



भारत सरकार

GOVERNMENT OF INDIA

वस्तु एवं सेवा कर और केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, लेखा परीक्षा आयुक्तालय

OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE,

AUDIT I COMMISSIONERATE

सं 1775, जवाहरलालनेहरूइन्टररिंगरोड,

No.1775, Jawaharlal Nehru Inner Ring Road,

अन्ना नगर पश्चिम विस्तार, चेन्नै- 600 101

Anna Nagar West Extension, Chennai – 600 101

Phone No. 044 2615 5651, Fax – 044 2615 5200 Email: gstadt1pro@gmail.com

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GADT/I/(22)/16/2021-ADMN-O/o COMM-R-CGST-ADT-I-CHENNAI

Date: 13-01-2021

### **NOTICE INVITING e-TENDER FOR OUTSOURCING SECURITY SERVICES**

The Office of the Commissioner of GST and Central Excise (Audit-I) Commissionerate, Chennai-600 101 invites tenders in two separate offers viz., one for Technical bid and the other for Financial bid in the prescribed proforma from reputed, registered firms / companies engaged in the business of providing security services for engaging 7 security personnel on monthly basis for providing security to its office located at 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai- 600101 for a contract period of one year from 01.04.2021 to 31.03.2022.

#### **1. Document Download:**

1a) Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

1b). The inspection of the premises where Security services are to be provided can be made between 10.00 a.m. and 4.00 p.m. on any working day, for which the bidders may contact the Assistant Commissioner (Admn.), Office of the Commissioner of GST & Central Excise, Audit I Commissionerate, No. 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101. The number of persons required for Security Service is 7 (**Seven**). The bids have to be submitted before **3.00 PM on 02-02-2021 (Tuesday)**. The bids shall be opened at **3.30 PM on 03-02-2021 (Wednesday)**.



## 2. Bid Submission:

- i. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Tenderer/Contractor are advised to follow the instructions —Instructions to Bidder for Online Bid Submission provided in the Annexure for online submission of bid.
- ii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form in any manner**. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with this Office.

4. Intending tenderers are **advised to visit again CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

5. The tenderers should fulfil the following eligibility conditions:-

- i I.T. returns for the last 3 years shall have to be uploaded along with the tender.
- ii The Agency shall have a minimum experience of 3 years in providing round the clock security services by deployment of security personnel. Copies of Agreement / work order from clients as documentary evidence shall be uploaded.
- iii Credentials or certificates in support of agency's experience in the last three years in similar nature of work should be uploaded. A list of their clients with full address and phone numbers of the Head of Office / Division Head may also be uploaded.
- iv The Tenderer should be registered with the Regional P.F. Commissioner(RPFC) and ESIC office of the area. A copy of the valid registration certificate is required to be uploaded along with the tender.
- v The Agency have to upload documents to show satisfactory completion of work of similar nature during the last 3 years.
- vi It will be obligatory on the part of the tenderer to sign each page of the tender documents and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. On award of work, the tenderer will have to enter into an Agreement with the Commissioner of CGST & Central Excise, Audit I Commissionerate, Chennai.
- vii The bidder must produce a solvency certificate from his banker for an amount not less than the amount of the contract for the period from 01.04.2021 to 31.03.2022.
- viii Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance



will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s) / director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

- ix Earnest Money Deposit(EMD) of **Rs. 30,000/- (Rupees Thirty Thousand only)** per application in the form of Demand Draft / Bankers cheque of scheduled Bank drawn in favour of **“PAO, Central Excise, Chennai”** shall be submitted to the Office of the Commissioner CGST and Central Excise, Audit-I Commissionerate on or before the previous day of the bid opening date. Qualifying bids without Earnest Money Deposit will be rejected. The EMD will be returned to all the unsuccessful bidders after finalization of the contract. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD of selected bidder and the same will be returned on furnishing performance guarantee. The tenderers who are registered as MSME Enterprises under Micro, Small And Medium Enterprises Development Act, 2006 need not pay the said Earnest Money Deposit as envisaged under FAQs (No.20) on Public Procurement Policy for MSMEs, Order 2012 dated 24<sup>th</sup> October 2016 issued in F.No.22(1)/2012 MA. They shall submit 'Bid Security Certificate' along with the Technical Bid as given under Department of Expenditure's O.M. No.F 9/4/2020 PPD dated 12-11-2020.
- x Bids will be opened as per date /time as mentioned in Page 1 of the Tender. After online opening of Technical Bid the results of their qualification as well Financial Bid opening will be intimated later.

## **TERMS AND CONDITIONS**

The agency shall be considered for award of contract only if it agrees to abide by the following terms & conditions:

### **1. ELIGIBILITY**

- i) The Agency should be registered under the Provident Fund Act, ESI Act, Labour Law and other relevant statutory enactments relating to the employment of labour. Copy of the registration papers along with code numbers attached to the Agency / Company shall be uploaded.
- ii) The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]". Copy of the same shall be uploaded. The agency should preferably have an all India network.
- iii) The agency shall have a minimum experience of three years in providing round the clock security services by deployment of security personnel to Government organizations, other large Public Sector Undertakings or large corporate offices. Copies of agreement / work order from clients shall be provided as documentary evidence. Certificate of appreciation from the present clients shall be uploaded.
- iv) The agency should have GST registration & should have paid GST of at



- least Rs.10 lakhs in the previous financial year. Documentary evidence & GST returns in this regard shall be uploaded.
- v) The agreement will be in force for a period from April 2021 to March 2022. This office reserves the right to extend the duration of the contract for a further period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
  - vi) Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected.
  - vii) This office reserves the right to accept or reject any tender in part or full or without assigning any reasons thereof.
2. **Performance Guarantee:** The successful tenderer shall submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee Receipt @ 5% of the value of contract within three days from the day of obtaining the contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.
  3. **The security agency shall provide security guards with proper supervision of jobs in 3 shifts. Security shall be provided round the clock and each shift shall be of 8 hours duration. Two Security guards shall be posted in each of the three shifts. In addition, one guard shall function during office hours i.e. from 9.00 am to 5.30 pm (with half an hour lunch break) who, apart from his security duties, shall also be the contact person of the agency with this office.**
  4. The security agency shall ensure that the guards posted in this office do not work for more than one shift in a day except under extraordinary circumstances. It shall also be ensured that there is no shortage of guards at any point of time. If any shortage of guards is noticed or if it is found that any guard is made to work more than one shift in a day without sufficient reason, proportionate amount will be deducted from that month's bill.
  5. The security agency shall provide extra person(s) if desired by this office, during the period of this agreement at the rates already agreed in the contract.
  6. The security guards shall perform their duties diligently and afford protection to the entire premises of CGST Audit I Commissionerate, Chennai that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry /exit registers, give instructions to park private vehicles at proper place, watch the movements of public / visitors and alert the concerned officer-in-charge in alarming situations, apart from attending to such other duties as may be assigned by officers concerned of CGST Audit I Commissionerate, Chennai from time to time. The guards should be skilled in traffic management and handling of fire fighting equipments. The guards should be able to read and write English and speak in Tamil.
  7. The security guards shall be vigilant so that no person shall carry away any articles belonging to this office out of its premises, and in such an event, he shall immediately inform the concerned officer-in-charge and



- act in accordance with the instructions given by him / her from time to time.
8. The security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security Staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis.
  9. In case the security guards provided by the agency to this office found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequence and this office shall be at liberty to lodge complaints before appropriate authorities.
  10. In case of any theft / pilferage or any property belonging to the office of CGST Audit I Commissionerate, Chennai, the concerned officer-in-charge shall inform the security agency and register complaints with the police. It will be the responsibility of the security agency to pursue the matter with the police with the assistance of the concerned officers in the Department.
  11. Only able bodied, physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be below 21 years and not above 50 years. They shall perform their duties to the satisfaction of this office.
  12. The security agency shall provide proper uniform with required accessories such as whistle, torch lights, walky-talky, batons, etc to the security guards and shall ensure their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season.
  13. The agency should also be licensed under the Tamil Nadu Private Security Agencies Rules, 2008 and the guards employed should fulfill the basic physical and training requirements stipulated.
  14. The wages paid to the security personnel should strictly adhere to the Minimum Wages Act, 1948 & Contract Labour (R&A) Act, 1970 and as prescribed by the O/o the Chief Labour Commissioner (Central). Licence from Labour Department as per Section 12 of Contract Labour (R&A) Act, 1970 should be obtained for the contract work within 7 days of award of contract. The agency should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the security agency will be in the employment of security agency only and not of CGST Audit I Commissionerate, Chennai.
  15. Mode of payment will be monthly and payments to the security agency will be through RTGS Only. Tax shall be deducted at source as per the Income Tax Act from the monthly bills.
  16. In case the agency withdraws or the department terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, shall be adjusted against performance guarantee provided by the successful bidder.
  17. This office reserves the right to terminate the services of the security agency at anytime without giving any notice whatsoever.



18. All the existing statutory regulations of **both State & Central governments** shall be adhered to & complied with by the security agency and all records maintained thereof should be available for scrutiny by this Office.
19. The security agency shall strictly comply with the terms and conditions of the agreement which will be executed with the successful tenderer. Failure by the agency to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
20. Any dispute arising out of this agreement or that which any arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only. CGST Audit I Commissionerate, Chennai is entitled to withhold payments due to the security agency in case of any dispute, till it is resolved.

### **SUBMISSION OF TENDER**

- i) **The tender shall be submitted online in Two parts viz. Technical bid and Financial bid.**
- ii) 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.
- iii) The offers submitted by Telegram / Fax / Email shall not be considered. No correspondence will be entered in this matter. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office.
- iv) This office reserves the rights to seek any document in original in respect of I.T. Return / PF / ESI / Experience / GST Returns etc. for verification at any stage of tender process.
- v) After evaluation of technical bid, bidders will get the information regarding their eligibility / pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to successful bidders. The bidders can check the same from the portal.
- vi) The financial bid of the successful bidders (i.e. qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-schedule time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.

### **TECHNICAL BID**

- a) Signed and scanned copy of Technical bid document in **Annexure A**,
- b) Signed and scanned copies of Certificates like GST Registration, PAN No., TIN No., ESI Registration, PF Registration, Income Tax Returns for last 3 years, etc.
- c) Signed and scanned copy of Tender Acceptance Letter & Letter of authorization to submit the bid in **Annexure B**
- d) **An undertaking (self-certificate) that the agency has not been black listed by a Central /State / UT Government institution and there has been no litigation with any government Department on account of it**

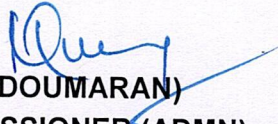


**services in Annexure C.**

- e) Signed and scanned copies of GST returns for the year 2019-20 as a evidence of payment of GST for the year 2019-20 of Rs.10 lakhs or more
- f) Signed and scanned copy of document in support of having experience in Security Service for more than 3 years.
- g) Solvency Certificate from the Bank for an amount not less than the amount of the contract for the period from 01.04.2021 to 31.03.2022

**FINANCIAL BID**

- a) Financial Bid document in the form of Bill of Quantity (BOQ) **(Annexure D)**
- b) Enclosure to Financial Bid in PDF **(Annexure E)**
- c) Price Bid Undertaking in **Annexure F**
- d) The bidders/ tenderers are requested to inspect the areas under consideration for providing security service at the premises between 10.00 AM and 05.00 PM (Monday to Friday) and submit their quotes thereafter. Any clarification in this regard may be sought from the Assistant Commissioner (Admn), O/o the Commissioner of GST & Central Excise, Audit I Commissionerate, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101. (Ph: 044 2615 9207)

  
(T. NEDOUMARAN)  
ASSISTANT COMMISSIONER (ADMN)

Copy to: AC(ICT) to upload in the website.  
Webmaster, CBIC for uploading



**ANNEXURE-A**  
**TECHNICAL BID DOCUMENT**

1	Name of the Registered Firm / Company	:
2	Address of the company with Telephone No. / Mobile No. / Fax No. / Email	:
3	Status of ownership (Proprietary / Partnership / Company - attach proof)	:
4	Name & Address of the proprietor / Partners / Directors (with Mobile No.)	:
5	Contact person(s) (with Mobile No.)	:
6	Licence No. obtained from the controlling authority under Section 7(5) of The Private Security Agencies (Regulation) Act, 2005 (attach photocopy of the licence)	:
7	Date of establishment of the firm	:
8	List of clients along with certificate of appreciation from at least two important clients	:
9	Permanent Account Number (PAN) (The evidence for filing of IT returns along with Profit & Loss Account & Balance sheet for the last three financial years 2017-18 , 2018-19 & 2019-20 to be enclosed)	:
10	Details of GST Registration and amount of GST paid during the year 2019-20 (attach copies of returns filed)	:
11	No. of persons employed (attach proof)	:
12	Annual Turnover for the last 3 years ended on 31.3.2020 (attach Balance sheets)	:
13	Details of ESI & EPF Registration (attach proof)	:
14	Details of EMD	:
15	Solvency Certificate issued by Bank (Attach Copy)	:

**DECLARATION**

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

Date:

Place:

Signature of the authorized person  
(Name and Designation)



**ANNEXURE-B**

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

Date:

To,  
The Commissioner of CGST & Central Excise,  
Audit-I Commissionerate,  
1775, Jawaharlal Nehru Inner Ring Road ,  
Anna Nagar Western Extension,  
Chennai – 600101.

Sub: Acceptance of Terms & Conditions of Tender.

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

Name of Tender / Work: -

OUTSOURCING OF SECURITY SERVICE FOR THE YEAR 2021-22

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:

<https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> as per your advertisement, given in the above mentioned website(s).

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

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

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

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

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

Yours faithfully,

(Signature of the Bidder, with Official Seal)



**ANNEXURE-C**

**UNDERTAKING FROM THE BIDDER**

1. We are in compliance with the provisions of Contract Labour (R &A) Act, 1970, Minimum Wages Act, 1948, the Minimum Wages Rules 1950, Payment of Bonus Act, the provisions of EPF & ESIC Rules.
2. We have a valid Licence as per Section 12 of Contract Labour (R &A) Act, 1970 have been obtained from Labour Department for the contract work and the necessary registrations with PF & ESIC.
3. We have not been in default of payment to any labour employed / provided by us to any other Principal Employer.
4. We have not defaulted / short paid EPFO or ESIC contributions to our employees.

Signature of the authorized person(s)  
(with date and seal)



**ANNEXURE-D**

**FINANCIAL BID**

1.	Name of the Service Provider	
2.	Name & Address of the Proprietor / Partners / Directors (with Mobile No.)	
3.	Rate per Security Guard per month @ 8 hours shift per day (exclusive of GST)	Rs. Rupees _____ only
4.	Rate quoted for providing 7 Security Guards per month @ 8 hours shift per guard per day(exclusive of GST)	Rs. Rupees _____ only

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

Signature of the authorized person(s)  
(with date and seal)



## ANNEXURE-E

### ENCLOSURE TO THE FINANCIAL BID DOCUMENT

#### Minimum Wage details per person as prescribed by the Govt.

(a)	Basic Wage per day	Rs.
(b)	Variable DA per day	Rs.
(c)	Total Wage per day (a+b)	Rs.
(d)	Wages for 30.4 Days per person	Rs.
	ADD: STATUTORY CONTRIBUTION	Rs.
(e)	EPF (12%)	Rs.
(f)	Pension Fund (1.36%)	Rs.
(g)	ESI (4.75%)	Rs.
(h)	Bonus (8.33%)	Rs.
(i)	Gross Wages per person for 30.4 days (d+e+f+g+h)	Rs.
(j)	Service Provider's service charges per person	Rs.
(k)	Total Wages per person for 30.4 days (i+j)	Rs.
(l)	Wages for 7 Security Persons (k*7)	Rs.
(m)	Goods and Service Tax @ 18% on (l)	Rs.
(n)	Total amount including GST (l+m)	Rs.

The Tenderer would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government for Outsourcing of Housekeeping services from time to time.

SIGNATURE OF THE CONTRACTOR  
WITH SEAL AND DATE



Validate

Print

Help

**Item Rate BoQ**

Tender Inviting Authority: OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE, CHENNAI AUDIT I COMMISSIONERATE

Name of Work: OUTSOURCING OF SECURITY SERVICES ON CONTRACT BASIS FOR 2020-21

Contract No: GADT/II(22)/16/2021-ADMN-O/o COMM-R-CGST-ADT-I-CHENNAI

Name of the Bidder/ Bidding Firm / Company :						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent 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 #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	NUMBER OF PERSONS	Units	RATE PER GUARD In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Scope of the work: PROVIDING SECURITY SERVICES ON CONTRACT BASIS FOR OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE, CHENNAI AUDIT I COMMISSIONERATE					
1.01	TOTAL AMOUNT FOR 7 SECURITY GUARDS PER MONTH @ 8 HRS PER SHIFT PER GUARD PER DAY	7.000	Nos		0.00	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>				<b>INR Zero Only</b>		



**ANNEXURE F**  
**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

To,

The Commissioner of CGST & Central Excise,  
Audit-I Commissionerate,  
1775, Jawaharlal Nehru Inner Ring Road,  
Anna Nagar Western Extension,  
Chennai-600101.

Sir,

I submit the Price Bid for Security services for the Office of the Commissioner of GST & Central Excise, Audit I Commissionerate, Anna Nagar West Extension, Chennai – 600 101 and related activities as envisaged in the Bid document.

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

Yours faithfully

Signature of the authorized person



## Annexure-G

### Instructions for Online Bid Submission:

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

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

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link  
—**Online bidder Enrollment** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.



- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.  
These tenders can be moved to the respective My Tenders' folder.  
This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of offers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, 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 Earnest Money Deposit(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 filled by all the bidders in the given format.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message.
- 10) 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.