

New Delhi, the 2nd December, 2016.

e-TENDER NOTICE

Subject: Invitation of on-line bids for providing security guards in NITI Aayog, Sansad Marg, New Delhi.

Online quotations are invited as per two-bid system from experienced and specialized firms/ reputed agencies/companies for providing three (03-semi-skilled) security guards in the NITI Aayog, New Delhi. No manual bids will be accepted under any circumstances.

2. The contract would be awarded initially for a period of one year (12 months) and may be extended further on half-yearly or annual basis for a maximum period of one year beyond the initial period of contract, subject to the fact that their services are of satisfactory quality, in the opinion of the Competent Authority in the NITI Aayog.
3. The bidders have to submit their technical and financial bids as per the proforma given alongwith the tender documents. The rates are to be quoted in Indian Rupees. The scanned copy of the financial instrument signifying the payment of the Earnest Money Deposit (EMD) of Rs.19,000/- (Rupees Nineteen thousand only) must be uploaded with the bids and the EMD in original (in sealed cover super-scribed with the words: "EMD - Tender for providing security guard" is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog during the office hours w.e.f 02.12.2016 upto 23.12.2016 (2.00 PM). The EMD shall not carry any interest.
5. All the required documents in support of the eligibility criteria are also to be positively uploaded along with the tender documents. The bidders are advised, in their own interest, to submit on time the desired papers/ documents with their bids as per the requirements complete in all respects as indicated in Annexures failing which their bids may be declared as non-responsive, without any further reference to them.
6. The submission of bids would begin from 02.12.2016 at 5.00 p.m. and last date and time for submission of bids is 23.12.2016 at 2.00 P.M. The technical bid shall be opened online at NITI Aayog by the duly constituted Tender Opening Committee on the same day i.e. 23.12.2016 at 3.00PM. The representative of firms/agencies/companies who wish to be present to view the tender opening process will be allowed to do so. The date of opening of financial bids of those bidders who qualify in the Technical Bid stage would be announced later.

Contd.


NITI AAYOG
FOR THE
SECRETARY

7. This office reserves the right to cancel the entire tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of any bid before the finalization of the instant tendering process, the EMD of the concerned bidder will stand forfeited.

8. The Terms & Conditions of the instant tender notice are at Annexure-I. The eligibility criteria and evaluation criteria are annexed at Annexure-II and Annexure-III. The formats in which the financial and technical bids are to be submitted are provided at Annexure-IV (Financial Bid) and Annexure V (Technical Bid). The Declaration format to be submitted with the bid is at Annexure-VI. The check-list of documents to be submitted along with the bid is at Annexure-VII. The Instructions for on-line bid submission are at Annexure-VIII. In case any bidder doesn't submit the scanned copy of the duly signed Integrity Pact and the original of the same (with signature of the authorized signatory in ink) with his EMD, his bid may be rejected without any further reference to the bidder. **Bid validity is 120 (one hundred twenty) days from the date of opening the bid.**

9. Bids without requisite documents will be summarily rejected. The Complete tender documents may be downloaded from either the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) or website of NITI Aayog (<http://niti@nic.in>) with effect from the date of publication of the tender notice. Information or corrigendum, if any, related to this tender will be available only on aforesaid websites. However, if any clarification is required on any particular point the undersigned may please be approached for the same, before the closing date of the instant tendering process.


(A.K. Verma)

Under Secretary to the Govt. of India
Tel. No. 011-23096515

अपर सचिव
Under Secretary
नीति आयोग (National Institution
for Transforming India (NITI))
NITI आयोग, Govt. of India
New Delhi, India

Terms & Conditions

1. The contract will be finalized within a maximum period of four months from the date of opening of technical bids. No bidder will be allowed to withdraw after submission of the technical bids, otherwise the EMD submitted by the bidding firm would stand forfeited.
2. If the work of the contractor is not found satisfactory, NITI Aayog reserves the right to terminate the contract at any time without assigning any reasons and the decision of the NITI Aayog will be final and binding on the contractor.
3. Bids received after the specified date and time will not be accepted. If the EMD in original is not received by 08.12.2016(2.00 P.M), the bid will be rejected. The EMD of the unsuccessful bidder will be refunded only after finalization of the due tendering process. No interest will be payable on the earnest money.
4. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.
5. The contract will be awarded to the bidder whose consolidated bid value is the lowest and who is also fulfilling all the terms and conditions of the tender. The financial bid of only technically qualified bidders will be opened. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. The NITI Aayog reserves the right to reject all or any of the quotations, and decision of the Head of the Department in the matter shall be final/ binding. The quotations lower than the existing statutory minimum wages in the NCT of Delhi for the corresponding categories shall be summarily rejected.
6. The bidders are advised in their own interest to quote their rates excluding tax. Taxes will be paid extra as applicable, on production of necessary proofs/documentary evidence as required.
7. The Bidder should upload duly filled in scanned copy of the details as per formats at Annexure-IV, V, VI and also upload self-attested copies of the supporting documents while doing the on-line bid submission. List of such documents is given at Annexure-VII for ready reference. If the bidder mentions about some additional experience, etc., the proof(s) of the self -attested copies of the same should also be scanned and uploaded.
8. Any increase in the wages of manpower deployed in the NITI Aayog will be considered in accordance with revision of minimum wages issued by the Govt. of NCT of Delhi from time to time.
9. The bidder at all times should indemnify NITI Aayog against all claim damages or compensation under the provisions of payment of wages Act.1936; Minimum Wages Act, 1948; Employers Liability Act, 1938; the workmen compensation Act, 1923; Industrial Disputes Act, 1947; Maternity benefit Act, 1961; Delhi shops and Establishments Act as per latest amendments of any other law relating and rules made there under from time to time. NITI Aayog will not own any responsibility in this regard.


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10. The successful bidder shall engage only such workers, whose character and antecedents have been thoroughly verified, including character and police verification and other formalities. A list of such persons along with their police verification report should be submitted within 15 days of award of contract.
11. The bidder shall deal with and settle the matters related with worker unions and shall make sure that no labour disputes/problems are referred to NITI Aayog. It shall totally indemnify NITI Aayog in this regard.
12. In case, the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
13. The successful bidder will have to deposit a performance security deposit @ 10% of annual contract value by way of fixed deposit receipt (FDR) bank guarantee from a commercial bank and hypothecated in favour of "Pay & Accounts officer, NITI Aayog, New Delhi" and valid for 60 days beyond the expiry of period of one year contract. In case of extension of contract fresh performance security deposit will have to be deposited.
14. The successful bidder will have to commence the work within 15 days of award of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
15. The salary of the workers should be paid by 7th of the following the month for which the wages have become due and should be deposited to their bank accounts. NITI Aayog will have right to verify the bank account passbooks of the workers.
16. The contract shall initially be valid for a period of one year and may be extended further on a yearly/half yearly basis subject to satisfactory performance, on the same terms & condition up to a maximum period of two years. The contract may be curtailed/terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected firm/agencies company. **The NITI Aayog reserves the right to increase/decrease the requirement of workers on the basis of actual requirement and also their placement i.e. place of posting.**
17. In case of breach of any terms and condition attached to this contract, the performance security deposit of the agency will be liable to be forfeited by this Department besides annulment of the contract. The staff must be well disciplined and have to be courteous and pleasant mannered.
18. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.

19. The contractor shall provide uniform to the workers and shall issue identify card to each worker which must be displayed by the worker during their duty. The worker must wear neat and clean uniform during their duty.

20. The bidder shall provide following manpower for security duty:

Manpower Description	No .of manpower required
Semi-Skilled guard (round the clock duty)	03 (three at this stage for manning on 24x7 basis on shift basis at the residence of Vice Chairman) which could be increased/decreased as per the requirement of this Department.*

* - Bidders are advised to quote the rate for providing security guard for round the clock duty, keeping in view of the provisions of relevant labour Acts/rules and accordingly make provisions for deployment of additional manpower especially on the holidays ie. Sundays and public holidays, because as per the relevant labour acts/rules continuous 30 days duty without any break is strictly prohibited. Further for the deployment of such additional security guards on the aforesaid days, the payment will be made on the basis of the relevant orders on minimum wages, issued by the Govt. of NCT of Delhi from time to time. Any violation of provisions of labour laws/ statutory rules in this matter will be viewed seriously.

21. The competent authority in the NITI Aayog reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

22. Payment will be made on monthly basis in the succeeding month on submission of bill in triplicate. Payment of the bill be based on standardized proforma along with certified attendance sheet in respect of persons deployed.

23. Whenever and wherever it is found that the working of security guards is not up to the marks, it will be brought to the notice of the contractor by the NITI Aayog and if no action is taken within **TWO** hours, penalty @ Rs. 500/- per day per complaint will be imposed.

24. The bidder should ensure to maintain the required number of manpower and also arrange a pool of stand by security guards. In case any security guard is absent from the duty, the reliever of equal status shall be provided by the bidder from the existing pool of security guard. If the required number of workers are less then the minimum required, a penalty @Rs. 500/- per worker per day will be deducted from the bill of the contractor in addition to the amount equal to the wages/salary of such absent workers/Guards.

25. The bidder shall have a valid labour license and under sub-section (1) of section 7 of the private Security Agencies Regulation Act,2005 read with rule 3 of Delhi Private Security Agencies (Regulation) rule ,2009 to the Controlling Authority (Notified as per notification dated 08-10-2009), Home Department, Government of National Capital Territory of Delhi.

26. NITI Aayog reserves the right for termination of the contract at any time, if the services of the contractor are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibility of bidder and excess expenditure incurred on account of this will be recovered by NITI Aayog from its Security Deposit or pending bill or by raising a separate claim.

27. The contractor shall furnish the relevant/documents regarding payments of taxes/levies as and when this department will require from time to time.
28. The contractor shall be responsible for the conduct/integrity of his personnel for any act of omission and commission on their part. He will vouch for their character and integrity.
29. The contractor should submit proof of coverage under ESIC and opening of EPF account in respect of all the manpower deployed for NITI Aayog and PF number along with the address should be provided by the agency to all the workers.
30. The successful tenderer shall solely be responsible for settling/ resolving any dispute/claim of his /her personnel during the agreement/contract period with NITI Aayog under all circumstances, even after expiry of the contract.
31. The contractor shall be responsible for payment of any compensation/settlement of any liability arising out to any death or injury caused to the persons employed by him for rendering the jobs on contract under the circumstance even after expiry of the contract.
32. The contractor shall not sub-let or sub contract / job. The contractor shall also be responsible for any act of omission or commission on the part of his workers. Any damage done/ caused to be existing structure /furniture / fitting /equipment by the workers of the contractor shall be got rectified by the contractor at his own cost/ cost recovered from the contractor.
33. It should be made clear to the manpower so deployed by the successful bidder as per the tender that no employer /worker / employee / relationship is established between the NITI Aayog or the Government of India and workers by virtue of such deployment and no claim for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.
34. NITI Aayog reserves its right to get the contractual jobs done from any other party/person or agency if the contractor at any time fails to carry out the said jobs and the cost/the expenses incurred for getting the job done on account of such failure on the part of the contractor would be deducted from the payment due to the contractor. If contractor fails to provide the services under the contract for 15 days consecutively or otherwise, the agreement shall stand terminated without any notice and in case the contractor would be liable to compensate this Department for any losses caused to it due to the non-fulfillment of the contractual obligation.
35. The decision of authorized officers in NITI Aayog regarding satisfactory standard by the guards shall be final and binding on the contractor.

36. The guards on round the clock duty at the residence of Vice Chairman should be well mannered and well dressed.
37. The bids (Technical) shall be opened by the Tender Opening Committee (TOC) on the scheduled date and time (23.12.2016 at 3.00pm) in Room No. 411, NITI Aayog, Sansad Marg, New Delhi-110001 in the presence of the representatives of the Bidders, if any, who wish to be present at the time of opening the tender. The representatives, duly authorized by the concerned Bidders to attend the meeting of the TOC carrying letters from the authorized signatories (under whose signatures the concerned firms have submitted the bids) may contact the undersigned for the permission to enter the NITI Aayog premises on that day.
38. The NITI Aayog reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained. Before submission of the bid, enquiry can be done over phone/through correspondence.
39. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (General Administration) or any Joint Secretary level officer in the NITI Aayog, New Delhi, dealing with General Administration at the relevant time, or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the NITI Aayog, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser (Admn.) shall act as arbitrator. The decision of the Adviser (Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.
40. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made thereunder and for the time being in force, shall apply to arbitration proceedings under this Clause. The cost of arbitration will be borne by both the Parties in equal proportion.
41. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.


(A.K.Verma)

Under secretary to the Govt. of India

उपसचिव
Under Secretary
for Technical Institution
NITI Aayog, Sansad Marg, New Delhi
110001

Eligibility Criteria

1. The Office of the service provider/bidder should be located either in Delhi/New Delhi/NCR and the proof of address of the office in Delhi/New Delhi/NCR would have to be furnished as a part of the application. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
2. The bidder must have a minimum of three years of experience in providing security services in Central/State Government Departments/PSUs/Banks. Proofs of security guards provided to Central Government/ State Governments Department/ PSUs /Banks/ during the last three years along with attested copies of the works orders or duly signed certification from the concerned authorities should be enclosed alongwith their bids.
3. The service provider should have its own Bank Account. **Certified copy of the account maintained for the last two years** issued by the Bank, shall be enclosed.
4. Self-attested copy of the PAN card of the bidder shall be attached with the Bid document.
5. The bidder firm/ agency (not individual) should be registered with the concerned State Labour Department/Home Department of NCT of Delhi.
6. The firm should be registered with the Service Tax department. Certified copy of the registration document shall be attached with the Bid document.
7. Self-Certificate to the effect that the firm has not been blacklisted by any Central Government Ministries/Departments/PSUs/Banks, etc. should be enclosed with every bid.
8. The bidder should enclose declaration indicating that no case is pending on account of any labour dispute(s) before any Labour Court against the firm during the last three financial years.
9. The firm should submit all the requisite certification/documents with technical bid mentioned at para 30 of terms and conditions of this tender document.
10. The conditions as mentioned above must be fulfilled for any bidder to qualify in the Technical Bid stage.
11. The bidder shall have a valid labour license and under sub-section (1) of section 7 of the private security agencies Regulation Act,2005 read with rule 3 of Delhi Private Security Agencies (Regulation) rule ,2009 to the Controlling Authority (Notified as per notification dated 08-10-2009), Home Department, Government of National Capital Territory of Delhi.



The image shows a handwritten signature in blue ink over a circular official stamp. The stamp contains the text 'Controlling Authority' and 'Delhi' in a circular arrangement. There are some illegible markings and numbers within the stamp, possibly a date or reference number.

Evaluation Criteria

1. The e-tender must be accompanied by a scanned copy of Earnest money Deposit (EMD) of Rs.19,000/- (Rupees nineteen thousand only) in the forms of demand a commercial bank drawn in favour of "Pay & Account Officer , NITI Aayog, New Delhi" and the EMD in original (in sealed cover superscripted with the words 'EMD-tender for providing security guard' is to be dropped in EMD box kept at the reception of NITI Aayog during the office hours from 02.12.2016 to 23.12.2016 (upto 2.00 p.m.). The EMD shall remain valid for a period of six months. The e-tender not accompanied with scanned copy of EMD and in original in the EMD box shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidder after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD. All entries in the Technical bid in the proforma at Annexure "V" should be legible and filled up clearly. No overwriting or cutting is permitted in financial bid. However, cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids. Conditional bids will not be considered and will be rejected outright. Tender incomplete in any form will be rejected outright. Each pages of the e-tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by NITI Aayog and after scanning of the same uploaded online. **No manual bid will be accepted.**

2. The bidder shall submit following scanned documents with Technical Bid:-

- i. Copy of EPF Registration certificate.
- ii. Copy of ESIC Registration certificate.
- iii. Copy of Service Tax Registration certificate
- iv. Copy of pan card.
- v. Self-certificate to the effect that the firms is not blacklisted
- vi. Copies of experience certificate/work order with central/state Govt. departments/public sector undertakings/Autonomous bodies for the last three years.
- vii. Copies of at least two similar running contracts with Central/state Government departments/ public Sector Undertakings/Autonomous bodies.
- viii. Earnest Money Deposit (EMD of Rs.19,000/- in the form of bank draft/pay order drawn in favour of **Pay and Accounts Officer, NITI Aayog**, payable at **New Delhi**.
- ix. Copy of labour license and license under sub-section (1) of section 7 of the private security Agencies (Regulation act, 2005) either from Ministry of Home Affairs, Govt. of India/ Home Department, Govt. of NCT of Delhi/Delhi Police.

3. The bidder shall quote per worker rate of wages as per minimum wages prescribed by the Govt. of NCT of Delhi, EPF, ESIC, Service Tax (where applicable), Service charges etc. and total rate for all the manpower required in column 3 and 4 respectively in the performa of financial bids at Annexure "IV".

4. The worker will be paid wages as per minimum wages prescribed by the Govt. of NCT of Delhi and the same could be also paid on the basis of latest revision order issued by NCT Delhi from time to time. **The Financial bids will therefore, be evaluated on the basis of services charges/agency charges.**

[Handwritten Signature]
 Director
 NITI Aayog
 New Delhi

FINANCIAL BID

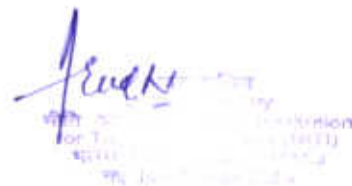
For providing security guard in NITI Aayog.

I. Name of bidder: _____

II.

Sl. No.		Total Per Month (Rs.) (at a rate not less than minimum wages declared by Govt. of NCT, DELHI)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.)
		(1)	(2)	(3)
(i)	Charges for manpower – (Three Security Guards), keeping in view of the special provisions mentioned under para 20 of Annexure I.			
(ii)	Charges for Holiday Duty/Weekly Off.			
(iii)	ESI (mention %)			
(iv)	EPF (mention %)			
(v)	Service Charge/ Agency charge			
(vi)	Service Tax Applicable			
	Total of Sl. No. (i) to (vi) of column (1) (in INR)			

NB : The above format may be used to provide requisite details.

Date:
Place:Signature of Owner/Managing
Partner/Director
Name:
Firm's/Company's Seal :


Handwritten signature and stamp of the bidder, including the name of the firm and its address.

1	Name of Agency	
2	Nature of the concern : (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3	Full Address of Reg. Office Telephone & FAX No. E-Mail Address	
4	Details of documents required	
i	Copy of EPF Registration certificate.	
ii	Copy of ESIC Registration certificate.	
iii	Copy of Service Tax Registration certificate.	
iv	Copy of PAN Card	
v	Self-certificate to the effect that the firms is not blacklisted.	
vi	Copies of experience certificate/work order with central/state Govt. departments/public sector undertakings/Autonomous bodies for the last three years.	
vii	Copies of at least two similar running contracts with Central/state Government departments/ public Sector Undertakings/Autonomous bodies.	
viii	Earnest Money Deposit (EMD of Rs. in the form of bank draft/pay order drawn in favour of Pay and Accounts Officer, NITI Aayog , payable at New Delhi .	
ix	Copy of labour license and license under sub-section (1) of section 7 of the private security Agencies (Regulation act, 2005) from Home Department, Govt. of NCT of Delhi.	
X	Copy of registration with Delhi Police/Home Department of NCT of Delhi.	

- Note- The bidding firm are advised in their own interest that only one bid will be accepted at one time. If any firm/company/agency submit more than one bid, those bids will straight-away be disqualified from the tendering /bidding process,

Signature of authorized person

Date:

Name:

Seal:

[Handwritten Signature]
 for the
 Institution
 NITI
 Aayog

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately.
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/New Delhi/NCR.
3. Proofs of own Bank Account, TIN, PAN, VAT/Sales Tax Registration and the latest copy of the Income Tax Return.
4. Self-attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender.
5. Self-attested copy of non-blacklisting certificate.
6. Certificate that the services of the firm have not been terminated by NITI Aayog before the expiry of the contract during last three years.
7. The service providers should have had a minimum annual turnover (billing amount) of Rs. 40 Lakhs each year during last three financial years **i.e. 2013-14, 2014-15 and 2015-16**. A copy of turnover statement duly certified by a Chartered Accountant must be enclosed with the tender document and copy of Income Tax return for the last three years, i.e **2013-14, 2014-15, 2015-16** should be submitted.
8. A scanned copy of the E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.

Instructions for Online Bid Submission

**Instructions to the Bidders to submit the bids online through
the eProcurement site
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/n Code or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/e token.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.

- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favorites folder.
- 12) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.

A handwritten signature in blue ink is written over a circular official stamp. The stamp contains some text, including the word "Institution" and the number "2012".

22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.

23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.

24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-Procurement system. The bidders should follow this time during bid submission.

25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.



Handwritten signature and official stamp of the Central Public Procurement Portal (CPPP) at the National Informatics Centre (NIC). The stamp includes the text "Central Public Procurement Portal (CPPP)", "National Informatics Centre (NIC)", and "Ministry of Information and Public Relations, Government of India".