

**CONCEPTUALISATION AND PRODUCTION OF
HARDBOUND BOOK**

REQUEST FOR PROPOSAL

**EXTERNAL PUBLICITY AND PUBLIC DIPLOMACY DIVISION (XPD DIVISION),
MINISTRY OF EXTERNAL AFFAIRS
A WING
SHASTRI BHAWAN
NEW DELHI**

TOTAL NO. OF PAGES (INCLUDING THIS PAGE) - 21

PO (POR), XPD Division
Room No. 255, A Wing
Shastri Bhawan,
New Delhi-110001, INDIA

RFP FOR
CONCEPTUALISATION AND PRODUCTION OF HARDBOUND BOOK

Tender No: K/POR/551/58/2018	DATED: 6th Nov, 2018	
* Important Dates		
Date of Uploading on CPP Portal	06-11-2018	1230 Hours
Bid Document Download Start Date	06-11-2018	1230 Hours
Bid Submission Start Date (online)	06-11-2018	1230 Hours
Clarification Start Date	06-11-2018	1230 Hours
Pre Bid meeting	12-11-2018	1500 Hours
Clarification End Date	12-11-2018	1700 Hours
Bid Submission End Date (online)	26-11-2018	1200 Hours
Date of Technical Bid Opening (online)	27-11-2018	1500 Hours
Opening of Financial bids	To be notified later	

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app>

Manual bids shall not be accepted.

Mrs. Savita Ahuja
PO(POR)
XPD Division,
Room No. 255, A Wing
Shastri Bhawan
Tel No. 011-23381719
011-23388946
Email : popor@mea.gov.in

CONCEPTUALISATION AND PRODUCTION OF HARDBOUND BOOK

1. Introduction

External Publicity and Public Diplomacy Division (XPD Division), Ministry of External Affairs, Government of India, invites Online bids for engaging services of reputed companies/agencies/firms to take up the Project of Conceptualisation and a Production of Hardbound Book.

In pursuance of the above, interested agencies are invited to submit their proposals/bids for the project which must include the following:

- (a) Technical Bid
- (b) Financial Bid

*XPD Division, MEA is not bound to accept any of the proposals submitted.

During the selection process and execution of work, XPD Division, MEA reserves the right to cancel the contract without assigning further reasons.

2. Scope of Work

The Company/Firm/Agency would work under the instructions and overall supervision of the JS (XP), Ministry of External Affairs New Delhi, and the scope of work shall include the following:

- a. Generation of content
- b. Design and Layout
- c. Organisation of content and pictures
- d. Ensuring high quality of work (Editorial and Production)

3. The Technical Specifications for the Hardbound Book:

(a)	Name of Work	Conceptualisation and Production of Hardbound Book
(b)	Quantity	1000 copies
(c)	Size	9.25 inches x 12 inches; (Open size ; 18.50 X 12 inches)
(d)	Colour Scheme	4 + 4 colour all through

(e)	No. of pages	Approx. 250 pages ± 8 pages
(f)	Language	English
(g)	Binding:	Hardbound, Perfect Bound with Section sewn with head and tail bands.
(h)	PD Logo	PD Logo is to be put on the back cover and spine (as per MEA specifications)
(i)	Proof Reading	It will be the sole responsibility of the Agency/Firm/Printer
(j)	Packing	Each book in polypack; 10/15 books in one corrugated box.
(k)	Paper	Cover Jacket : 130 gsm imp Art Paper Matt Inside Pages : 130 gsm imp Art Paper Matt End Leaves : 170 gsm imp Art Paper Matt
(l)	Hardbound Covering	120 gsm imp colour paper pasted on imp hard cardboard (2mm) with debossed design on front Hardbound Cover
(m)	Jacket Finishing	Lamination on front and back cover with gold leaf printing of State Emblem of India
(n)	Hardbound Front Inner Cover	To have a pen drive
(o)	Hardbound Back Inner Cover	To have 2-3 DVDs
(p)	Delivery	Room no 142, 1 st Floor, POR Section, XPD Division, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001

***The first proof of the book has to be submitted within 5-7 days of awarding of the contract**

**** The final delivery of the book shall be provided within 15 days of approval of the final draft by the ministry.**

4. Eligibility Criteria for Bidder

4.1. The bidder shall have minimum three years experience of designing and print production of books/newsletters/booklets/brochures etc. (Valid proof has to be attached) with Govt. of India.

- 4.2. The Bidder should have a minimum turnover of not less than Rs. 5,00,000/- per year for the last three years.
- 4.3. Attested copies of Income Tax Returns of last three financial years must be submitted with the Technical bid.
- 4.4. The bidder shall not have been blacklisted by any of the Departments/Ministries/organization of the Government of India. A duly signed undertaking to this effect must be submitted with the Technical bid.
- 4.5. The bidder shall not have any criminal proceedings pending/in progress in any Court of Law/Forum.
- 4.6. The bidder shall not have been expelled/terminated on a project for default by any Organisation/Govt. Deptt.
- 4.7. The bidder must be a registered Firm/Company, having appropriate licenses like PAN, TIN, TAN, VAT, Service Tax Number etc. in their own name. Attested copies of the same must be submitted with the technical bid.
- 4.8. The bidder should have the proven ability to deliver in a time bound manner.
- 4.9. The quoted price should include all taxes & duties, octroi, labour, transportation etc.
- 4.10. The bidder is to furnish earnest money alongwith the bids. The earnest money deposit may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks payment online in an acceptable form, safeguarding the purchaser's interest in all respects.

5. Earnest Money Deposit (EMD):

- 5.1. The original Earnest Money Deposit (EMD) of **Rs. 30,000/-** by means of a Demand Draft / Pay Order in favour of "Pay & Account Officer, Ministry of External Affairs" is to be submitted in a sealed envelope superscripted '**Conceptualisation and Production of Hardbound Book 2018**', on or before the closing date and time of e-submission of online bids to Ms. Savita Ahuja, Publicity Officer (POR) , Room No. 255, A-Wing, Shastri Bhawan, New Delhi-110001, failing which the bids will not be considered.
- 5.2. The scanned copy of Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of 'Pay and Accounts Officer, Ministry of External Affairs' payable at New Delhi should be e-submitted as .pdf file.

5.3. Tender received without EMD or EMD for incorrect amount will be summarily rejected.

5.4. The submission of EMD is compulsory for all the bidders.

5.5. Bidders exempted from submission of Bid security Deposit based on registration with DGS&D/NSIC or registered Micro or Small Enterprises shall attach a copy of valid registration certificate along with quotation.

5.6. The EMD shall be returned to the bidders(s) whose offer is not accepted by the Ministry within 30 days from the date of signing contract with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidders.

5.7. The EMD of the successful bidders(s) will be returned on receipt of Performance Guarantee. EMD of a bidder shall stand forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

6. Performance Guarantee (PG):

6.1. Performance Guarantee @ 5% of the total bid amount shall be required to be submitted by the successful bidder at the time of the signing of the contract and will be refunded on successful completion of the project. EMD of the successful bidder will be returned after submission of Performance Guarantee.

6.2. Performance Bank guarantee shall be made in favor of Pay & Accounts Officer, Ministry of External Affairs, New Delhi.

6.3. In the event of any defect in printing, binding and packaging of the material so delivered is found by XPD Division, MEA, Performance Guarantee will be deducted as penalty.

7. Preparation of proposal/bids:

7.1. The Ministry of External Affairs will adopt a two stage selection process in evaluating the E-Proposals comprising in Two Covers (Technical- Cover 1 and Financial bid- Cover 2) online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>.

7.2. In the first stage, Technical Evaluation will be carried out.

7.3. The project of 'Conceptualisation and Production of Hardbound Book 2018' would involve conceptualisation of information/material provided by XPD Division of MEA. The bidders must submit design samples (physically in

person) for the Front and Back Cover fabrication and Inside Pages (at least 4-6 to give an idea of basic framework/ fabrication) of the Hardbound book (as they intend to design it) as a part of Technical bid. The samples have to be given before the bid submission end date.

7.4. The design samples so submitted by the bidders would be evaluated by the duly constituted Committee and those bidders' whose samples are selected shall only qualify for the Financial bid. In the second stage, Financial Evaluation will be carried out before the award of the work.

7.5. The bidders are to submit the documents as under :

- (a) Technical Bid (As per Annexure I)
- (b) Financial Bid (As per Annexure II)

8. Submission of online bids:

8.1. The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>. **Manual bids will not be accepted under any circumstances.**

8.2. The online bids (complete in all respect) must be uploaded online in **Two Covers (Technical and Financial bids)** as explained below:-

Cover 1 - (Technical Bid)

(Documents to be uploaded online in .pdf format) as given in the Annexure – I

Cover 2 - (Financial Bid)

(to be submitted in BOQ format online)

Sl. No.	Document	Type
1.	Financial bid as per Annexure II of this tender document	.xls

9. Instructions

9.1. Bidders are advised to follow the instructions provided in the '**Instruction to Bidders**' specified at **Annexure-IV** of this Tender document for e-submission of the bids online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;

9.2. All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Websites:

<http://eprocure.gov.in/eprocure/app> and further no documents will be accepted offline.

- 9.3. Bidders not submitting any of the required documents online will be summarily rejected.
- 9.4. Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.
- 9.5. The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.
- 9.6. Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.
- 9.7. The original **Earnest Money Deposit (EMD)** of **Rs. 30,000/-** in the form of Demand Draft / Pay Order in favour of “**Pay & Account Officer, Ministry of External Affairs**” is also required to be submitted in a sealed envelope superscripted ‘**Conceptualisation and Production of ‘Hardbound Book 2018’**, on or before the closing date and time of e-submission of online bids to Ms. Savita Ahuja, Publicity Officer (POR) , Room No. 255 A-Wing, Shastri Bhawan, New Delhi-110001. Failing which the bids will not be accepted.
- 9.8. The bidders must submit their financial bid in the prescribed format (BOQ.XXXX File) – specified at Annexure II of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes [**the rate per copy in both figures and words (including all taxes)**] and other details (such as name of the bidders). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidders, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later;

10. Opening of Technical Bid & Financial Bid:

- 10.1. Online bids (complete in all respects) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date as indicated in the schedule on page 2 of the tender document in presence of bidders or their representatives, by the panel/committee so constituted for the purpose at Room No. : Room 255, 2nd floor, A Wing, Shastri Bhawan, Dr. Rajendra Road, New Delhi - 110001. Absence of a bidder shall not impede the opening of bids in any way.
- 10.2. A duly constituted committee will evaluate eligibility criteria of bidders.

- 10.3. Technical bid of only those bidders, whose bids are declared eligible as per the Eligible criteria (para 4 of RFP) for bidder by the committee will be evaluated.
- 10.4. It shall be noted that required documents submitted online along with the Technical bid will be perused/examined and in case of any deficiency, the Technical bid will be rejected and Financial bid will not be opened;
- 10.5. After scrutiny of Technical bids, the Ministry shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids;
- 10.6. The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorisation to this effect;
- 10.7. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;
- 10.8. Bids shall be summarily rejected, if they are received other than via online through Central Public Procurement Portal, except for the Design Samples categorically specified.

11. Disqualification: Even though the Bidders meet the above criteria, they are subject to be disqualified if any bidder has:

- 11.1. If any criminal proceeding(s) is/are pending in any court of law in India against any of the bidders.
- 11.2. Made misleading or false representation in the forms, statements and attachments submitted.
- 11.3. The bidders who does not submit original EMD will be disqualified from the tendering process.

12. Awarding of Contract:

- 12.1. The contract shall be awarded on the basis of the quality as well as cost criteria for book.
- 12.2. Should there be two or more bidders offering the same rate, the Ministry reserves the right to select the bidder for award of the contract.
- 12.3. During the period, no request for change in quoted rates shall be accepted under any circumstances;

13. Delivery & Penalty for delayed services:

The Bid security (EMD) will be forfeited on account of one or more of the following reasons:

13.1 The Bidder withdraws his bid during the period of bid validity.

13.2 In case of a successful bidder, the selected bidder fails to sign the agreement in time and furnish performance security.

Refusal or inability or delay by the successful bidders to supply the finished product as per Technical Specifications at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of EMD/Performance Guarantee as well as disqualification of the bidders from participating in future tenders.

For any kind of delay in adhering to the time schedule or substandard work, bidders shall be liable to pay 2% of total amount of the bill (entire amount of bill) for every two days, of delay and multiples thereof.

14. Amendment of Bidding Document:

14.1. Online bids (complete in all respect) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date indicated in page 1 of the tender document in presence of bidders representative, if available at room No. : Room 255, 2nd Floor, A Wing, Shastri Bhawan, New Delhi - 110001. Bid received without EMD will be rejected straightaway.

14.2. At any time prior to the deadline for e-submission of bids, XPD Division, MEA may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidders, modify the bid document under intimation to all.

14.3. Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "**Corrigendum**" on <http://eprocure.gov.in/eprocure/app> and www.mea.gov.in. Such amendments/ modifications shall be binding on all the prospective bidders.

14.4. XPD Division, MEA at its discretion may extend the deadline for the e-submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids;

14.5. XPD Division, MEA reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

14.6. Further Addendum/Corrigendum if any will be uploaded onto website of MEA only, besides the CPP portal. The decision of XPD Division, MEA in this regard, shall be final and binding.

15. Force Majeure:

15.1. XPD Division, MEA may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract as result of a Force Majeure.

15.2. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

16. Extension of last date at the Discretion of XPD Division, MEA:

XPD Division, MEA, may in its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the bidders.

Addendum/Corrigendum, if any in this regard, will be published on the Ministry of External Affairs' website: www.mea.gov.in and Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

17. Validity of Bid:

The bids shall be valid for a period of **60 days** from the date of opening of bids. A bid for a shorter period of validity shall stand rejected;

18. Non Transferability:

This RFP is non transferable. Any incomplete and conditional tenders will be summarily rejected;

19. Non-withdrawal of Bids:

No bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the tenders will be forfeited.

20. Bid Currency :

Prices shall be expressed in Indian Rupees only.

21. Mode of Payment:

- 21.1. Payment against bill/Invoice shall be released only after execution of the Supply Order and after the quality of the books are found to the satisfaction of XPD Division, MEA.
- 21.2. Payment will be made direct to the supplier through NEFT/RTGS. No request for other mode of payment will be entertained.
- 21.3. No advance payment will be made in any case.

22. Corrupt or Fraudulent Practices:

- 22.1. It is expected that the bidders who wish to bid for this tender have highest standards of ethics.
- 22.2. XPD Division, MEA shall reject bid if it determines that the bidders recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 22.3. XPD Division, MEA may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

23. Settlement of Disputes and Arbitration:

- 23.1. All disputes, differences and questions arising out of or in any way concerning this RFP or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by her/ him.
- 23.2. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.
- 23.3. No term and condition of the RFP shall be suspended on the ground of pending arbitration proceedings.
- 23.4. The decision of the sole arbitrator shall be final and binding on the parties.

24. Contract Period:

The period of the contract will be for **three months** from the date of signing of contract.

25. Governing Laws and Disputes:

This RFP shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

(Savita Ahuja)
Publicity Officer (POR),
External Publicity and Public Diplomacy (XPD) Division,
Ministry of External Affairs,
Room No. 255, 'A' Wing, Shastri Bhawan,
New Delhi - 110001
Tel No: 011- 2338 1719
011-23388946

Annexure I

**Cover 1 - (Technical Bid)
(Following documents to be uploaded online in .pdf format)**

Sl. No.	Document	Type
1.	EMD of Rs. 30,000/- (Rs. Thirty thousand only) (scanned copy) and Bank Details (certified copies)	.pdf
2.	Name of the Company/Firm/Agency with Year of Establishment along with Detailed office address with Telephone and fax no. and registration Details	.pdf
3.	Past Experience of the Company/Firm/Agency along with profile and past projects handled	.pdf
4.	Income Tax Returns for the last three years and PAN/TAN/ Service Tax registration certificates (Attested copies)	.pdf
5.	Details of staff Strength	.pdf
6.	Submit Samples of projects (including designing and print production of books/newsletter/brochure etc.) done for organisation of Govt. of India in the past.	.pdf
7.	Submit Design Samples of Front and Back Cover fabrication and Inside Pages of the Hardbound book to be made (physically in person).	Actual Size Print out/Dummy
8.	Supporting documents regarding minimum turnover of not less than Rs. 5,00,000/- per year for the last three years	Pdf.
9.	A duly signed undertaking stating that the bidder has not been blacklisted by any of the Deptt./ Ministry/ Organisation of Government of India	Pdf.
10.	A duly signed undertaking stating that the bidder does not have any criminal proceedings pending/in progress in any Court of Law/Forum and has not been expelled/terminated on a project for default by any Organisation/Govt. Deptt	Pdf.
11.	Declaration Certificate as in Annexure – III	Pdf.

With reference to **Cover -1 (Technical Bid)** Sl. No. 7 in Type Column .pdf please read actual size print out to be submitted in physically in person.

(Financial Bid)

Validate

Print

Help

Tender Inviting Authority: **Ministry
Of External Affairs XPD Division**

Name of Work: **Conceptualisation and Production of Hardbound Book**

Contract No:

Bidder Name :

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES
(INR) ONLY)

(This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7)	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13)	TOTAL AMOUNT In Words
1	2	3	4	5	6	7		14	15
1	Printing Items :								
1.01	Design and Print-Production of Hardbound book	item1	100.00	Nos	0.00			0.00	INR Zero Only
Total in Figures						15		0.00	INR Zero Only
Quoted Rate in Words								INR Zero Only	

Item Wise BoQ

Cover 2 – (Financial Bid) (to be submitted in BOQ format online)		
Sl. No.	Document	Type
1.		.xls

Note: Bidders are requested to read the eligibility criteria and terms & conditions specified in the tender document while submitting online bids.

Declaration Certificate

This is to certify that I/We before signing this E-Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature

Name:

Stamp

(Instruction to bidders)

INSTRUCTION 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:-

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 bidders Enrollment**” on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique user-name and assign a password for their accounts.

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.

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 / TCS / nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by a bidders. Please note that the bidders are re-sponsible to ensure that they do not lend their DSC's to others which may lead to mis-use.

Bidders then logs in to the site through the secured log-in by entering their user ID/ pass-word and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:-

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.

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.

The bidders 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:-

Bidders should take into account any corrigendum published on the tender document before submitting their bids.

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.

Bidders, 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.

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 up-loaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:-

Bidders should log into the site well in advance for bid submission so that they can up-load the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.

The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

Bidders 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. Other-wise the uploaded bid will be rejected.

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 bidders). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidders, the bid will be rejected.

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.

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 openers public keys. Over-all, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Sub-mission” 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.

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:-

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.

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. The contact number for the helpdesk is 1800 3070 2232. Foreign bidders can get help at +91-7878007972, +91-7878007973.