



ICAR-Directorate of Coldwater Fisheries Research
(Indian Council of Agricultural Research)
Bhimtal - 263 136, Nainital, Uttarakhand India
Email: director.dcfri@icar.gov.in, dcfri@gmail.com, Website: www.dcfri.res.in



**STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
PURCHASE OF FOREIGN JOURNALS**

**Document to be submitted online
For
(Technical & financial bid as per schedule of requirement)**

F.No.8-5(4)/120/2017-18/

Dated: 25.01.2018

NOTICE INVITING ONLINE TENDER

CRITICAL DATE SHEET

Tender ID	2018 DARE 298324 1
Tender Reference No.	F.No.8-5(4)/120/2017-18/ Dated:25.01.2018
Date of release of tender through e-procurement portal	25.01.2018
Bid submission start date (online)	26.01.2018
Receipt of EMD at IGAR-DCFR, Bhimtal (Scanned copy to be submitted along with technical bid and original to be sent to Director, DCFR)	15.02.2018
Last date & time for submission online bid	15.02.2018, 5 pm
Date & time for opening of technical bid	17.02.2018, 3 pm
Address for Communication	The Director, ICAR-DCFR, Bhimtal, Nainital, Uttarakhand ,PIN-263136

The ICAR-Directorate of Coldwater Fisheries Research 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-DCFR, Bhimtal, 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 supply/subscription of following online journals.

Online subscription of the foreign journals

S.No.	Name of Journals	ISSN No.	EMD
1.	Journal of Aquatic Animal Health	1548-8667	
2.	Journal of Molecular Evolution	0022-2844	
3.	Mitochondrial DNA	1940-1744	
4.	Canadian Journal of Fisheries and Aquatic Sciences	1205-7533	
5.	Nature: The International Weekly Journal of Science	1476-4687	
6.	Proceedings of the National Academy of Sciences (India) Section B: Biological Science	0369-8211	
7.	Zootaxa	1175-5326	
8.	Acta tropica	0001-706X	
			Rs.30,000

IMPORTANTNOTES:-

1. Tender documents can be downloaded from the ICAR-DCFR website www.dcf.res.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](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](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.

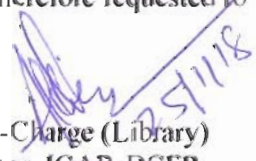
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

3. ICAR-DCFR reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

4. ICAR-DCFR 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](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.

5. 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: Bhimtal
Date: 25.01.2018


Officer-in-Charge (Library)
For Director, ICAR-DCFR

CC:  In-charge AKMU with a request to upload on DCFR website



ICAR-Directorate of Coldwater Fisheries Research

(Indian Council of Agricultural Research)

Bhimtal - 263 136, Nainital, Uttarakhand India

Email: dcfrin@rediffmail.com, dcfrin@gmail.com, Website:

www.dcfr.res.in



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>). 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>. 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>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

3. Foreign bidders have to refer "DSC details for foreign bidders" for Digital Signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard> Bidding Documents &service=page and the remaining part is same as above and below.

8. 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 estipulate any condition of his own, such conditional tender is liable to be rejected.

9. Director, ICAR-DCFR, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

10. The Technical Committee constituted by the Director, ICAR-DCFR shall have the right to verify the particulars furnished by the bidder independently.

11. Tenderer shall take in to account all costs including subscription, online activation etc for ICAR-DCFR, Bhimtal for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

13. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.

14. All the communications with respect to the tender shall be addressed to: The Director, ICAR-DCFR, Bhimtal, Nainital, Uttarakhand, PIN-263136.

The firms are also required to upload copies of the following documents:-

1. TECHNICAL BID

- a) Scanned copies Earnest Money Deposits (EMDs).
- b) Scanned copy of firms registration, PAN Card, VAT No./Service Tax No./GST No., Tender Acceptance letter (Annexure-III).
- c) Scanned copy of the technical details of the foreign journals must be given.

- d) Scanned copy of Annexure-II.
 - e) Scanned copy of documents (Sl. No. 6, Sl.No. 7, and Sl.No.8) required as per Annexure-II
 - f) Other documents as per terms and conditions.
2. FINANCIAL BID
- a) Price Bid as per BoQDCFRLIB.xls

Terms & conditions for the subscription (Online only) of the Foreign Journals in the ICAR-DCFR Library

1. **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.**
2. 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.
3. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- DCFR, Bhimtal reserves the right to accept or reject any or all the tenders.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. The bidders are advised to download this BoQDCFRLIB.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 tempered/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-DCFR.
5. 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.
6. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
7. Bid Validity: 18 Months.
8. 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)***
9. In case the unit is not covered as above, it shall submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only}**, in favour of "ICAR Unit DCFR, Bhimtal" payable at SBI Bhimtal branch (07348). The Bid Security (EMD) will not carry any interest on it. The EMD will be refunded in full on receipt after the finalization of tender. The refund of EMD not claimed within three years from the last date of receipt of tender will stand forfeited. However, in case of tender accepted for the supply of journals, the EMD will be refunded only after depositing of the Security Deposit.
10. Name of the Tenderer and Tender reference number has to be furnished behind the EMD Demand Draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be included in technical bid of the E-tender.

11. The selected firm/agency upon receipt of confirmed order shall process Institutional subscription for the journals ordered with them. The firm will pay the advance amount of subscription to the respective publishers for the journals ordered.
12. The successful firm will be required to deposit the security amount at the 100% of the total order value in the shape of Bank Guarantee or fixed deposit which will be released only after completion of subscription period of the online journals. No interest will be paid by DCFR on Security money. The advance payment will be made by DCFR to the firm only after receiving the bank guarantee. CVC guidelines vide OM no.02-07-01-CTE-30 dated Dec. 31, 2007 should be heeded for acceptance of Bank Guarantee.
13. Firm has to provide Subscriber Number allotted by the publisher against Journals subscribed.
14. The journals available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
15. The firm/agency has to specify clearly the flat discount rate to be given for the supply of journals keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.
16. Activation of online journals has to be done by the firm without charging any additional charges or subscription.
17. The firm/vendor will provide all the facilities of subscription model/license agreement with the publishers where ever applicable.
18. The subscription agency has to send periodical reminders automatically to the publishers concerned for any non-receipt of issues and send copies of reminder to us for our verification and records. Agency/firm should provide web based claim management support so that order/delivery/claim status can be checked by DCFR, Bhimtal as and when required. The company should submit documentary evidence (In the form of website print outs) of such facility and also give website address where this service can be checked.
19. The firm should have last five years' experience in supply of foreign and Indian journals to ICAR Institute's/SAU, Central universities/other UGC recognized universities. The firm /agency should make an undertaking that it will be in a position to supply the journals as per the list attached.
20. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied/subscribed journals/issue in lieu thereof in the form of refund by means of a Demand Draft favouring "ICAR Unit DCFR, Bhimtal" payable at SBI Bhimtal branch (07348). The firm will refund to DCFR full amount of subscription of journals along with the penalty which are not supplied/subscribed within six months from receipt of payment. No penalty will be charged, if the suppliers provide valid and satisfactory reasons for non-supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty.
21. The agency/vendor should activate online subscription on behalf of DCFR library and provide IP Access within one month of subscription. In case of the firm/agency fails to provide the online accessibility within 30 day of subscription from the date of billing the firm /agency will be subjected to a legal action and penalty of 2% of the cost of subscription of that journal per week will be imposed.
22. **Online back volumes of all the listed / quoted journals for the year 2017 should also be provided, along with 2018 volumes as complementary.**
23. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.

24. The firm/agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements.
25. The successful firm will have to enter into an agreement with ICAR-DCFR on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only) for the mutually agreeable terms and conditions, which should be valid, till the adjustment is finally settled. The cost of stamp paper has to be borne by the Tenderer himself.
26. The matter of non-accessibility of journals will be viewed seriously and DCFR has right to discontinue the contract at any time without giving any reason in case services of the agents are not satisfactory and to claim refund from the agency handling on our behalf.
27. The Director, ICAR-DCFR on behalf of ICAR reserves the right to accept or to reject any or all items(s) of the tender at any stage without assigning any reason. The decision of the Director, ICAR-DCFR in this regard and any dispute matter will be final and legally binding.
28. The number of journals to be subscribed for the calendar year Jan. to December, 2017 which may be increased or decreased at any stage of the contract by ICAR-DCFR. All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of the volume starting during the year unless specified otherwise.
29. The rates of the journals /titles must be submitted only by charging on current bank exchange rate (TT selling rate). Correct price proof from the publishers should be furnished. Rates quoted should include taxes if any.
30. Initially the contract for supply of journals will be one calendar year i.e. January to December of a year and can be extended for further one year with the approval of Director, ICAR-DCFR.
31. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arise from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
32. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, ICAR-DCFR and such reduction will automatically applicable to the ICAR-DCFR.
33. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
34. Validity of bids: For the calendar year and additional six months totaling 18
35. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.

36. Non-black listing- bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/ Central Government departments/other organizations.
37. Discount percentage shall be indicated both in figures as well in words.
38. In case of any dispute arising out of their contract, decision of the Director, ICAR-DCFR, will be final and binding to both parties.
39. The Institute will not bear any supplementary claims without any valid and acceptable reasons.
40. The contract is not transferable to any other agent in respect of journals not dealt by the firm without prior consent of the Director, DCFR.
41. In case the rates quoted by more than one firms are same, then the firm which has more annual turnover will be given priority.

Selection Criteria of Bidders for TECHNICAL BID for the supply of Foreign Journals

1. The firm should have financial status in dealing with the supply of the periodicals. Turnover of the firm during the preceding 3 years should be minimum 5 times of the supply order. The documentary proof of this effect in the form of balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected. *(To be enclosed with the technical bid).*
2. The firm should be having PAN (Permanent Account No.) / TAN/GST allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
3. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed (with the technical bid) with the offer.
4. The firm shall provide web based claim management support so that the order /delivery/claim status can be checked by this institution as and when required. Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked.
5. The intending firm/vendor has to deposit Bid Security (EMD) of Rs. 30,000/- (Rupees thirty thousand only) in the shape of Demand Draft/Pay order/FDR from commercial bank in favour of "ICAR Unit DCFR, Bhimtal" payable at SBI Bhimtal branch (07348) with the technical bid.
6. The firm /agency is supposed to enclose the documentary evidence of minimum Two (2 nos.) work orders of at least the same value of the present supply order each for the subscription of foreign journals to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/ other UGC recognized universities and IITs. (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian Journals.
7. The firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfill all statutory requirements as per the enclosed checklist with the technical bid).
8. Terms and conditions for supply of journals in ICAR-DCFR library duly signed have to be enclosed with the technical bid).

9. The financial bid must only contain the rates offered along with proforma invoices in triplicate duly pre-receipted with revenue stamp. TT Selling Rate of State Bank of India (SBI) / Reserve Bank of India (RBI) as applicable on the date of the invoice only should be followed, and should also be clearly indicated on the invoice.

Officer-in-Charge (library)

For Director, ICAR-DCFR

A handwritten signature in blue ink is written over the text 'Officer-in-Charge (library)'. To the right of the signature, the date '25/11/18' is written in blue ink.

Annexure II



ICAR-DIRECTORATE OF COLDWATER FISHERIES RESEARCH
Bhimtal-263136 District Nainital Uttarakhand
Email: d CFR@rediffmail.com, d CFRin@gmail.com, director@d CFR.res.in
Website www.d CFR.res.in



Sl.No	Particulars	Response /Answer
1.	Name of the Firm:	
2.	Head Office Address: Branches	
	(i)Tel. No.	
	(ii)Fax No	
	(iii)e-mail:	
	(iv)web site, if any	
3.	Kind of proprietorship:	
	(i) If Limited concern, name and address of Directors and Managing Directors	
	(ii) If single owner, name and address of the proprietor and Manager	
	(iii)If partnership, name and addresses of partners:	
4.	Does your firm have a turnover from supply of journals over a minimum of Rs. 20 lakhs (Rupees twenty lakhs only) ? If so have you attached a documentary proof in the form of balance sheet for the last three years.(Annexure-I)	YES/NO
5.	Whether your firm is an Income tax payee? if so have you attached the copy of ITCC (Annexure-II)	YES/NO
6.	Are you a member of "Good Offices Committee" of the Federation of Publishers and Booksellers Association of India? If so attach the copy of the membership Certificate? (Annexure-III)	YES/NO
7.	Does the firm have infrastructure for providing online accessibility and provide web based claim management support so that the order / delivery /claim status can be checked by ICAR-DCFR as and when required? Website address to be furnished along with technical bid. (Annexure-IV)	YES/NO

8.	Have you attached work orders of two (2 nos.) from ICAR/SAU Libraries/recognized Institutions/Universities, with documentary evidence of order for foreign and Indian journals of at least Rs.5 lakhs each?	YES/NO
9.	Have you attached the draft of Earnest Money Deposit of Rs.7500 (Rupees seven thousand five hundred only) if downloaded, along with the cost of the tender with the Technical Bid? If yes (mention the Bank draft No.-----dated-----issuing Bank-----)	YES/NO
10.	Banker's details (a certificate issued by the banker's may be attached. i)Banker's name and address ii)Bank A/c No.	YES/NO
11.	Does the firm have PAN Permanent Account Number)/TAN allotted by the Income Tax Department? Documentary proof of the same to be enclosed	YES/NO
12.	Flat Discount of journals that will be offered to the DCFR Library Bhimtal as per (Financial Bid) written both, in figures & words is attached.	YES/NO
13.	The Firm/agency should give an undertaking that the firm has necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign currency. Further it should fulfill all statutory requirements. Have you attached the certificate?	YES/NO
14.	Have you signed the terms and conditions for supply foreign to ICAR- DCFR Library	YES/NO

Declaration

A. I/we ----- (name of Partners/
proprietors /shareholders) do hereby declare that the entries made in this application form are true
to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
It is certified that all the information furnished by me/us is correct. In case it is found incorrect,
I/we have no objection if my/our bid is rejected or cancelled by ICAR-DCFR, Library and I/we
agree to abide by the terms and conditions mentioned above.

B. Mr./Mrs/Ms. ----- whose signatures are given below, is an
authorized representative of this firm.

C. I/we also undertake the responsibility to communicate all subsequent changes in the
constitution or working of the firm, affecting the accuracy of the facts, stated above.

SIGNATURE OF THE PROPRIETOR WITH ALL PARTNERS

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

Annexure-III

Date:

To,
The Director,
ICAR-DCFR,
Bhimal -263136

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Sir,

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

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 has 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)

Annexure-IV

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](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 uploads 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. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. 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

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority

Tel :	0120-4200462, 0120-4001002.
Mobile :	91 8826246593
E-Mail :	support-eproc[at]nic[dot]in

2) 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/etoken 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>