



**अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)**

**All India Institute of Medical Sciences, Raipur (Chhattisgarh)**

### **खंडन**

यह निविदा अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग) के लिये बोलीदाताओं / फर्म / एजेंसी इत्यादि से प्रस्ताव नहीं बल्कि प्रस्ताव प्राप्त करने का आमंत्रण है, संविदात्मक दायित्व तब तक नहीं होगा जब तक कि औपचारिक अनुबंध पर हस्ताक्षर नहीं किया जाता और चयनित बोलीदाताओं/ फर्म/ एजेंसी इत्यादि के साथ एम्स रायपुर के विधिवत अधिकृत अधिकारियों के द्वारा निष्पादित न किया गया हो।

### **DISCLAIMER**

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.

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**All India Institute of Medical Sciences, Raipur**

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Tele: 0771- 2971307, 2577279 email: [admin@aiimsraipur.edu.in](mailto:admin@aiimsraipur.edu.in)

Website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़) में  
दीक्षान्त समारोह 2019 के लिए इवेंट मैनेजमेंट के लिए निविदा आमंत्रण सूचना

**Short Notice Tender for  
“Event Management for Convocation Ceremony 2019”**

**At**

**All India Institute of Medical Sciences, Raipur**

**CRITICAL DATE SHEET**

Published Date	23/09/2019
Bid Document Download / Sale Start Date	23/09/2019 Time 04.30PM
Pre bid meeting	26/09/2019 Time 03.00PM
Bid Submission Start Date	27/09/2019 Time 10.00AM
Bid Submission End Date	01/10/2019 Time 06.00PM
Bid Opening Date	03/10/2019 Time 03.30PM

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अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर, छत्तीसगढ़

All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road, Raipur-492 099 (CG)

Website : [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

e-mail: [store@aiimsraipur.edu.in](mailto:store@aiimsraipur.edu.in)

1. Director AIIMS Raipur invites online bids on single stage two bid system for "Event Management for Convocation Ceremony 2019" at AIIMS, Raipur.
2. Tender document may be downloaded from AIIMS web site [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.
3. Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted under any circumstance.
4. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the **AIIMS web site [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)** and Central Public Procurement Portal (CPPP) e-Procurement 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 tempered/modified in any manner, tender shall be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AIIMS Raipur.

**General Terms and Conditions:-**

1. **Manual bid shall not be accepted in any circumstance.**
2. The complete bidding process in online bidding, Bidder should be in possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
3. **Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.**
4. **Quotations/Bid should be valid for 180 days** from the tender due date i.e. tender opening date.
5. The bidder must be having a valid GST, PAN numbers and all other permissions, registrations etc. which are applicable in the present case, on the date of submission of bids.
6. Documentary evidence of all permissions, registrations etc. mentioned above must be enclosed with the tender document.
7. A copy of firm/company registration must be enclosed with the bid document.
8. The bidder must be able to provide the service within specified time period as prescribed in the Work Order, failing which the EMD will be liable to be forfeited.
9. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
10. All disputes shall be subject to Raipur Jurisdiction only.
11. **AIIMS Raipur reserves the rights to accept/reject any bid in full or in part or accept any bid other than the lowest bid without assigning any reason thereof.**

**Any bid containing incorrect and incomplete information shall be liable for rejection.**

- i. The Tender/Bid will be opened online at website <https://eprocure.gov.in/eprocure/app> in Sr. Administrative office at AIIMS Raipur Premises at the prescribed time.
  - ii. Financial bids of only those bidders will be opened whose technical bids are found suitable by the expert committee appointed for the purpose.
  - iii. No separate information shall be given to individual bidders.
  - iv. In comparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the bid.
12. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc must be submitted as part of technical bid.

**13. Award of Contract**

The Institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has bid the lowest evaluated quotation price.

- i) Notwithstanding the above, the Institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - ii) The bidder whose bid is accepted will be notified of the award of contract by the Institute prior to expiry of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.
14. The competent authority reserves the right to reject the service if the same are not found in accordance with the required description/quality and make alternative arrangement at the risk & cost of contractor.

**15. Earnest Money:**

*Earnest money (i.e. ₹ 40,000/-) is to be submitted by means of a Bank Demand Draft/FD/BG, of a scheduled bank payable/enchaseable at Raipur. (a scanned copy to be uploaded on CPP Portal). It is also clarified that the bids submitted without earnest money will be summarily rejected. The DD/FD/BG may be prepared in the name of "All India Institute of Medical Sciences, Raipur (AIIMS RAIPUR)". The earnest money (DD/FD/BG or any exemption certificate) must reach the office of the Sr. Administrative Officer, Gate no. 5, Medical College Building, 2<sup>nd</sup> Floor, AIIMS, Raipur prior to opening of tender.*

- i. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Raipur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited
- ii. Tenders without Earnest Money will be summarily rejected.
- iii. No claim shall lie against AIIMS Raipur in respect of erosion in the value or interest on the amount of EMD.
- v. The earnest money will be returned to the unsuccessful tenderers after the tender is awarded.

- vi. EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.
- 16. In case the service provider requires any clarification regarding the tender documents, they are requested to contact the Sr. Administrative Officer, AIIMS Raipur through **e-mail: [admin@aiimsraipur.edu.in](mailto:admin@aiimsraipur.edu.in)** on or before end date of clarification as per critical date sheet.
- 17. The EMD of the successful bidder will be returned to them without any interest after the submission of Security deposit/PSD.

**Sr. Administrative Officer,**  
For and on behalf of **Director, AIIMS Raipur.**

## **Other Terms & Conditions:**

### **1. Pre-Bid Meeting:-**

The pre-bid Tender meeting if requested by bidders will be held **as per criteria date sheet** (Page no.2) for clarifying any points relating to this tender document by the prospective bidders. The agency(s) may get clarified any confusion regarding any terms and condition of the contract during pre-bid meeting and thereafter any claim of doubt/confusion or any things relating to this contract will not be entertained and it will be deemed that the agency has understood everything about this tender. The date of the opening of the technical bid will be posted on the official website and the bidders should attend the same. Thereafter, the technical bids will be evaluated and names of the bidders who are technically qualified will also be posted on the official website. A meeting will be held to verify the documents as submitted in support of qualifying criteria in respect of only technically qualified bidders and they have to produce original documents for verification. Those who fail to produce any desired document in original on the appointed date and time, their bid will be rejected without giving them any further opportunity.

### **2. Performance Security Deposit:-**

- a. The selected bidders must deposit the requisite amount of security money (10% of the approximates value of accepted items) within the stipulated date specified in the acceptance letter.
- b. Successful bidder/firm should submit performance security in the form of Demand Draft in favour of "AIIMS, Raipur" payable at Raipur and to be received in the office of Sr. Administrative Officer, 2<sup>nd</sup> Floor, Medical College Building, Tatibandh, Raipur (C.G) Pin-492099.

### **3. Forfeiture of Performance Security Deposit**

- a. In the event of failure to supply or maintain the goods/articles/perform services as per work order within the stipulated period, the security deposit may be forfeited.
- b. In the event, of failure work may be awarded to the next lowest bidder vide the same work order at contractors risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
- c. If any equipment/instrument is damaged by the approved firm, cost of the same will be deducted from the deposited security money of the contractor.

### **4. Refund of Security Deposit** After successful completion of work service security deposit will be refunded within the three months.

### **5. Validity of the bids:-**

The bids shall be valid for a period of **180 days** from the date of opening of the tender and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder(s) shall be entertained.. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.

**6. Right of Acceptance:-**

AIIMS, Raipur reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Raipur also reserves the right to reject any bid which in its opinion is non-responsive/not-viable or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process. Canvassing in any form is strictly prohibited and the tenderers who are found of canvassing in any form are liable to have their tenders rejected out-rightly.

**7. Breach of Contract:-**

In case of breach of any terms and conditions as mentioned in the Agreement/Contract, the Competent Authority, will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.

**8. Subletting of contract:-**

The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one tender.

**9. Eligibility Criteria**

- a) Organisation must be registered as Event Management service provider (Proprietorship/Partnership/company).
- b) Event management Service provider must have an experience of more than 9 years in field of Event management services.
- c) Event Management Service Provider must have an Experience of conducting one convocation and one College Cultural Event.
- d) Average Turnover for last three financial years(2017-18, 2016-17, 2015-16) must be 25 lakh or above.

**10. Evaluation Criteria of the Successful bidder: -**

**MARKS FOR EVALUATION OF TECHNICAL PROPOSAL**

<b>PARTICULAR</b>	<b>MARKS</b>
1. Average Turnover	20
<ul style="list-style-type: none"> <li>• Above 25 lakh (10 marks)</li> <li>• Above 50 lakh (20 marks)</li> </ul>	
2. Experience of Convocation and college Cultural Events	30
<ul style="list-style-type: none"> <li>• 1 convocation (15 marks)</li> <li>• 2 convocation and 2 college cultural event(30 marks)</li> </ul>	
3. Planning and Presentation of Event (To be awarded by TEC)	upto 50

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**100 Marks**

11. **Bid evaluation criteria and selection procedure**

A two-stage procedure shall be adopted for evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid.

12. **Evaluation Criteria for Financial Proposal**

The price bids of only those firm/agencies who qualify technically will be opened. The proposal with the lowest cost bid responsive will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. Financial bids declared non responsive will be awarded zero marks.

For e.g. assuming that out of technically qualified bids a firm "A" who has quoted ₹5,00,000/- is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above ₹5,00,000/- will be given the financial score as worked out in the following examples.

<b><u>Firms</u></b>	<b><u>Bid Rate</u></b>	<b><u>Financial Score</u></b>
Firm "B" -	₹6,00,000/-	$500000/600000 \times 100 = 83.33$
Firm "C" -	₹7,00,000/-	$500000/700000 \times 100 = 71.43$
Firm "D" -	₹8,00,000/-	$500000/800000 \times 100 = 62.50$

**For working out the combined score, the NBA will use the following formula:**

Total points =  $\{T(w) \times T(s)\} + \{F(w) \times F(s)\}$  where  
 T (w) stands for weight of the technical proposal  
 T (s) stands for technical score  
 F (w) stands for weight of the financial proposal  
 F (s) stands for financial score as worked out above

For e.g. if a firm score 50 marks in technical bid and 70 marks in financial bid the total points will be worked out as follows:-

$$\{T(w) \times T(s)\} + \{F(w) \times F(s)\}$$

$$(70/100 \times 50) + (30/100 \times 70)$$

$$\text{Total} = 35 + 21 = 56 \text{ Points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

13. **Clarification of Offers:-**

To assist in the analysis, evaluation and computation of the Bids, the Competent Authority, may ask Bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid offered shall be permitted.



**14. Right to call upon information regarding status of contract:-**

The AIIMS, Raipur will have the right to call upon information regarding status of contract at any point of time.

**15. Terms of payment:-**

100% payment will be made after satisfactory performance of job against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and pre statement receipt vouchers.

**16. Award of Contract**

- a) AIIMS Raipur will award the contract to the bidder whose quotation has been determined to be substantially responsive and with the highest marks /rank i.e. total of technical evaluation marks (70% weightage) & financial evaluation marks (30% weightage) shall be deemed as the successful bidder and shall be considered eligible L1 bidder for further process . A bid will be considered as substantially responsive if it conforms to all terms & condition of the bid documents without material deviations.
- b) In case of tie i.e. same score for two or more firms the L1 will be decided on the basis of marks scored in technical evaluation and in case of marks in technical evaluation also being same, on the basis of the marks scored by vendor in second, third & fifth rows of criteria of technical bid evaluation.
- c) The following deviations will be deemed material deviations:
  - i. Non-submission of appropriate Bid Security;
  - ii. Bid-validity period less than that stipulated in this tender document;
- d) AIIMS Raipur's decision regarding responsiveness of bids will be based on the contents of the bid itself without recourse to extrinsic evidence and will be final.
- e) A bid determined as substantially non-responsive will be rejected by AIIMS Raipur and shall not be considered beyond tender opening stage by correction of the non-conformity.
- f) AIIMS Raipur may waive any minor infirmity or non-conformity or irregularity in a bid which in its opinion does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- g) Notwithstanding the above, AIIMS Raipur reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- h) The bidder whose bid is accepted will be notified of the award of contract by AIIMS Raipur prior to expiration of the bid validity period. The terms of the accepted bid shall be incorporated in the work order.

**17. Arbitration:-**

If any difference arises concerning this agreement, its interpretation or payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result with in a period of 30 days, either of the parties may make a request to Director, AIIMS Raipur to settle the dispute by Sole Arbitrator. Sole Arbitrator will be appointed by the Director, AIIMS Raipur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**18. Legal Jurisdiction:-**

The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations here under shall be deemed to be located at Raipur, Chhattisgarh and Courts within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

**19. Scope of Work:-**

**1. Stage :**

- (a) 8 to 10 VVIP seating arrangement in stage with standard tepoy glass tables
- (b) Full Stage original flowers decoration
- (c) Stage carpeting(new) 80\*100 ft
- (d) Branding at stage 30\*40 ft stage wings with 1\*1 inch 5 kg frame and fabric media flex with roll end print.
- (e) 80\*100 ft black masking black back media fabric print for stage wall covering.
- (f) Four brass finish flag stand 7\*4 ft
- (g) Wooden Podium with branding
- (h) VVIP entry gate flower decoration with planted passage for VVIP with new red carpet.

**2. Branding :**

- (a) 3 box gate branding 50\*4 ft top, 3 pillars 10\*4 ft.
- (b) 4 temporary hoarding 10\*20 ft
- (c) 4 drop down for building 50\*8 ft
- (d) 1 box gate for auditorium entrance 40\*3 top, 2 pillars 15\*3 ft
- (e) 50 Food area direction board 4\*2 ft
- (f) 20 Sign ages 8\*4 ft
- (g) 25 Standees 6\*3 ft
- (h) Branding at food area 8\*8 ft, 4 pieces
- (i) AIIMS history gallery wall 50\*10 ft with frame and star flex
- (j) Branding in changing room and convocation dress distribution area 15\*3 ft 3 pieces each with eco solvent vinyl
- (k) 20\*10 ft Selfi booth with instant photographer and printer and AIIMS branding photo frame of hard sheet, size A4, 300 pieces.
- (l) 2 Grafity wall 50\*10 ft with framing and star flex

### 3. TENT

- (a) 15 Pakoda tent 15\*15 ft with german leather cover
- (b) Carpet(new) 10000 sq. ft.
- (c) 50 Tables with frill with 100 executive chairs

### 4. LIVE STREAMING, PHOTOGRAPHY AND VIDEOGRAPHY

- (a) 6 plazma led TV 50 inch Samsung/LG for live telecast
- (b) 4 NIKON DSLR for photography and 4 SONY DSLR professional series for videography with one Jimmy Jib crane for videography
- (c) Black magic mixer for online setup
- (d) 100 Metre wireless equipments for LIVE telecast
- (e) Set up for online streaming in YOU TUBE channel and FACEBOOK page

### 20. **Penalty Clause/Liquidated/Punitive Damages:**

If the bidder fails to perform the service satisfactorily, penalty upto 100% of work order value may be imposed, PSD (Performance Security Deposited) may forfeited. The decision of Director, AIIMS, Raipur regarding the services being satisfactory or not shall be final and binding of the bidder.

**Sr. Administrative Officer**

For and on behalf of **Director, AIIMS, Raipur.**

**Form-A****PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER  
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form**

1.	Name of the Bidder	
2.	Permanent Account No(PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No.	
	i) NEFT/IFSC Code	
	g) RTGS Code	
	h) Type of Account	
	j) Account No.	
4	Email id of the Bidder	
5.	Complete Postal Address of the bidder	

**Form – B**

**Declaration by the Bidder:**

1. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with AIIMS Raipur and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract & rules and I/we agree to abide them.
3. The bidder should not have been blacklisted before at any government organisation/institute etc.
4. The bidder should not be prosecuted by any court of law defaulter for any Bank/Financial organization etc.
5. I/We thoroughly examined and understood instruction to tenders, scope of work, terms & conditions of tender given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
6. I/We hereby offer to provide the service at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
7. Quantum of work may increase or decrease as need on the day of function. Payment will be made on actual.

Place:-.....

Date:- .....

(Signature of Bidder with seal)

Name :

Seal :

Address :

**Annexure - A**

**TECHNICAL QUALIFICATIONS AND DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID**

The following documents are required to be uploaded by the Bidder along with Technical Bid as per the tender document:-

1. Scanned Copy of EMD documents must be uploaded.
2. Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/mobile number of contact person (On Letter Head).
3. State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization (On Letter Head).
4. Power of Attorney Authorization for signing the Bid documents in case of Partnership firm or a company or a Government Department or a Public Sector Organization & different person other than proprietor.
5. Duly filled Form-A & Form-B.
6. Attested copy of PAN no.
7. The GST registration details may please be furnished.
8. Whether rates are quoted as per format mentioned in the bidding document or not
9. Whether rates quoted are inclusive of all taxes or not
10. Have you previously provided these services to any government / private organization?  
If yes, attach the relevant proof.
11. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.
12. Proof of financial status in form of Audit report, balance sheet, profit & loss A/c along with all the schedules etc. for the last three financial years.
13. Copy of Income Tax Return Filed Acknowledgement for the last three years.
14. Enclose and affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies/Headquarters Raipur that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.

**PRICE BID**

Price bid in the form of PDF.

### **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 Enrolment” 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.

- 3) 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.
- 4) 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.
- 5) 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 white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) The documents being submitted by the bidders would be encrypted using PKI encryption all 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.



- 8) 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.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) 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.
- 11) 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 number 0120-4200462, 0120-4001002.

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