

No. 14-46/F&A/NIPGR/2022-23
National Institute of Plant Genome Research
(An Autonomous Research Institution under Department of Biotechnology,
Ministry of Science & Technology)
Aruna Asaf Ali Marg, New Delhi-110067

NOTICE INVITING TENDER

Subject: Request for Proposal (RFP) for Engagement of ‘Statutory Auditors’ for ‘National Institute of Plant Genome Research’, New Delhi-110067.

Online Tenders (in two bid system) are invited on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New-Delhi-110067 from reputed Chartered Accountancy Firms empanelled with C&AG OF INDIA, for conducting Statutory Audit of Accounts of the National Institute of Plant Genome Research, New Delhi (hereinafter called ‘NIPGR’), for the financial year 2022-23 which can be further extended for further period on satisfactory completion of the work. The Auditor so appointed shall carry out the Statutory Audit of the Institute.

Estimated Value (₹)	EMD (₹)	Last date & time for submission of Tender Document	Time & date of opening of the technical Bid
₹50,000/-	₹1,000/-	March 23, 2023 at 03:00 pm	March 24, 2023 at 03:00 pm

The tender document is available on eprocure.gov.in and can also be downloaded from CPP Portal <https://eprocure.gov.in/eprocure/app> and from our website: www.nipgr.ac.in free of cost.

The evaluation and selection of the Agency shall be done on Quality and Cost Based Selection (QCBS) basis, as detailed hereunder. The audit will be carried out in accordance with Auditing, Review and Other Standards issued by the Institute of Chartered Accountants of India and Government of India and amended from time to time.

The selected Chartered Accountant Firm shall be required to carry out Statutory Audit of the Institute, which will include tests and controls, as the auditors feel necessary under the circumstances. In addition to the following major areas, the selected agency has to carry out other activities as deemed fit by the Institute: -

1. Statutory Audit to cover the areas ensuring that:

- a. Transactions are recorded as per principles of Accounting for Autonomous Institute;
- b. Utilization of external funds is in accordance with financing agreements;
- c. Counterpart funds are utilized for the purposes for which they are provided;
- d. Goods and services have been procured in compliance with the financing agreement;
- e. Transactions are duly supported with proper supporting documents and there is clear linkage between books of accounts and reports presented to Bank;
- f. Propriety of the transactions;
- g. Checking the maintenance of books of accounts and allied records;
- h. Checking the bank reconciliation statements;
- i. Checking of component wise, category-wise and account head wise expenditures;
- j. Checking of compliance of various taxes/ statutory compliances;
- k. To check all statutory records registers including Minute Books and to see that accounting affects all the decisions taken at Finance Committee/ Governing Body/ NIPGR Society Meeting is given in the Books of account;

- l. To give executive summary incorporating all points' matters; which are of very important in nature.
- m. The above items are illustrative and not exhaustive. The Agency is required to verify other documents/ Information, if needed, for the Statutory Audit of the Accounts of the Institute.

2. FINANCIAL BOOKS:

- a. Verification of Bank Book Journal, vouching of Imprest Cash;
- b. Scrutiny of General Ledger, Staff advance registers commenting on loan and advances outstanding entries;
- c. Verification of cheque inward register with receipt issued as well as pay-in-slips as also advices of Bank regarding the realization of cheques;
- d. Verification of cash, cheques on hand etc. on quarterly basis and as on 31st of March every year;
- e. Scrutiny of general ledger and verification of Income & Expenditure statement, profit & loss account and balance sheet and other schedules;
- f. Verification of salary/ consultancy payments, P.F, I.T., Professional Tax, TDS, GST, etc. and verification of submission of various return to the competent authority in time;
- g. Verification all financial information completely, promptly and after the necessary authorization was recorded.

1.	Tender No.	No. 14-46/F&A/NIPGR/2022-23
2.	Date of Tender Publishing on website	03/03/2023
3.	Tender documents	The tender document is available on eprocure.gov.in and can also be downloaded from CPP Portal https://eprocure.gov.in/eprocure/app and from our website: www.nipgr.ac.in free of cost
4.	EMD	Rs. 1000/- (Rs. One thousand only) Firms having valid NSIC/ MSME certificate are exempted.
5.	Last date and time of submission of tender	23/03/2023 at 03:00 pm.
6.	Date, Time and place of tender opening	24/03/2023 at 03:00 pm at the National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi-110067
7.	Criteria of evaluation and Selection	The Criteria of selection shall be on Quality and Cost Based Selection (QCBS) . The Highest Scorer (H-1) shall be awarded the work. (70% weightage shall be given to the Technical Bid and 30% weightage shall be given to the Financial Bid)
8.	Minimum fees	Minimum Fee for the scope of work (Statutory Audit) is ₹40,000/- + GST as applicable.
9.	Evaluation Scheme	The evaluation Scheme has been mentioned hereunder;

Bids shall be submitted **online only** at **CPPP website: <https://eprocure.gov.in/eprocure/app>**. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.

The firm must have an office located in Delhi/NCR (proof of the same must be enclosed with Tender).

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/ or to modify the process or any part thereof at any time without assigning any reason thereto vests with Director, NIPGR, New Delhi, without any obligation or liability whatsoever.

General Terms & Conditions

Online tenders are invited from reputed Chartered Accountancy Firms empanelled with C&AG of India, in **Two Bid System** (Technical & Financial), for conducting Statutory Audit of Accounts of the National Institute of Plant Genome Research, New Delhi (hereinafter called 'NIPGR'), for the financial year 2022-23 which can be further extended for further period on satisfactory completion/ requirement of the work. The Auditor so appointed shall carry out the Statutory Audit of the Institute. The evaluation and selection of the Agency shall be done on Quality and Cost Based Selection (**QCBS**) basis, as detailed hereunder.

The firm should fulfil the following requirements: -

1. The Firm must be registered with the Institute of Chartered Accountants of India.
2. The Firm should be empanelled with C&AG of India.
3. The firm or its partner(s)/ director(s), etc. must not have been debarred from ICAI or RBI or any other statutory body for any misconduct.
4. The Bidding Firm should be registered with **Income Tax** and **Goods & Service Tax** departments.
5. The Bidding Firm must have their office in Delhi-NCR.

Selection of Chartered Accountant Firm:-

The tender shall be submitted online in two parts, viz., **Technical Bid** and **Financial Bid**. The Annual Audit Fee should be all inclusive of all (whether TA/DA etc., except applicable GST). The payment will be made after successful completion of the work i.e. upon completing the annual audit and furnishing the audit report.

Financial bids of only technically qualified firms shall be opened and evaluated.

- i. **Technical Bid:** Technical bid should contain information constitutional documents, business turnover, experience in the sector and other related documents of the company/ firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format at **Appendix 'A' (1 & 2)** which should inter alia contain the documents as per succeeding paras. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory. The **EMD** must also be enclosed in the Technical Bid.
- ii. **Financial Bid:** The financial bid must be submitted in the format enclosed with tender documents as **Appendix 'B'**. The L-1 firm/ bidder will be awarded the Highest Marks. The bid should be clearly filled or typed and sign in ink legibly. Bidder should quote the price in figures as well as in words the amount quoted by him. The tender document should be duly signed by the authorized persons.

If the prospective bidder/ firm do not send the Technical Bid/ Financial Bid duly signed by the authorised person of the Firm, their bid is liable to be rejected.

If any of the information/ documents furnished by the Firm/ Agency is found to be incorrect/ forged, the offer will automatically stand cancelled without entertaining any further correspondence.

Additional Terms & Conditions of Bid Document

Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer/ bidder. Conditional Tenders are liable to be rejected. National Institute of Plant Genome Research, New Delhi will process the tender as per NIPGR standard procedure. Institute reserves the right to reject any or all or part of tender without assigning any reason. NIPGR will not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. In QCBS evaluation of the bids for selection of Chartered Accountants Firm to conduct Statutory Audit of the National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi, the **‘Technical Bids’** shall be given the weightage of **70%**, whereas, the **‘Financial Bids’** shall be given weightage of **30%**. The **‘Highest Scorer’ (H-1)** of combined score of Technical evaluation and Financial Bid shall be appointed as ‘Statutory Auditors’ of the Institute.
2. **An illustration has been provided hereunder to explain the evaluation system in Annexure-I.**
3. The minimum score in Technical evaluation is **70 marks** to be eligible for opening of Financial Bid.
4. The Institute will reject a proposal for award if it is determined that the bidder recommended for award as directly or through an agent, or engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
5. The Technical Bid may be furnished as per the prescribed format as at **Appendix-A (i) & (ii)**
6. The rates must be quoted on the prescribed format as per **Appendix-B**
7. The Technical Bid & Financial Bid must be submitted separately on the CPP portal.
8. The tenderer should quote the rates in figures as well as in words. If there found to be difference in the amount mentioned in figures and words, the rates quoted in words will be taken into the consideration.
9. Tender must accompany Earnest Money (EMD) of **₹1000/-** and should be paid through Demand Draft/ RTGS (as per details provided below) in favour of “Director, National Institute of Plant Genome Research”, payable at New Delhi. The payment details viz. UTR Number of the transaction/ Demand Draft must be enclosed in the Technical Bid, failing to do so the bid shall be treated as non-responsive and will be summarily rejected.

Account No.	IFSC Code	Bank Name	Branch
10596550290	SBIN0001624	State Bank of India	JNU, Old Campus

10. The EMD of unsuccessful bidder shall be refunded upon completion of evaluation and after award of the work to the successful bidder. The EMD of the successful bidder shall be converted to the Security Deposit and shall be refunded on completion of the contract period, without any interest.
11. The rates quoted in tender shall remain valid for acceptance for a period of 90 days from the date of opening of tenders. The rates quoted shall be valid for the entire contract period i.e. for the financial year 2022-23 and may be extended further for another period, if mutually agreed by both parties.
12. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms & conditions of the tender which are not acceptable to the Institute, the Institute shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest deposit absolutely.

13. The acceptance of tender will rest with the competent authority of NIPGR, New Delhi and reserves the right to reject any or all of the tenders received without assigning any reason. The decision of Tender Evaluation Committee will be final in case of any dispute during Tender Opening process. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
14. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the Institute.
15. In case the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day at the same time & venue.
16. Escalation charges shall not be accepted on any grounds during the pendency of contract.
17. If the job is refused by the firm or not executed after accepting the condition of the tender/ work order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the Institute and further action as deemed fit will be taken.
18. In case of any dispute arising under this agreement, the Director, National Institute of Plant Genome Research, New Delhi would act as an Arbitrator and his decision shall be final and binding.
19. The agency shall not sublet/ sub-contract the work or any part of the work, to any other party.
20. All disputes will be settled within the jurisdiction of Delhi High Courts.

Illustration of QCBS Evaluation

Stage-1: Technical Bids Evaluation

Bidder Details	Technical Mark Obtained
Bidder-1	92
Bidder-2	85
Bidder-3	55*
Bidder-4	75

*Since minimum score for Technical evaluation is 70 Marks, Bidder-3 is **disqualified** hence rejected.

Stage-2: Conversion of Technical Marks to Technical Score (70% weightage)

Bidder Details	Technical Mark Obtained	Score (Marks Obtained in Technical Evaluation/Marks of Highest Scorer x 100)	70% Weightage
Bidder-1	92	100	70
Bidder-2	85	92.39	64.67
Bidder-3	55	Rejected*	-
Bidder-4	75	81.52	57.06

Stage-3: Financial Bid Evaluation

Bidder Details	Financial Quote
Bidder-1	1,30,000
Bidder-2	1,20,000
Bidder-4	1,00,000

Stage-4: Conversion of Financial Bid Amount to Score (30% weightage)

Bidder Details	Financial Quote	Score (Financial Quote by L-1/Financial bid of the Bidder x 100)	Weightage (30%)
Bidder-1	1,30,000	76.92	23.08
Bidder-2	1,20,000	83.33	25.00
Bidder-4	1,00,000	100.00	30.00

Stage-5: Final Score

Bidder Details	Technical Score	70% weightage	Financial Score	30% Weightage	Total Score	Rank
Bidder-1	100	70	76.92	23.08	93.08	H-1
Bidder-2	92.39	64.67	83.33	25.00	89.67	H-2
Bidder-4	81.52	57.06	100.00	30.00	87.06	H-3

Bidder-1 will be awarded the work being (H-1) Highest Scorer

Appendix 'A(i)'

Details about the bidder

Details	Details (Whether attached)	Specify the Page No.
Name of Chartered Accountant Firm		
Complete Address & Telephone No.		
Name of Proprietor/ Partner/ Designated Partner(s)		
Phone No:- Mobile No:- Email Id:-		
Name and contact details of the Person(s) who is to be contacted as co-ordinator		
The Firm must be registered with the Institute of Chartered Accountants of India (attached copy of certificate).		
The Firm should be empanelled with C&AG of India (attached copy of certificate).		
PAN No. (enclose the attested copy of PAN Card).		
GST No. (enclose the attested copy of GST Certificate).		
Whether the firm has enclosed the UTR No. of Earnest Money Deposit.		
Whether the Firm has signed each and every page of Tender and submitted the same with their Technical Bid as an acceptance of all the Terms & Conditions contained in the tender document.		
Any other information, if necessary.		

Note: All the documents being furnished must be self-attested as "True Copy", with official seal and signatures of the Authorized person.

Date:

Signature with Seal of Authorized Signatory

Place:

Technical Evaluation Criteria and Scoring Scheme

Criteria	Scoring	Max. Points	Documentation	Specify the Page No.
1. Long standing of the firm	01 point for each year of existence over 05 years (i.e. for having more than 5 years of existence shall only be given the marks)	15	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI	
2. Turnover of the firm for the last three Financial years (FY 2018-19, 2019-20 and 2020-21)	<ul style="list-style-type: none"> ➤ 5 points for Specified Turnover of Rs.200 Lakhs or above for <u>each</u> FYs. (i.e. 2018-19, 2019-20 and 2020-21); And/or ➤ 4 points for Specified Turnover of Rs.150 Lakhs to Rs.200 Lakhs in <u>each</u> FY; And/or ➤ 3 points for Specified Turnover of Rs.100 Lakhs Rs.150 Lakhs in <u>each</u> FY; And/or ➤ 2 points for Specified Turnover of Rs.50 Lakhs to Rs.100 Lakhs in <u>each</u> FY; And/or ➤ 1 point for Specified Turnover of Less than Rs.50 Lakhs in <u>each</u> FY. 	15	<p>“Turnover” would mean the professional fee earned excluding GST and traveling, if billed separately.</p> <p>Self-attested Audited Balance Sheets for the FY 2018-19, 2019-20 and 2020-21, be supported.</p>	
3. Experience and Association of Partners.	<ul style="list-style-type: none"> a) 03 points for each FCA Partner. b) 02 points for each ACA Partner. 	25	List of partners with FCA/ACA status, supported by the latest firm constitution certificate issued by ICAI	
4. Conducting Statutory Audit of PSU/ Autonomous Bodies or any other Statutory Body, during the last 05 years	<p>02 points for each Financial Year</p> <p>Note: Audit in <i>same organisation shall be counted as <u>one</u></i>.</p>	20	List of the clients audited by the firm with appointment letter/ other supported evidence	
6. Specific Experience in audit of Scientific Research Organisation of Govt. of India. (Scientific Research Organisation means an organisation/ Institution/ University, which undertakes laboratory research including teaching.)	<ul style="list-style-type: none"> ➤ 05 points for each audit of Scientific Institution of Govt. of India completed during the last 5 years 	20	List of the clients audited by the firm with appointment letter/ other supported evidence	

6. Presence of the Firm in Delhi/ NCR	<ul style="list-style-type: none"> ➤ 05 points if the <u>Head Office</u> of the applicant firm is located in Delhi/ NCR. ➤ 03 points if a <u>Branch Office</u> of the applicant firm is located in Delhi/ NCR. 	05	Latest firm constitution certificate issued by ICAI. Date of establishment of the branch and name of Partner/ CA qualified employee in charge of the firm.	
	Total =	100		

Note: All the documents being furnished must be self-attested as “True Copy”, with official seal and signatures of the Authorised person.

Date: Signature

Place: Full Name

Firm Name:

Seal of the Organisation

Financial Bid*(To be kept in a separate Envelope sealed properly while sending the proposal)*

Particular	Annual (yearly) Fee (In INR ₹)	GST (In INR ₹)	All Inclusive Annual (yearly) Fee (In INR ₹)
All Inclusive Lump Sum Annual Fees for the entire scope of work covered under the terms of the tender document.			
Amount in Words			

*Not to be quoted here***Please Note:**

- I. As provided in the Financial bid format above, the bidders have to quote the Rates as per above format only.
- II. Since the evaluation is on **QCBS** method **30% weightage** will be given to the 'Financial Bid' and highest scorer of 'Technical + Financial Bid' will be awarded the work.
- III. The above quoted Lump Sum Annual Fee must be inclusive of all out of pocket expenses/ travelling expenses, etc., excluding Good Service Tax (GST), as applicable.
- IV. In case of any discrepancy in Annual Fee quoted in figures and words, the Fee mentioned in Words Shall be taken into cognizance.

We further undertake that the rates quoted above by us will be valid for the entire currency period of the contract and no increase/ escalation shall be payable.

Date:

Signature

Full Name

Firm Name:

Seal of the Organisation

SELF DECLARATION
(On Letter head of the Firm)

(To be enclosed with the Technical Bid)

(Date)

The Director
National Institute of Plant Genome Research,
Aruna Asaf Ali Marg,
New Delhi-110067

Subject: Declaration - Engagement of 'Statutory Auditors' for 'National Institute of Plant Genome Research', New Delhi-110067.

Dear Sir,

1. In response to the Tender Document for appointment as "Statutory Auditors" of the National Institute of Plant Genome Research, New Delhi, I/We hereby declare that presently our company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.
2. We further declare that presently our company/ firm (name of the Firm..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/ PSU/ Autonomous body on the date of Bid Submission including violation of relevant labour laws.
3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date: Signature

Place: Name

Seal of the Organisation

**Letter of Proposal
(On Applicant's letter head)**

To

(date)

Director,
National Institute of Plant Genome Research
JNU Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

Ref: Your Letter no. -----dated-----

Subject: Selection of C&AG of India Empanelled Chartered Accountant (CA) Firms to Conduct Statutory Audit of National Institute of Plant Genome Research, New Delhi for FY 2022-23.

Dear Sir,

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated (insert date), and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility Document, for the above mentioned work.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signatures (Authorised Signatory) with Stamp

Name of Firm

Address

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the eSubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

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/ Nic 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

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

- 1) 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.

- 2) 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.
- 3) 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, GST Certificate 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 as applicable and enter details of the instrument.
- 4) 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.
- 5) 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.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

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, 91-7878007972 and 91-7878007973.