful & corrupt means in obtaining bids.**
 - e. **Been black listed / cancelled their registrations by the Competent Authority (i.e. Any Govt. Dept. / PSU / Semi Govt. / Local Govt. bodies etc.).**
 - f. **If Bidder or any of Constituent Partner had been debarred to participate in Tender by Client i.e. SMPK / B AND R during the last 05 (Five) years prior to the date of this NIT, such debarment will be considered as disqualification towards eligibility. A Declaration in this respect has to be furnished by the Bidder as per prescribed format (Form – F) without which the Technical bid shall be treated as Non-Responsive. Technical Bid shall be treated as Non-Responsive if anything adverse has come to the Notice of the Tender Inviting Authority against Firm / Agency / Bidder so far as his performance within the jurisdiction of this company.**
 - g. **If the tenderer deliberately gives wrong information / submit fake, false, fabricated, forged documents in his tender, B AND R reserves the right to reject such tender at any stage or to cancel the Contract if awarded and forfeit the Earnest Money / Retention Money / any other money due and to keep under black list / holiday list for 02 years.**

This being a composite tender, the Bidder must associate with himself agencies otherwise eligible to tender for other components individually including specialized services for which an Affidavit/Undertaking as per format enclosed should be submitted along with the Technical Bid.

The Contractor/Firm will indemnify B AND R and SMPK, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any Labour Regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the Concerned Authority. An undertaking in this regard is required to be submitted by applicants along with prequalification.

CMC is important and shall be integral part of the Solar Power plant Tender, The Comprehensive Maintenance Contract (CMC) shall be part of the tender and it will be specifically mentioned that after defect liability period the solar contractor shall carry out the CMC job as per the rates quoted by them after acceptance of M/s SMPK and subsequently order given to them. However the payment shall be made by M/s SMPK directly to the solar contractor. There shall be tripartite agreement between the Solar contractor, M/s SMPK and B and R. In this regard by mentioning that after defect liability period, the solar contractor shall be directly liable to execute the CMC work under M/s SMPK's Guidance/ Instruction and the payment of CMC shall be made by M/S SMPK directly to the Solar Contractor as per the rates given in the Agreement. Band R shall not be responsible in any manner for CMC work post one year defect liability period after completion of total solar work. The CMC period shall be for 10 Years. Order shall be given by M/s B And R for execution part only and the CMC part shall be governed by tripartite agreement.

II. DETAILS TO BE FURNISHED WITH TENDER APPLICATION / OFFER :

The bidders are requested to furnish the following details seriatim as under.

1. Details of Information to be furnished by the Bidder : Annexure – E
2. Letter of submission : Annexure : F
3. Power of Attorney in favour of the person signing the TENDER
4. Letter of Transmittal : Annexure : H
5. Process Compliance Form : Annexure – J
6. Financial Information (Form-A)
7. Solvency Certificate from a Scheduled Bank (Form-B)
8. Details of Similar nature of works (Form-C1) and Project under Execution or Awarded (Form-C2)
9. Performance Report of Works (Form-D)
10. Structure & Organization (Form-E)
11. Affidavit by the Bidder (Form-F) on non-judicial stamp paper of appropriate value duly notarized
12. Affidavit by the Bidder (Form-G) on Bidder's Letter Head
13. Willingness Certificate of Electrical Agency (Form-H)
14. List of Technical Manpower in Company's roll (Form-I)
15. List of Tools & Plants owned by the Company. (Form-J)
16. Information on Litigation History, Liquidated Damages, Disqualification etc (Form-K)
17. Declaration confirming Knowledge about Site Conditions (Form-L)
18. Laboratory Equipments (Form-M)
19. Compliance to Bid Requirement (Form-N)
20. Integrity Pact (Annexure -K)
21. Exhibits – EA to EK
22. Documentary evidence of Permanent Account No. (PAN) with Income Tax Department.

23. Documentary evidence of GST Registration with the concerned department and copy of Latest Filed Monthly / Quarterly GSTR-3B Return.
24. Documentary Evidence of P.F., ESI and Labour License with the Concerned Department.(if not registered with **Concerned Department** Documentary Evidence (s), **Successful Bidder must take Registration within one month from the date of Award and in this regard bidder has to submit an undertaking in their Letter Head alongwith their offer or the same**).
25. Documentary Evidence of **Screenshot of MCA Portal showing 'Active' Status of Bidder (for Private Limited / Limited Company)**.
26. Format for Input Tax Credit as per **Annexure - N**
27. Bidder(s) have to submit copy of valid Electrical License or, Bidder must associate himself with Agencies for Electrical Work having valid Electrical License. Therefore Bidder has to submit Willingness Certificate as per specified format from Associating Electrical Agency alongwith valid Electrical License.
28. Constitution and legal status along with attested copies of Deeds / Articles and Memorandum of Association etc. as applicable.
29. Documents pertaining to Qualifying Criteria furnished in **Annexure-B** of the Tender and Detail of information to be furnished by the bidder as per prescribed format.

By submitting the offer, the bidder authorizes B AND R to seek verification on the information supplied and related matters.

1. Bidders shall, on request, provide any necessary authority and assistance to enable relevant enquiries to be carried out.
2. After submission of their offer, bidder must notify B AND R promptly, if there is any:
 - Substantial change in their financial or technical capacity.
 - Change in their business (such as Company name, address)
 - Change of ownership or holding, including any transfer of key personnel.
 - Any other significant change in information provided in the application.
3. **The bidder must provide any further details required for the review upon request from B AND R. Failure to comply with any request by B AND R for such information will result in rejection of their offer.**
4. B AND R may, in its absolute discretion suspend or disqualify an agency/agencies who, at any time, is considered to have breached any of the qualification conditions or has performed in an unsatisfactory manner without assigning any reason whatsoever.
5. B AND R will not be liable for any loss or damages incurred by the agency/agencies in the above exercise.
6. B AND R reserves the right to disqualify such bidders who had a record of not meeting the contractual obligations against earlier contracts entered into with the B AND R.

SRI D. MUKHOPADHYAY
GM(COMMERCIAL)
COMMERCIAL DEPARTMENT
BRIDGE AND ROOF CO (I) LTD.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class 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.

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 below.

Please send mail to:

a) (Mr.M .Tewari) : commercial@bridgeroof.co.in | Extn : 269 / 298

ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general like **page not loading, java error, unable to upload document, DSC etc....** may be directed as

Please send mail to:

**a.) (Mr.kalyan karar) eprocurement@bridgeroof.co.in
ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056| Extn- 295**

**b.) (shri. Barun Kanti das) barunkanti.das@bridgeroof.co.in
ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056| Extn- 268**

NOTE :- Requesting bidder to send first an e-mail wait for an hour or so. Before making phone Company holidays on(2nd & 4th Sat)

HELP FOR THE TENDERER / BIDDER WITH DSC

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.

Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e- Tendering site as given on the web portal.

Each Tenderer is required to obtain DSC (Enlisted Class- III) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site www.cca.gov.in

THE TENDERERS / BIDDERS CAN APPROACH ANY ONE OF THE FIVE CAS FOR GETTING DIGITAL SIGNATURE CERTIFICATE. IF REQUIRE , THE WEBSITE ADDRESSES ARE GIVEN BELOW.

www.safescrypt.com

www.idrbtca.org.in

www.tcs-ca.tcs.co.in

www.ncodesolutions.com

www.e-Mudhra.com

<http://hrinfracon.com>

[Is LRA and alliance partner of (n)Code Solutions (a div. of GNFC)]

www.crgcorporate.co/

[authorized agent of eMudhra Consumer Services Ltd.]

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

**FOR FURTHER INFORMATION, REGARDING SUBMISSION OF TENDER PLEASE VISIT TO
BIDDER MANUAL KIT**

<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>