



**भा.कृ.अनु.प - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर**  
**ICAR -Central Institute for Women in Agriculture**  
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)



Plot No. 50-51, Mouza Jokalandi, P.O. Baramunda, Bhubaneswar- 751 003 (Odisha) INDIA  
Phone: +91-674-2387220 / Fax: +91-674-2387242 / Email: [director.ciwa@icar.gov.in](mailto:director.ciwa@icar.gov.in) / [ao.ciwa@icar.gov.in](mailto:ao.ciwa@icar.gov.in)  
Website: <http://www.icar-ciwa.org.in> / GSTIN-21AAAGC0478F1Z0 / PAN- AAAGC0478F

**STANDARD ONLINE (E-PROCUREMENT MODE)**  
**BIDDING DOCUMENTS FOR**  
**Annual Rate Contract for Printing and Publication**  
**Document to be submitted online**  
**as per Schedule of requirement**

**NOTICE INVITING ON LINE TENDER**

File No. IV-17011/09/21-Admn

Dated : 07.09.2021

**The ICAR-Central Institute for Women in Agriculture** (ICAR-CIWA), Bhubaneswar is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-CIWA, Bhubaneswar, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for Printing and Publication on Annual Rate Contract Basis.

**CRITICAL DATE SHEET**

1. Tender Reference No.	F. No. IV-17011/09/21-Admn. Date : September 07, 2021
2. Date / Time of release of Tender through e-Procurement Portal	10 September 2021 at 10:00 hrs.
3. Bid Submission Start Date / Time through e-Procurement Portal	10 September 2021 at 10:00 hrs.
4. Bid Submission End Date / Time through e-Procurement Portal	30 September 2021 up to 14:00 hrs.
5. Opening of Tender (Technical Bid) Date / Time	01 October 2021 at 15:30 hrs.
6. Opening of Tender (Financial Bid) Date / Time	Date & Time will be informed through <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
7. The Tender document is also available at our web-site	<a href="http://www.icar-ciwa.org.in">www.icar-ciwa.org.in</a> <b>or</b> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
8. Address for Communication	The Director, ICAR-CIWA, Plot No. 50-51, Mouza - Jokalandi, PO - Baramunda, Bhubaneswar - 751003, Odisha

**Sd/-**  
**Officer-in-charge (Stores & Purchase)**

## SCHEDULE OF REQUIREMENT

Sl. No.	Item Specification
1	<p><b><u>Annual Report (ENGLISH / HINDI)</u></b></p> <p>a. No. of copies – 300  b. Size of the Book – ¼ demy- A4  c. No. of pages – 116 (approx.)  d. No. of Text Pages- 112*  e. No. of Cover page- 4 page  f. Text / tables – Bi-column, multicolor pages with multicolor photographs numbering above 150, coloured screens/tints  g. Cover – Multicolor with design/art work with colour photographs on the back and front cover  h. Inner Paper- 135 GSM (Matt finish paper)  i. Cover Board- 300 GSM (Imported art board)  j. Cover Lamination- UV Lamination  k. Stitching/ Binding-Gum Binding; Jew stitch with polyester laminated cover pasted over it  l. Printing- Multicolour (inner &amp; cover)  m. DTP and page layout- To be done by the printer/ firm; with 2 proof copies (black &amp; white) &amp; 1 colour copy and one final print.</p> <p><b>* Rate for additional 4 text pages (above 116 pages)</b>  <b>* Rate for two colour print of the above</b></p>
2	<p><b><u>Newsletter (Bilingual, English &amp; Hindi)</u></b></p> <p>a. No. of pages – 24  b. Inner paper – 130 gsm matt finish paper  c. No. of copies – 250  d. Binding – Center Stitching  e. Printing – Multicolour  f. Size – ¼ demy  g. DTP and page layout with 2 proof (black and white) &amp; 1 colour copy</p> <p><b>* Rate for additional 4 text pages (above 24 pages)</b></p>
3	<p><b><u>Leaflet (ENGLISH / HINDI / ODIA)</u></b></p> <p>a. No. of pages – 2  b. Paper – 80 gsm single colour/130 gsm matt paper  c. No. of copies – 2000  d. Printing – Multicolour  e. Size - ¼ demy</p>
4	<p><b><u>Poster (ENGLISH / HINDI / ODIA)</u></b></p> <p>a. No. of pages -1  b. Paper – 170 gsm matt paper / 220 gsm matt paper  c. No. of copies- As per requirement  d. Printing – Multicolour</p>
5	<p><b><u>Brochure (ENGLISH / HINDI / ODIA)</u></b></p> <p>a. No. of pages -4  b. Board – 300 gsm art board  c. No. of copies- 500  d. Cover lamination – Matt  e. Binding – Gum Binding  f. Printing – Multicolour  g. Size – ¼ demy</p>

6	<p><b>Bulletin (ENGLISH / HINDI / ODIA) (Multicolour)</b>  a. Cover lamination – Matt, multicolour (300 gsm)  b. Binding – Gum Binding  c. Printing – Multicolour/ Black and white  d. Additional 4 pages (text)  e. Size – ¼ Demy or ¼ Crown</p> <table border="1" data-bbox="321 243 1492 684"> <thead> <tr> <th data-bbox="321 243 565 411">Items</th> <th data-bbox="565 243 808 411">Inner page 130gsm ¼ demy multicolour</th> <th data-bbox="808 243 1052 411">Inner page 130gsm ¼ crown multicolour</th> <th data-bbox="1052 243 1295 411">Inner page : Maplitho, 80gsm ¼ demy Black &amp; white (single colour)</th> <th data-bbox="1295 243 1492 411">Inner page : Maplitho, 80gsm ¼ crown Black &amp; white (single colour)</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 411 565 537">6A. No of pages - 32</td> <td data-bbox="565 411 808 537">Rate</td> <td data-bbox="808 411 1052 537">Rate</td> <td data-bbox="1052 411 1295 537">Rate</td> <td data-bbox="1295 411 1492 537">Rate</td> </tr> <tr> <td data-bbox="321 537 565 600">6B. No of pages - 64</td> <td data-bbox="565 537 808 600"></td> <td data-bbox="808 537 1052 600"></td> <td data-bbox="1052 537 1295 600"></td> <td data-bbox="1295 537 1492 600"></td> </tr> <tr> <td data-bbox="321 600 565 663">6C. No of pages- 100</td> <td data-bbox="565 600 808 663"></td> <td data-bbox="808 600 1052 663"></td> <td data-bbox="1052 600 1295 663"></td> <td data-bbox="1295 600 1492 663"></td> </tr> <tr> <td colspan="5" data-bbox="321 663 1492 684">* Rate for additional 4 text pages</td> </tr> </tbody> </table>	Items	Inner page 130gsm ¼ demy multicolour	Inner page 130gsm ¼ crown multicolour	Inner page : Maplitho, 80gsm ¼ demy Black & white (single colour)	Inner page : Maplitho, 80gsm ¼ crown Black & white (single colour)	6A. No of pages - 32	Rate	Rate	Rate	Rate	6B. No of pages - 64					6C. No of pages- 100					* Rate for additional 4 text pages				
Items	Inner page 130gsm ¼ demy multicolour	Inner page 130gsm ¼ crown multicolour	Inner page : Maplitho, 80gsm ¼ demy Black & white (single colour)	Inner page : Maplitho, 80gsm ¼ crown Black & white (single colour)																						
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6B. No of pages - 64																										
6C. No of pages- 100																										
* Rate for additional 4 text pages																										
7	<p><b>Cover Folder (ENGLISH / HINDI / ODIA)</b>  a. No. of pages – 4  b. Paper – 220 GSM matt  c. No. of copies – 500  d. Multi colour  e. Size – To hold A/4 size leaflet  * Rate for additional 100 copies</p>																									
8	<p><b>Writing Pad (Small)</b>  a. No. of pages – 30  b. Paper – 75 GSM  c. Size – 1/8 Demy and ¼ Demy with cover page  d. Printing - Cover – Multicolour with ICAR -&amp; ICAR-CIWA logo  - Inside – Blank paper  e. No. of copies – 5000  * Rate for 1/8 Demy with cover page  * Rate for ¼ Demy with cover page (Spiral binding)</p>																									
9	<p><b>Writing Pad (Large)</b>  a. No. of pages – 50  b. Paper – 80 GSM  c. Size - ¼ crown  d. Printing – Cover – Multi colour (Hard paper-220/270 gsm), Cover page with ICAR -&amp; ICAR-CIWA logo  - Inside – Blank paper  e. No. of copies – 500  * Rate with cover page -220 gsm  * Rate with cover page -270 gsm (spiral binding)</p>																									

**Writing material in pads**  
Front Cover page (coloured) with logo and photo (Name and Address (ICAR- Central Institute for Women in Agriculture)  
Back cover (coloured)- (Contact Address- Director, ICAR-CIWA, Plot No.50-51, Mouza-Jokalandi, Post-Baramunda, Bhubaneswar – 751 003, Odisha, INDIA, Phone : 0674-2386220, Fax : 0674-2386242, e-mail : director.ciwa@icar.gov.in)  
Inner page-Blank  
Front cover/ Back cover -130 gsm  
Front cover inner writings :

**Vision**  
Emerge as a leading centre for gender research and serve as a catalyst for gender mainstreaming and women empowerment in agriculture to realize enhanced productivity and sustainability of agriculture.

**Mission**  
Generate and disseminate knowledge to promote gender sensitive decision making for enhancing efficiency and effectiveness of women in agriculture.

**Mandates**

- ❖ Research on gender issues in agriculture and allied fields.
- ❖ Gender-equitable agricultural policies/programmes and gender-sensitive agricultural-sector responses.
- ❖ Co-ordinate research on Home Science

Back inner cover- Blank

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from the ICAR-CIWA website <http://www.icar-ciwa.org.in> or from the Central Public Procurement Portal <URL:http://eprocure.gov.in/eprocure/app> Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: <URL:http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-CIWA reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. **EMD should be submitted as per Terms & Conditions.**
5. ICAR-CIWA will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website <URL:http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
6. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

**Place: Bhubaneswar**

**Date: September 07, 2021**

**Sd/-**  
**Officer-in-charge (Stores & Purchase)**  
**for Director, ICAR-CIWA**



**भा.कृ.अनु.प - केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर**  
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Website: <http://www.icar-ciwa.org.in> / GSTIN-21AAAGC0478F1Z0 / PAN- AAAGC0478F

**Annexure-I**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

**For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. The item should be delivered at ICAR-CIWA, Bhubaneswar and the supplier shall be responsible for any damage during the transit of goods.
5. **All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.**
6. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-CIWA, Bhubaneswar-751003.**
7. **The firms are also required to upload copies of the following documents :-**

**DOCUMENTS TO BE UPLOADED IN COVER-I**

**(A) TECHNICAL BID**

1. Scanned copy of Tender fee
2. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any.
3. Scanned copy of Firms registration, PAN Card and GST Certificate
4. Scanned copy of Bank Account Details duly filled in Annexure-III.
5. Tender Acceptance letter ( Annexure-IV)
6. Scanned copy of Income Tax Statement for the last three assessment years i.e. for Assessment Year 2018-19, 2019-20 & 2020-21.

**(B) FINANCIAL BID / BOQ**

- (a) Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

Sd/-  
(Bishnupriya Moharana)  
Officer-in-charge (Stores & Purchase)

**TERMS AND CONDITIONS**

- 1) The interested tenderer may **submit online bids for the above items** along with all requisite documents and scanned copies of Tender Fee (through online deposit mode of transfer/RTGS/NEFT) of **Rs. 1000.00 (Rupees One Thousand Only)** (Non-Refundable) (i.e., Name of the Account holder/Beneficiary- ICAR UNIT-DRWA, Account Number-10478302130, IFSC Code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Bhubaneswar, Branch Code-9027
- 2) **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
- 3) The Reputed and Reliable registered Firms/Agencies/Manufacturers/Distributors etc. having valid Registration & PAN, GST / Service Clearance Certificate **(the photo copies of the certificates/documents as the case may be, have to be mandatorily be uploaded as proof)** in the E-tender.
- 4) The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- 5) The Director ICAR-CIWA will not be responsible for any delay in enrollment or submission of the offer/ up-loading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.
- 6) The Tender Processing **₹1000/- (Rupees one thousand only)** (Non-refundable) should be deposited through online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar **(i.e., Name of the Account holder/Beneficiary : ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027)**. The proof of deposit should be invariably attached with the tender failing which tender shall be treated as invalid even though the amount is received in the Institute Account.
- 7) Bidder shall select the payment option as offline to pay the Tender Fee/EMD.
- 8) Price once quoted will be final and no further negotiation/alteration will be made thereafter.
- 9) The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template 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 ICAR-CIWA.
- 10) In case, holiday is declared by the Government on the day of opening the bids, or the above mentioned closing/opening day of the tender happened to be non-working day due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time.
- 11) The initial period of Contract would be for one year. The Director, ICAR-CIWA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the organization.
- 12) The firm must also possess valid PAN No., GSTIN No. & or Service Tax Registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
- 13) Bid Validity: **180 days**.
- 14) The Director, ICAR-CIWA reserves the right to accept / reject any/ all tenders in part/ full without assigning any reason thereof.
- 15) The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: **[http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)**
- 16) **Bid Security (EMD)** : The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the Above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.

- 17) The Firm has to deposit the Bid Security (EMD) through online deposit mode of transfer/RTGS/NEFT) of **₹5000/- (Rupees five thousand only)** should be deposited through online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar (i.e., **Name of the Account holder/Beneficiary : ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027**). The proof of deposit should be invariably attached with the tender failing which tender shall be treated as invalid even though the amount is received in the Institute Account.
- 18) The scanned copy of Earnest Money Deposit (Proof of deposit) in PDF form should be included in Cover-I of the E-tender. The offers with outbid security will be rejected. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder
- 19) The EMD of the successful bidder will be returned without interest soon after the Performance Security is deposited.
- 20) Any bid security will not be linked to any pending amount in this organization.
- 21) The EMD of the unsuccessful bidders will be returned without interest at the earliest after expiry of the final bid validity and latest on or before 30<sup>th</sup> day after the award of the contract.
- 22) The Successful Bidder irrespective of registration status will have to deposit the Performance Security an amount of **₹25000/- (Rupees twenty five thousand only)** should be deposited through online deposit mode (online transfer/RTGS/NEFT) in the account of ICAR-CIWA, Bhubaneswar (i.e., **Name of the Account holder/Beneficiary : ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027**) within 15 days (Fifteen days from the date of issue of contract order) failing which, the Order will stand cancelled and the EMD deposited along with quotation will be forfeited.
- 23) The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm.
- 24) The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
- 25) In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination
- 26) **Delivery:** Maximum of two weeks from the date of supply order.
- 27) **Payment : 100%** of the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security.
- 28) **Dispute resolution:** Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. The seat of Arbitration will be Bhubaneswar and language will be English. Laws of India will be applicable.
- 29) The rate should be quoted keeping in view of supply the material as per specification, delivery at F.O.R ICAR-CIWA, inclusive of all costs, sales tax, GST, transportation charges, charges for loading & unloading the materials, etc.
- 30) The payment will be made on actual delivery of the materials in good condition. No advance payment will be made in any circumstances.
- 31) Separate work order along with material for printing will be supplied as and when required. Proof of the matter for printing should be got approved from the Office before printing. Outside firms (Other than Bhubaneswar) should send proof by person / courier. The firm must have to return the text proof / materials /photos of printing materials to this Institute's concerned immediately after supply of the printing items.

**Sd/-**  
**Officer-In-charge (Stores & Purchase)**

(On the letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

**A. Details of Accounts Holders:-**

Name of Account Holder	
Complete Contact Address	
Mobile Number	
E-mail	
GSTIN Number	
PAN Number	
Aadhar Number	

**B. Bank Account Details:**

Bank Name	
Branch Name with complete Address, Telephone No. & E-Mail	
Whether the branch is computerized?	
Whether the Branch is RTGS enabled? If Yes then what is the branch 's IFSC Code	
Is the branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No (Laser)	
MICR Code of Bank	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



**TENDER ACCEPTANCE LETTER**  
(To be given on Company letter head)

Date:

To,

The Director,  
ICAR-CIWA,  
Plot No. 50-51, Mouza Jokalandi,  
P.O. Baramunda,  
Bhubaneswar- 751 003

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

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Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:

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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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization 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 our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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)

**Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <http://eprocure.gov.in/eprocure/app>.

**REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal 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 / TCS / 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 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.
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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" 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 login to the site well in advance for bid submission so that he/she 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. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white colored (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file 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 bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
8. 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.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### **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 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. The contact number for the helpdesk is 1204200462

#### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
3. Tenderer are advised to follow the instructions provided in the “Instructions to the Tenderer” for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY  
CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

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