



केंद्रीय कर के आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER OF CENTRAL TAX
केन्द्रीय वस्तु एवं सेवाकर गुंटूर लेखा परीक्षा आयुक्तालय / CENTRAL GST GUNTUR AUDIT COMMISSIONERATE
व.से. क भवन, पत्तन क्षेत्र, विशाखापट्टणम / GST Bhavan, Port Area, Visakhapatnam – 530 035

C.No.GADT//((22)/68/2021-ADMN-O/o COMMR-CGST-ADT-GUNTUR

Dt.24.02.2021

Sub: Notice for Inviting the Tenders for Hiring of Vehicles for the year 2021-22 - Reg.

* * * * *

1. E-Tenders (in prescribed format) are invited from the vehicle providers through e-procurement portal for hiring of vehicles as per the requirements mentioned below for Head Quarters Office and Audit Circles of CGST Guntur Audit Commissionerate, Visakhapatnam. **The contract shall be awarded for a period of 12 months i.e., from 1st April, 2021 to 31st March, 2022.**

S.No	Type of Vehicle	No of vehicles required	Vehicles to be provide at the places	Cost of Ceiling (Excluding GST)
1.	A-2 Segment Small Cars/ B-1 Segment Small Vehicles (preferably Maruti Ertiga / Toyota Etios / Honda City / Honda Amaze / Hyundai Accent / Hyundai Verna / Maruti Suzuki Dzire or similar types) with driver to be used on monthly rental basis subject to maximum limit of 2000 Kms & 25/26 days	07	Vizag – 3 Nos. Rajahmundry – 1 No. Guntur – 1 No. Nellore – 1 No. Tirupati – 1 No.	Rs 40,000/- per month, per vehicle
2.	A-3 Segment (Mid-Size) or B-2 Segment (MUV/MPV) Vehicle (preferably Innova Crysta or similar types) with driver to be used on monthly rental basis subject to maximum limit of 2000 Kms & 25/26 days	01	Vizag	Rs 50,000/- per month
3.	A3 Segment (Mid-Sized) Vehicle (Preferably Innova Crysta or similar types) with driver subject to maximum limit of 2500 Kms & 30/31 days	01*	Vizag	Rs 50,000/- per month

* Note : The vehicle (Staff Car) will be used by the Commissioner of this Commissionerate. Staff Car will be engaged only when there is a regular Commissioner in this Commissionerate.

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/app> & www.cbic.gov.in and can be downloaded free of cost.

Tender Critical Date Sheet

Bid Submission	From the date of publishing of tender in e-Procurement Portal
Bid Closing Date & Time	17.03.2021 at 17:00 hrs
Technical Bid Opening Date & Time	18.03.2021 at 17:00 hrs

3. Interested bidders/Service Providers/ reputed firms providing such services may submit their bids in the prescribed format with all the necessary documents through online with digital signature at <http://eprocure.gov.in/procure/app> on or before the bid submission closing date & time.

Assistant Commissioner(Admn.),
Central GST Guntur Audit Commissionerate,
Visakhapatnam

Copy to:

1. CBEC website & CPP portal.
2. Notice Board



केंद्रीय कर के आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER OF CENTRAL TAX
केन्द्रीय वस्तु एवं सेवाकर गुन्टूर लेखा परीक्षा आयुक्तालय / CENTRAL GST GUNTUR AUDIT COMMISSIONERATE
व.शे. क भवन, पत्तन क्षेत्र, विशाखापट्टणम / GST Bhavan, Port Area, Visakhapatnam – 530 035

Notice inviting e -tender for Hiring of Vehicle through e-procurement

1. Office of the Commissioner of Central Tax, Central GST Guntur Audit Commissionerate, Visakhapatnam invites e-Tender under Two Bid System Enquiry from reputed Service Providers for hiring of vehicles for 12 months i.e., from 01.04.2021 to 31.03.2022.
2. The bidders shall submit their bids through online only in CPP Portal website: <https://eprocure.gov.in/eprocure/app>; follow the terms and conditions provided in the **Annexure-I, II, A, B, C** and Instructions to Bidder for Online Bid Submission provided in the **Annexure- III** for online submission of bids.
3. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/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 tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
4. Intending bidders are advised to visit CPP Portal website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
5. Technical Bid and Financial/Price Bids will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
- 6. Submission of Tender**
 - (a) The tender shall be submitted online in two part, viz. 1. Technical Bid (in Annexure-A) & its relevant documents and 2. Financial Bid / Price Bid in .xls file (BOQ) format & Financial Bid/ Price Bid Undertaking in Annexure-C.
 - (b) 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.
 - (c) The bids /offers submitted by Post /Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

ANNEXURE-I**TERMS AND CONDITIONS**

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The Earnest Money Deposit/Bid Security in the form of Demand Draft payable to the **PAO, CGST & CUSTOMS, Visakhapatnam** must be submitted to this office on or before the opening date & time of the technical bid and a soft copy of DD has to be uploaded on the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app> as part of the technical bid documents. The bidder claiming exemption from EMD/bid security has to upload the self-attested registration certificate issued by NSIC/MSME on the CPP portal. Tenders without Earnest Money Deposit and/or with Earnest Money Deposit in any other form i.e. cheque, cash etc. will not be considered. After awarding of contract to the successful bidder, EMD will be returned and performance security deposit / bank guarantee will be sought as per the provisions of the General Financial Rules, 2017

Type of the vehicle and EMD:-

Sl. No.	Vehicle Type	No. of Vehicles	Vehicles to be provide at the place	Earnest Money Deposit/ Bid Security for all the 9 (nine) vehicles
1	A-2 Segment Small Cars/ B-1 Segment Small Vehicles	7 Nos.	Vizag – 3 Nos. Rajahmundry – 1 No. Guntur – 1 No. Nellore – 1 No. Tirupati – 1 No.	Rs.10,000/- or proof of MSME/ NSIC certificate for claiming exemption
2	A-3 Segment (Mid-Size) or B-2 Segment (MUV/MPV) Vehicle	1 No.	Vizag	
3	A-3 Segment (Mid-Size) Vehicle	*1 No.	Vizag	

** Note : The vehicle (Staff Car) will be used by the Commissioner of this Commissionerate. Staff Car will be engaged only when there is a regular Commissioner in this Commissionerate.*

2. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring and vehicles should be registered in Andhra Pradesh. The details of the vehicles to be provided to this office must be attached along with the Technical Bids. Also the bidder should have registered under GST with valid PAN card.
3. The following documents should be attached with the Technical Bid.
 - a. Tender Acceptance Letter
 - b. Copies of PAN, GST Registration, RC Book of each vehicle, Insurance etc.
 - c. Self-declaration relating to Number of KMs run by the each Vehicle
 - d. Complete address of Bidder
 - e. Annual Turnover Certificate
 - f. Power of Attorney, if any
 - g. An undertaking that the Service Provider hasn't been blacklisted
 - h. Earnest Money Deposit
 - i. Any other relevant documents
4. The contract is for a period of one year i.e. from 01.04.2021 to 31.03.2022.
5. **The bidder / service provider has to quote / bid for all the 9 (nine) vehicles, other-wise bid will be rejected.**
6. The service provider who has quoted the least amount for all the vehicles put together in Financial / Price bid will be awarded the contract.
7. The vehicles should be registered as commercial vehicles.

8. The bidder should preferably have past experience of providing vehicles on hire to at least one government organization/PSU in the last 3 years. The driver to be deployed with the vehicle should also have past experience of running vehicles on hire at Government Departments/PSUs for at least three years.
9. There will not be any limitation of minimum or maximum running Km of vehicles on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by this Office.
10. The office of the Commissioner of Central Tax, Central GST Guntur Audit Commissionerate, Visakhapatnam is liable to pay the hiring charges as per the agreement only. Other liabilities like monthly wages of driver, repairs and maintenance of vehicles, insurance, petrol/ diesel, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc (except GST) and any other incidental expenses shall be borne by the service provider only.
11. Agreed rate as per the financial bid will not be revised during the agreement period.
12. The vehicle shall be kept neat and clean, and in perfect running condition with shining body and clean interior with good upholstery by the Service Provider.
13. In case vehicle(s) provided is/are not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, this office has reserved the right to hire a vehicle from the market and the cost incurred by this office will be borne by the service provider/tenderer/bidder.
14. The vehicles with drivers must be available 24X7. The vehicle(s) and driver(s) should not be changed without the approval of this Office.
15. The Service Provider would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Service Provider shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The vehicle must have proper insurance certificate and other documents as required under RTA/Police regulations etc.
16. It is obligatory for the service provider that the drivers are paid not less than minimum wages prescribed under Minimum Wages Act fixed by the Government from time to time.
17. The Service Provider should have an adequate number of telephones or contact numbers round the clock. The Service Provider shall provide proper uniform to the driver. The driver shall observe all the etiquette and protocol while performing the duty, and must carry a mobile phone in working condition for which, no separate payment shall be made.
18. In case the driver is on leave due to ill health or any other reason, the Service Provider should provide a substitute driver arrangement.
19. The vehicles should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for fuel, repairs, punctures etc. the same should be reimbursed by the Service Provider on submission of the bill.
20. As regard vehicles movements / timings, the Service Provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of this office. No allowances will be given to the drivers for outstation travel or outstation stay.
21. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the designated Officer of this office, regularly for scrutiny.
22. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, this office reserves the right to hire a vehicle from the market and the cost incurred by this office will be borne by the Service Provider.
23. The Service Provider shall not, sublet/sub-contract/ transfer/ or assign the contract or any part

thereof in any manner whatsoever.

24. General penalties:

Sl.No.	Description	1 st time	2 nd time	3 rd time
1.	Back up vehicle – To be provided within 30 minutes	1500/- or user can hire another vehicle (taxi) and the Service provider must reimburse taxi charges claimed by the user on actual basis, on each occasion.		
2.	Fire Extinguisher missing	100/-	200/-	500/-
3.	First Aid Box missing	100/-	200/-	500/-
4.	Tool Kit missing	100/-	200/-	500/-
5.	Mobile with driver missing / not functioning	200/-	400/-	1000/-
6.	Vehicle missing without information	500/-	1000/-	Contract terminated
7.	Driver without uniform	100/-	200/-	300/-
8.	Uniform not washed everyday	100/-	200/-	300/-
9.	Vehicle delayed beyond 10 minutes and up to 30 minutes	200/-	400/-	1000/-
10.	Vehicle delayed beyond 30 minutes	1500/- or user can hire another vehicle (taxi) and the Service provider must reimburse taxi charges, on each occasion.		
11.	Exterior and interior, including seat covers, floor mattresses, dash board, windows not clean	100/-	200/-	500/-
12.	Re-fuelling while pickup / drop	250/-	500/-	1000/-
13.	Driver found under influence of Alcohol or any other intoxication substance	500/-	Driver Terminated	
14.	Driver smoking while driving	500/-	1000/-	Driver Terminated
15.	Driver engage in distracting conversation or loud music or take calls while driving	200/-	500/-	1000/-
16.	AC not working in vehicle	500/-	1000/-	2000/-
17.	Over speeding	200/-	500/-	1000/- plus driver terminated

25. The billing will be done on monthly basis. Bills should be typed preferably in triplicate, and should submit to this office in the 1st week of the following month and affix one rupee revenue stamp on the original.
26. In case of any accident, all the claims arising out of it shall be borne by the Service Provider only.
27. The Service Provider should approach the Office of Commissioner of Central Tax, Central GST Guntur Audit Commissionerate, GST Bhavan, Port Area, Visakhapatnam – 530035 in case of any assistance or difficulty.
28. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any damage to the vehicle(s) and injuries to the driver(s) or to the persons deployed by the service provider during the course of contract.
29. Any person who is in government service or any employee of the department should not be a partner directly or indirectly, with the service provider.
30. Inspection of the Vehicle(s) will be done before opening of Financial / Price Bid. The bid will be rejected, if the Service Provider fails to make available the vehicles for inspection at Hqrs. office / Circle Offices as and when called for.
31. Vehicles will be inspected as per Technical bids and upon satisfaction/eligibility criteria being met, the financial bids of qualified Technical bids will be opened.

32. This Office reserves the right to require fulfilment of other conditions, not expressly mentioned which are consistent with use of vehicle(s) on hire with this office and to reject any or all tenders without assigning any reason thereof.
33. In case of any dispute, the decision of the Office of the Commissioner of Central Tax, Central GST Guntur Audit Commissionerate, Visakhapatnam shall be the final and binding on the Service Provider.
34. **The year of manufacturing of the vehicles should be April 2018 or later.**
35. There should be at least two sets of white covers, towels and napkins in the vehicle and should be changed every week. There should be an air spray in the vehicle. There should be mobile charging facility in the vehicle.
36. The bidder should be an well-established travel agency and should have sufficient experience in rendering the service of hiring of vehicle to establishment of Central/ State/ Public sector organizations. A list indicating the departments where the bidder has contract for hiring of vehicles along with support documents should be submitted with bid.
37. If any of the terms & conditions is not fulfilled during the period of agreement, O/o Commissioner of Central Tax, Central GST Guntur Audit Commissionerate, reserve the right to discontinue the contract without assigning any reasons thereof.
38. Preference will be given to the bidder providing latest model vehicles with better features and bigger dimensions.
39. It shall be the responsibility of the Service Provider of the vehicle to have latest 3rd party insurance and the copy of insurance should be attached with the technical bid without fail.
40. GST, Income Tax and other applicable taxes shall be deducted as per statutory compliance.
41. Proof of payment of appropriate GST and other statutory payments will be required to be submitted to this office, regularly.
42. Performance Guarantee: The successful bidder has to submit an amount equal to one month's payment (as per contract) as performance guarantee deposit in the form of Fixed Deposit / Bank Guarantee of a scheduled bank in favour of "The Commissioner of Central Tax(Audit), CGST Guntur Audit Commissionerate, GST Bhavan, Port Area, Visakhapatnam - 530035". The performance guarantee shall be returned to the service provider without any interest after 60 days of completion of contract period.
43. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
44. This office has reserved all rights to impose, alter and excuse any of the terms and conditions mentioned in the tender at any point of time.
45. For any queries regarding the bidding procedure, the following persons are to be contacted:

1	I.R.P.Padi, Superintendent(PRO), Central GST Guntur Audit Commissionerate, Room No.501, Central Excise Building, Port Area, Visakhapatnam - 530035 Ph.No.0891-2853159, Mob.No.81068 08855	2	G.V.S.R.Sarma, Assistant Commissioner (Admn.), Central GST Guntur Audit Commissionerate, Room No.409, Central Excise Building, Port Area, Visakhapatnam - – 530035 Ph.No.0891-2853142, Mob.No.94404 21177
---	--	---	--

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Service Provider _____

ANNEXURE -II

Summary of Documents to be submitted :

A. Technical Bid:-

The following documents are to be furnished by the service provider along with Technical Bid as per the tender document.

- i) Signed and Scanned copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and scanned copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorisation to submit bid.
- iii) Signed and Scanned copy certificates like GST Registration, PAN, RC Book of offered vehicles, and experience, if any, etc.

B. Financial Bid/Price Bid:-

- (a) The rate has to be quoted in the Price Bid/Financial Bid in .xls file (BOQ).
- (b) Financial Bid /Price bid undertaking (as per Annexure-C).

ANNEXURE - "A" (TECHNICAL BID)**Technical/Qualifying Bid Form for the Tender of hiring of vehicles for Hqrs. Office and Audit Circles of
CGST Guntur Audit Commissionerate, Visakhapatnam.**

1	Amount of Earnest Money Deposit(Refundable)	Rs. _____ /- (Rupees _____ Only)
2	Particulars of Demand Draft	No. _____ Date : _____ Drawn on :
3	Name, Address and Telephone / Mobile Number of the service provider	
4	Name, Address of the Proprietor/Partners/Directors	
Qualifying Criteria for Technical Bid:		
1	We have the Vehicles to supply	Yes / No
2	We have attached copies of RC Books offered in this tender	Yes / No
3	We have valid GST Registration Certificate	Yes / No
4	We have attached copy of GST Registration Certificate	Yes / No
5	Attached copy of PAN	Yes / No
6	Experience of rendering the service of hiring of vehicle to establishment of Central/ State/ Public sector organizations If Yes, whether supporting documents enclosed?	Yes / No

Vehicle Specifications:								
Category of vehicle	No. of Vehicles required	Vehicle to be provided at	Name& make of the bidding vehicle	Vehicle Reg. Number	Month & Year of Manufacture	RC Enclosed	Number of KMs run	3 rd party Insurance copy enclosed
A-2 Segment Small Cars/ B-1 Segment Small Vehicles (preferably Maruti Ertiga / Toyota Etios / Honda City / Honda Amaze / Hyundai Accent / Hyundai Verna / Maruti Suzuki Dzire or similar types) with driver to be used on monthly rental basis subject to maximum limit of 2000 Kms & 25/26 days	1	Vizag Hqrs.Office				Yes / No		Yes / No
	1	Vizag Hqrs.Office				Yes / No		Yes / No
	1	Vizag Audit Circle				Yes / No		Yes / No
	1	Kakinada Audit Circle at Rajahmundry				Yes / No		Yes / No
	1	Guntur Audit Circle				Yes / No		Yes / No
	1	Nellore Audit Circle				Yes / No		Yes / No
	1	Tirupathi Audit Circle				Yes / No		Yes / No
A-3 Segment (Mid-Size) or B-2 Segment (MUV/MPV) Vehicle (preferably Innova Crysta or similar types) with driver to be used on monthly rental basis subject to maximum limit of 2000 Kms & 25/26 days	1	Vizag Hqrs.Office				Yes / No		Yes / No
A3 Segment (Mid-Sized) Vehicle (Preferably Innova Crysta or similar types) with driver subject to maximum limit of 2500 Kms & 30/31 days	1	Vizag Staff Car				Yes / No		Yes / No

DECLARATION

I/we hereby certify that information furnished above / pre-page is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future

I hereby confirm that I am authorised to sign the Tender Document.

Signature

Name of the Authorised signatory

Seal/Stamp

ANNEXURE -B
TENDER ACCEPTANCE LETTER
(To be given on Company letter Head)

Date:

To
The Commissioner of Central Tax(Audit),
Central GST Guntur Audit Commissionerate,
GST Bhavan, Port Area,
VISAKHAPATNAM – 530 035.

Sir,

Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No. GADT/I/(22)/68/2021-ADMN-O/o COMMR-CGST-ADT-GUNTUR

Name of Tender/Work:- Hiring of Vehicles

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) <https://eprocure.gov.in> as per your advertisement.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s), if any, issued from time to time by your department/ organisation to 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. Departments/ public Sector undertakings etc. and there has been no litigation with any government departments / PSUs.
6. I/We certify that all information furnished by us is true & correct and in the event that the information is found to be incorrect/ false or found violated, then your department/ organisation 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.

Yours faithfully,

(Signature of the Bidder with seal)

ANNEXURE – “C”

FINANCIAL / PRICE BID UNDERTAKING

Date:

From: (Full name and address of the Bidder)

To
The Commissioner of Central Tax,
CGST Guntur Audit Commissionerate,
GST Bhavan, Port Area,
Visakhapatnam – 530 035.

Sir/Madam,

1. I submit the Financial Bid/Price Bid for hiring of vehicles as envisage in the Bid Document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agreed to abide by them.
3. I offer to work/service at the rates as indicated in the Financial Bid/ Price Bid, in BoQ (Bill of Quantities) sheet inclusive of all applicable taxes except GST.

Yours faithfully,

Signature:

Name of the Representative:

Service Provider Name:

E-Mail:

Phone:

Office Address:

ANNEXURE- III

Special Instructions to the Service Providers /Bidders for the e-submission of the bids online through the eProcurement Portal

- 1) Bidder should do Online Enrolment in the CPP Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/ GNFC/ IDRBT/ MtnTrustline/ SafeScrip/ TCS.
- 2) Bidder then logs into the portal giving user id / password chosen during enrolment.
- 3) The e-token that is registered should be used by the bidder and should not be misused by others.
- 4) DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
- 5) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 6) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- 7) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 8) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum, if any, published before submitting the bids online.
- 9) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in RAR/DWF formats. If there is more than one document, they can be clubbed together.
- 10) Bidder should submit the Earnest Money Deposit (EMD) which is refundable, as specified in the tender. The original DD should be reached to the Tender Inviting Authority, on or before closing date for submission of bids.
- 11) The details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- 12) The bidder must go through the terms and conditions to proceed further to submit the bids.
- 13) The bidder has to submit the tender document(s) online well in advance before the prescribed date & time to avoid any delay or problem during the bid submission process.
- 14) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

- 15) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to any issue.
- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 18) At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 20) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 21) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 22) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 23) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- 24) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- 25) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
