

**OFFICE OF THE COMMISSIONER OF CUSTOMS: PUNE: , G.S.T. BHAVAN,41/A,  
SASSOON ROAD, , PUNE-411001.**

NOTICE INVITING E-TENDERS FOR ANNUAL CONTRACT FOR OUTSOURCING OF HOUSE-KEEPING (SWEEPING & CLEANING) SERVICES FOR THE OFFICE BUILDINGS WHICH ARE TABULATED BELOW FOR THE PERIOD FROM 1<sup>ST</sup> APRIL, 2021 TO 31<sup>ST</sup> MARCH, 2022.

**1. Detail of Work Area:-**

Sr.No.	Name of Building/Locations	Approximate House-keeping Area in Sq. ft.
1.	Office of the Commissioner of Customs, 4 <sup>th</sup> floor, GST BHAVAN (ICE House Building), 41/A, Sassoon Road, Pune- 411 001	25209.63 Sq. ft
2.	Office of the Deputy Commissioner of Customs, Pune International Airport, Lohegaon, Pune	1000 Sq.ft
	Total Area	26209.63Sq.ft

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in>, [www.cbic.gov.in](http://www.cbic.gov.in) and [www.punecustoms.nic.in](http://www.punecustoms.nic.in) on & from 09.03.2021.

3. **Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app.Tenderer/Contractor> are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the **Annexure VII** for online submission of bids.

4. Service Providers have to follow the "terms and conditions" provided in Annexure-I, scope of work as provided in Annexure-VI and "Requirements of Bidder for Online Bid Submission" i.e. **Technical/Financial Bids" provided in the Annexure-II & Annexure-III** for online submission of bids and **submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V.** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender shall be submitted online in two parts viz. **technical bid and financial bid.** All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

5. **Earnest Money Deposit (EMD)** or bid security of Rs. **30,000/-** (Rs. Thirty Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt / Bank Guarantee from any of the Commercial Banks in India, drawn in favour of Commissioner, Customs, Pune. **The Hard Copy of original documents in respect of Earnest Money, must be delivered to the Assistant/Deputy Commissioner (Admin), Customs Pune Commissionerate, 4<sup>th</sup> Floor, Wing F, GST Bhawan, Opp. Wadia College, Sassoon Road, Pune- 411001, on or before Technical bid opening date/time as mentioned in critical date sheet at para No. 8**

**Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**

6. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).

7. Tenderer who has downloaded the tender form from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, the tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from participating in any further tendering process.

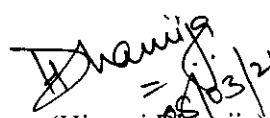
8. The Critical Dates for the Tender Submission and processing are as under:

<b>Published Date</b>	<b>9<sup>th</sup> March, 2021 (10:00 A.M.)</b>
<b>Bid Document Download Start Date</b>	<b>9<sup>th</sup> March, 2021 (10:00 A.M.)</b>
<b>Bid Submission Start Date</b>	<b>9<sup>th</sup> March, 2021 (10:00 A.M.)</b>
<b>Clarification regarding the RFP (Request for proposal) Start Date &amp; Time (excluding holidays)</b>	<b>19<sup>th</sup> March, 2021 (11:00 A.M to 6:00 P.M)</b>
<b>Clarification regarding the RFP (Request for proposal) End Date</b>	<b>19<sup>th</sup> March, 2021 (05:00 P.M)</b>
<b>Premise(s) Visit</b>	<b>22<sup>nd</sup> March, 2021 (11:00 A.M to 6:00 P.M)</b>
<b>Bid Document Download End Date</b>	<b>30<sup>th</sup> March, 2021 (05:00 P.M.)</b>
<b>Bid Submission End Date</b>	<b>30<sup>st</sup> March, 2021 (05:00 P.M.)</b>
<b>Technical Bid Opening Date</b>	<b>31<sup>st</sup> March, 2021 (11:00 A.M.)</b>
<b>Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)</b>	<b>5<sup>th</sup> April, 2021 (11:00 A.M.)</b>

9. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

10. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

11. In the event of any of the above-mentioned dates being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.

  
 (Himani Dhamija)  
 Deputy Commissioner,  
 Pune Customs, Pune.

ANNEXURE-I

GENERAL TERMS AND CONDITIONS

**1. Terms and Conditions are as under:-**

- i. The applicants should be capable of providing services of such nature and should furnish an undertaking to the effect that all relevant labour laws are being complied with and also that they are capable of holding and controlling the man power without any legal encumbrances; the firm must be registered with the Labour Commissioner, for providing the required number of labourers, and should also possess valid PAN number, GST Registration (if applicable), ESI, EPF registration as applicable.
- ii. They should mention in their quotations for the above said work at a) lump sum amount to be charged on monthly basis, as well as rate per Sq. ft. per month and also state the number of contract worker to be deployed & for the above said work at b) state the amount charged per worker per month and also number of contract worker to be deployed. The amount for a) & b) should be mentioned separately.
- iii. For Office of the Deputy Commissioner of Customs, Pune International Airport, Lohegaon, Pune day and night housekeeping services are required to be provided.
- iv. The deduction towards PF and ESI etc. be factored in rates being quoted on per square feet per month basis and the same would not be payable by the department over and above the rates thus quoted. The contractor would be liable for ensuring compliance with the relevant rules and regulations as notified in this regard from time to time.
- v. **Skeleton staff should be deployed beyond 04.30 pm on all working days to cater for emergency services.**
- vi. The Sweeping & Cleaning services should be provided on all days from 08.00 am to 04.30 pm (including lunch-break of half hour) except Sundays.
- vii. **The personnel employed should attend to work punctually and complete the cleaning work of the entire office premises before 09.30 am daily. The personnel will perform all the duties assigned by the Service Provider and as specified by the Department from time to time.**
- viii. The successful bidder will be required to give letter of acceptance within 3 days of being informed and enter into an agreement for the work contract.
- ix. The Service Provider shall deploy only those personnel whose antecedents have been verified by the Police.
- x. All the workers deployed at both the locations shall be in proper uniform with ID cards displayed prominently on their person, which shall be provided by the Service Provider. This office shall not provide any accommodation/food/uniform to the housekeeping attendants.
- xi. The Contractor's authorized representative carrying valid ID cards shall only be allowed to enter this office. Within the premises of the office, the contractor's personnel shall not do any private work, except their assigned duties, and will not entertain any guests/outsideers etc.
- xii. The Service Provider shall arrange necessary Insurance cover for all the persons deployed by him.
- xiii. **This Office shall not entertain any claim arising out of mishap, etc, if any, that may take place while discharging the duties by the personnel(s) provided by the Service Provider. In the event of any liability/ claim falling on this Commissionerate, the same shall be reimbursed/ indemnified by the Service Provider.**

- xiv. The workers engaged by the Service Provider for the said work at GST Bhavan complex, Headquarters Customs Office and at Airport will not have any right / claim whatsoever, for direct recruitment of temporary or permanent employment in the Government of India.
- xv. The Contractor shall be fully responsible for theft, burglary, loss, breakage or fire etc. or any mischievous deeds by his staff.
- xvi. The Contractor should not indulge in employing child labour.
- xvii. The Service Provider who is awarded the work by the Department is not permitted to Sub-contract the subject work.
- xviii. The Service Provider should deploy one supervisor with mobile phone who shall be available every day in GST Bhavan Office Complex.
- xix. The Cleaning material will be supplied by the department.
- xx. There should not be overloading of work on personnel deployed. The work between the personnel deployed should be uniformly distributed and ideally it should not be more than 2000 Sq.Ft per personnel per day. In addition to this, there is also requirement of one additional worker at Airport for night shift. In all at Airport, two number of workers will required for day & night shift.
- xxi. The personnel deployed should be well experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
- xxii. The personnel will report to the officer in charge assigned by the department i.e. Superintendent/Inspector (Administration). If a particular person is absent on any day, another person shall be deployed in his/her place. For any absence and non-engagement, no housekeeping charges shall be paid.
- xxiii. The service provider shall ensure that there is no scope for any grievance from the personnel on delayed payment of housekeeping charges.
- xxiv. The Service provider shall pay wages to the laborers engaged by them for the work as per Minimum Wages Act, fixed by Central/State Government, as amended from time to time. Any anticipated increase in the wages must be factored in the rates being quoted. The department shall be in no way responsible or liable for payment of salaries, bonus, gratuity, allowances or any type of payment to them.
- xxv. All deductions towards PF, ESI etc must be factored in the rates being quoted per sq. ft per month basis.
- xxvi. Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
- xxvii. The Service Provider shall indemnify and keep indemnified this office against any acts of omission or commission from the personnel engaged for work and this office shall not be liable to pay any damages or compensation to such person or to third party. All such damages caused by the housekeeping personnel shall be charged to the Service Provider and recovered from its dues/ bills.
- xxviii. The bidders who intend to bid and intend to visit the aforesaid premises to acquaint themselves of the work to be carried out in the said premises, the scope of work etc. can do so on 22<sup>nd</sup> March, 2021 during the office hours 11.00 hrs to 18.00 hrs. The name of contact persons are as under: -  
**GST Bhawan: The Deputy Commissioner (Admin), Customs Pune Commissionerate, GST Bhawan, "E" Wing, 4<sup>th</sup> Floor, Sassoon Road, Pune-411001.**

xxix. It will be the prerogative of the Department to decide whether the aforesaid contracts are to be given to one Contractor or to different contractors.

xxx. The contract can be terminated by the department without assigning any reason at any time. The Service provider shall not terminate the contract without giving proper notice of at least two months.

xxxi. Online Bidding should be done within stipulated date and time.

xxxii. **TERMS OF PAYMENT**

a) The contractor will submit the monthly bill in duplicate for reimbursement alongwith certificate of work completion by the officer in charge. The bill will be paid after making recovery, if any.

b) The contractor shall make regular and full payment through e-payment to their respective bank accounts to its personnel/labourers as per the law and furnish necessary proof in this regard as and when required by the department.

c) In case of any complaint of non-fulfillment of any obligation under contract executed between the Service provider and department, this office reserves the right to deduct the amount due from contract from monthly bills as well termination of the contract.

xxxiii. **PENALTIES**

a) The Contractor will attract a penalty of an amount of Rs. 500/- (Rs. Five Hundred Only) per day per person, in addition to deduction of the wages, in case a person fails to carry out the housekeeping services due to his absence or any other reason, which shall be recovered from the bills or otherwise.

b) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/officers of this office.

c) In the event of failure in maintaining the housekeeping services on any day up to desired standard, in part or full, the contractor is liable to penalty @ Rs. 2000/- (Rs. Two Thousand Only) per day, which shall be recovered from the bills or otherwise.

xxxiv. **Security Deposit/Performance Security:** On acceptance of tender, the successful bidder must provide Security Deposit/Performance Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in India, equal to 5% of the value of the Contract in favour of Pay & Account Office, Central Excise & Customs, Pune. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

xxxv. The agency shall raise monthly bill for the services rendered and shall make prompt and full payment of labor charges, salaries and other payments as due as per the labor laws to its contract workers deployed for housekeeping work and furnish necessary proof whenever required.

xxxvi. The Bidder should clarify any doubt/query regarding the specification from the Deputy Commissioner (Admin), Customs Pune. GST Bhawan Office Complex, "E" Wing, 4<sup>th</sup> Floor, 41-A, Sassoon Road, Opp. Wadia College, Pune-411001, on any working day between 9:30 am to 6:00 pm before 30.03.2021.

Annexure-II

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name of the Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Address of the Firm / Company (with Tel. no./ Fax no. and E-mail)	
4	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD of Rs. 30,000/-	
7	PAN No. of the firm as allocated by the Income Tax Department	
8	GST Registration Number, if applicable	
9	Details of registration with E.S.I & Provident Fund	
10	Annual turnover for 3 years	
11	No. of persons deployed for contract	
11	License No. obtained from Labour Commissioner	
12	List of present clients along with proof of Job order certificate.	
13	Shop and Establishment Registration (GUMASTA LICENSE), Details	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

The following documents are to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of **proof for payment of Earnest Money Deposit**
- ii) Signed and Scanned copy Certificates like PAN No, Service Tax Registration (if applicable), ESI, EPF Registration etc.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- v) Signed and Scanned copy of Labour Licence obtained from Labour Commissioner.
- vi) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- vii) Signed and Scanned Copy of **Technical Bid Format.**

**ANNEXURE-III  
PRICE/ FINANCIAL BID DOCUMENT**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_Housekeeping.xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,  
The Commissioner of Customs,  
Pune Customs Commissionerate,  
Pune-411001

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except Service Tax.

Yours faithfully

Signature of  
Authorized Representative

**Schedule of price bid in the form of BOQ\_Housekeeping.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_Housekeeping.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_Housekeeping.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned:

Sr.No.	Name of building/Locations	Approximate House-keeping Area in Sq. ft.	Rate per Sq.ft per month	No. of Persons to be deployed
1.	Office of the Commissioner of Customs, Pune Commissionerate, 41/A, Sassoon Road, Pune- 411 001	25209.63 Sq. ft		
2.	Office of the Deputy Commissioner of Customs, Airport Pune, for day & night shift	1000 Sq.ft		
	Total Area	26209.63 Sq.ft		

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Signature of Authorized Signatory with date

Name & full address:-  
Telephone No.:-  
Office:-  
Residential:-



ANNEXURE-IV

**UNDERTAKING BY THE BIDDER**

I/We undertake that my/our firm M/s ..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I ..... Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized signatory of M/s ..... am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4. The information / documents furnished alongwith the above application are true and correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date: Signature of the authorized Signatory of the firm/  
Place: Company/Organization  
Office Stamp/Seal:

**Annexure-V**

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

Date:

To,  
The Commissioner of Customs,  
Pune Customs Commissionerate,  
ICE House, 41/A, Sassoon Road,  
Pune-411001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

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 terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure- VI**  
**SCOPE OF WORK**

**1. The scope of work for housekeeping of office buildings is as under:-**

- (i) Cleaning, sweeping and wet mopping of the entire area including the lobby, Stair-cases, corridors, passages etc.
- (ii) Collection of all sweeping garbage and waste materials and their effective disposal.
- (iii) Cleaning of toilets, urinals, W/C along with attached water tanks and washbasins, using disinfectants like phenyl, Harpic, Vim, Surf etc. twice a day and as further required.
- (iv) Shifting of furniture, files and other office equipments whenever required.
- (v) Dusting and cleaning of all furniture like table, chairs, racks, almirahs, computer tables/chairs, sofa sets and electronic gadgets like computers, telephones, fax machines, photo copier machines, room partition, fans etc.
- (vi) Cleaning of pantry area, wiping and cleaning of wooden Formica, glass surfaces, window sills, frames, plant pots and removal of stagnant water.
- (vii) Services such as serving of drinking water/ refreshments etc during Conferences/ meetings, Seminars and visit of assesses to headquarters. Cleaning of roads in Society/residential complex premises in case of emergency.
- (viii) Filling of water in coolers/watering maintenance & cleaning indoors plants in the office.
- (ix) Washing & Cleaning of Govt. vehicles of Pune Customs Commissionerate.
- (x) Other similar & miscellaneous work of office.

**2. Miscellaneous Conditions:**

- i) Sweeping, cleaning, dusting etc. shall be completed before 9:30 a.m. every day.
- ii) The Contractor shall on award of the contract, furnish the list containing name and addresses of the workmen sent to this office for performing Housekeeping services.
- iii) The Contractor shall maintain an Attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
- iv) The personnel will render services everyday including Saturday except on National Holiday. In case of emergencies, very rarely, work may be required on Sundays also.
- v) They will attend to any extra cleaning jobs in the said premises as and when required. No extra payment for this will be made.
- vi) Materials, consumables required for housekeeping and maintenance of toilet/bathroom shall be provided by the department.

## Annexure-VII

### Instructions for Online Bid Submission:

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

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

#### **REGISTRATION**

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

**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 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted		
5.	Financial/Price Bid Undertaking		