



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
ESTATE MANAGEMENT UNIT

Tender Document

**Providing and Fixing Fencing around the lawn area of the premises
at
IGNCA**

Cost of Tender: Free of Cost

(Tender Form can be downloaded from IGNCA's website)

www.ignca.nic.in&<https://eprocure.gov.in/eprocure/app>.

NOTICE INVITING TENDER

Name of Work: Providing and Fixing the Fencing around the lawn area of the premises at INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, NEW DELHI.

NIT No.: 029

Name of Work	:	Providing and Fixing the Fencing around the lawn area of the premises at IGNSA, New Delhi – 110001.
Estimated Cost	:	Rs.2,19,254/-
Earnest Money (2% of the Estimated Cost)	:	Rs. 4,385/- (to be returned after receiving performance guarantee.
Security Deposit	:	2.5% of tendered value will be deducted from each Running bill.
Performance Guarantee	:	5% of the tendered value of the work (to be returned After successful completion of work). In case at maintenance of building & services 2.5% P.G. will be converted in security deposit. Thus, makes security deposit as 5% of Tender Value which will be returned after 03 months of completion. Provided no defect are apparent in the work/services, if defect not rectified by the agency, these will got rectified from the security deposit and decision of Engineer-in Charge and Chief Engineer will be final & binding.

Time allowed for submission of Performance Guarantee:-

1. Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance is 3 days.
2. Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (1) above is 2 days.

Time Allowed for execution of work : 30 days

Document Download: Tender documents may be downloaded from CPPP site

<https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date/ Bid Document Download Start Date	20.09.2018 04:30 pm
Bid Submission Start Date	20.09.2018 04:30 pm
Bid Submission End Date/ Time	27.09.2018 03:00 pm
Bid Opening Date	28.09.2018 04:00 pm

(Bijender)
Under Secretary (EMU)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
ESTATE MANAGEMENT UNIT

Name of Work: Providing and Fixing the Fencing around the lawn area of the premises at
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, NEW DELHI.

Online **percentage rate** tenders are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA) from the **CPWD Registered contractor** or empanel list of **MES, Central Govt. and other state Govt. Departments** or having experience for execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month. The experience certificate shall be signed by the Executive Engineer or equivalent ranked officer.

Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>

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

Tenderer/Contractor are advised to follow "Instructions to Bidder for Online Bid Submission" provided in the Annexure "A" for online submission of bids .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The tender should be submitted online in single packet as under:

- a) Eligibility and financial bid indicating percentage price as mentioned in the bill of quantity.

The Eligibility and Financial bid should be submitted online by the bidder. The last date of issue of tender form, last date and time of receipt, date and time of opening of the tender are same as mentioned in the critical date sheet (the tender document can also be downloaded from IGNCAs website: www.ignca.nic.in) and <https://eprocure.gov.in/eprocure/app>

Sl. No.	Name of Work	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)
1.	<u>Providing and Fixing the Fencing around the lawn area of the premises at INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, NEW DELHI.</u>	2,19,254/-	4,385/-

(Bijender)
Under Secretary (EMU)

Sub :- Providing and Fixing the Fencing around the lawn area of the premises at INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, NEW DELHI.

COMPANY PROFILE	
Earnest money Deposit (EMD)	
Name of the Company	
Address	
Telephone Nos.	
FAX No.	
E-mail ID	
Name & Telephone Number of Contact Person	
PAN No.	

Please Note: Earnest Money Deposit (EMD) amounting to **4,385/-** (Rupees Four Thousand

Three Hundred Eighty Five only), in the form of **Demand Draft/ Pay Order** may be deposited in favour of **"IGNCA, New Delhi"** must be delivered to the address **Under Secretary, EMU Section at No.3, Dr. Rajendra Prasad Road**, adjacent to CPWD Site Office, New Delhi, **before last date of submission of bid time as mentioned in critical date sheet. No cash/ cheque will be received or accepted.**

A. Eligibility Criteria:

The following documents are to be uploaded online at <https://eprocure.gov.in/eprocure/app> by the Contractor

- i) Copy of EMD for an amount of Rs.4,385/- in the form of Demand Draft /Banker/s cheque/Pay Order in favour of IGNCA, New Delhi to be uploaded online. Original EMD shall be deposited in the office of US (EMU), before due date and time.
- ii) **G.S.T.** Registration certificate.
- iii) Copy of **PAN Card** issued by Income Tax Department.
- iv) Valid **CPWD Registration certificate** or empanel list of **MES, Central Govt. and other state Govt. Departments** or experience certificate of **E.E.** or equal rank officer for execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month.
- v) Tender Acceptance Letter as per format provided. (At pg.19)

Details of Earnest Money Deposit

1.	Draft/ Pay Order No.	
2.	Date of Draft/ Pay Order	
3.	Amount (Rs.)	
4.	Bank	
5.	Name of Agency/ Firm	
6.	Telephone No.	
7.	Mobile No.	
8.	Fax No.	
9.	Email ID	
10.	Stamp and Signature with Date	

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH, NEW DELHI**

General Terms & Conditions of the Contract

1. This contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the IGNC A and the contractor together with the documents referred to therein including the terms and conditions of the contract, the specifications and instructions issued from time to time by the IGNC A, New Delhi all these documents taken together shall be deemed to form one contracts and shall be complementary to one another.

The contractor shall be responsible to arrange at his cost all necessary tools, machinery and equipment required for the execution of work.

2. In the contract the following expression shall unless where the context otherwise requires have the meaning hereby respectively assigned to them.
 - a) The **contractor** shall mean an individual or firm or company whether incorporated or not and shall include the legal personal representative of such individual or the persons composing such individual or firm or company of the successors of such individual or firm or company and the permitted assigns of such individual or firm or company.
 - b) Department will mean the IGNC A.
3. Online tenders are hereby invited by IGNC A for the work from the eligible contractors.
4. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> on or before last date and time given in the Critical Date Sheet.
5. If bid not opened due to any unforeseen reason, it will be opened on next working day.
6. The Tender not accompanying with the following documents is liable to be rejected

- i) Copy of EMD for an amount of Rs.4,385/- in the form of Demand Draft /Banker/s cheque/Pay Order in favour of IGNSA, New Delhi to be uploaded online. Original EMD shall be deposited in the office of US (EMU), before due date and time.
 - ii) **G.S.T.** Registration certificate.
 - iii) Copy of **PAN Card** issued by Income Tax Department.
 - iv) Valid **CPWD Registration certificate** or empanel list of **MES, Central Govt. and other state Govt. Departments** or experience certificate of **E.E.** or equal rank officer for execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month.
 - v) Tender Acceptance Letter as per format provided. (At pg. 19)
7. The rates quoted by the Tenderer are including of all Taxes/GST etc and nothing shall be paid on account of any taxes what so ever.
 8. The tendered shall quote the rates inclusive of all charges and taxes. IGNSA shall pay only the rates quoted and agreed through this tender.
 9. Conditional and incomplete tenders shall be rejected.
 10. The submission of more than one tender under different names is strictly prohibited and in such a case all such tenders shall be rejected.
 11. If any of the information furnished by the tenderer is found to be incorrect at any point of time his contract is liable to be terminated without giving any notice and his earnest money and other deposits shall be forfeited.
 12. The court case, if any, shall be entertained within Delhi jurisdiction only.
 13. The tenderer signing the tenders in case of firms should specify whether they are signing as (i) Sole proprietor (ii) Under power of attorney (iii) Director, Manager or Secretary, etc. as the case may be copies of the documents authorized the signing authority to sign the tender shall be attached with the tender form.

14. In case your services are not found satisfactory, this contract can be terminated after issuing short notice and complete security deposit will be forfeited.
15. The contractor shall submit an irrevocable **Performance Guarantee of 5% (Five percent)** of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest. However, in case of contracts involving maintenance of building and services/any other work after construction of same building and services/other work, then 50% of Performance Guarantee shall be retained as Security Deposit. The same shall be returned after 03 months from the date of completion.
16. **The person/persons whose tender(s) may be accepted (hereinafter called the contractor) shall permit IGSCA at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 2.5% of the tendered value of the work.** Such deductions will be made and held by IGSCA by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of IGSCA Securities or fixed deposit receipts. In case a fixed deposit receipt of any Bank is furnished by the contractor to the IGSCA as part of the security deposit and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the IGSCA to make good the deficit. The security shall be returned after 03 months of satisfactory completion of work, subjected to no deflection observe in the wall.
17. The bidder shall have to follow all relevant rule in respect of labor for payment of minimum wages and other safety measures.
18. No escalation will be given on any ground what so ever may be the reason. The rate quoted in the tender shall remain firm and be valid till the stipulated contract period and should include all charges and Taxes.

19. Completion time may be extended by the competent authority if delay is not attributed to the agency.
20. Payments will be made after successful completion of the awarded work, the bills are only be cleared after producing satisfactory report signed by Engineer-in-charge.
21. No escalation on account of increase of labor wages or material is admissible.
22. No reimbursement is admissible on account of levy of any tax etc.
23. Contractor/Bidder shall quote rate inclusive of all taxes and nothing is payable extra on this account.
24. All disputes are subject to Delhi jurisdiction only.
25. If contractor or his worker damage any property of the IGSCA, the recovery will be made from the contractor.
26. If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Government on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the authority (whose decision in writing shall be final and binding) may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress remains below or that the work remains incomplete. This will also apply to items or group of items for which a separate period of completion has been specified.
 - (i) **Compensation @ 1.5 % per month of Tender Amount for delay of work** to be computed on per day basis Provided always that the total amount of compensation for delay to be paid under this Condition shall not exceed 10% of the Tendered Value of work or of the Tendered Value of the item or group of items of work for which a separate period of completion is originally given.
27. Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well suitable footholds and hand-hold shall be

provided on the ladder and the ladder shall be given an inclination not steeper than ¼ to 1(¼ horizontal and 1 vertical.)

28. Excavation and Trenching - All trenches 1.2 m. (4ft.) or more in depth, shall at all times be supplied with at least one ladder for each 30 m. (100 ft.) in length or fraction thereof, Ladder shall extend from bottom of the trench to at least 90 cm. (3ft.) above the surface of the ground. The side of the trenches which are 1.5 m. (5ft.) or more in depth shall be stepped back to give suitable slope or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 m. (5ft.) of the edges of the trench or half of the depth of the trench whichever is more. Cutting shall be done from top to bottom. Under no circumstances, undermining or undercutting shall be done.
29. Demolition - Before any demolition work is commenced and also during the progress of the work,
- (i) All roads and open areas adjacent to the work site shall either be closed or suitably protected.
 - (ii) No electric cable or apparatus which is liable to be a source of danger or a cable or apparatus used by the operator shall remain electrically charged.
 - (iii) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render it unsafe.
31. The Contractor shall not employ men and women below the age of 18 years on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precaution should be taken: -
- (a) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
 - (b) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
 - (c) Overalls shall be supplied by the contractors to the workmen and adequate facilities shall be provided to enable the working painters to wash during and on the cessation of work.
32. The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Government's property and such materials shall be disposed off to the best advantage of Government according to the instructions in writing issued by the Engineer-in-Charge.

- 33.** The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
- 34.** Scaffolding of staging more than 3.6 m (12ft.) above the ground or floor, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached or bolted, braced and otherwise secured at least 90 cm. (3ft.) high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such opening as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
- 35.** Working platforms, gangways and stairways should be so constructed that they should not sag unduly or unequally, and if the height of the platform or the gangway or the stairway is more than 3.6 m (12ft.) above ground level or floor level, they should be closely boarded, should have adequate width and should be suitably fastened as described in (2) above.
- 36.** Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of person or materials by providing suitable fencing or railing whose minimum height shall be 90 cm. (3ft.).
- 37.** Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9m. (30ft.) in length while the width between side rails in rung ladder shall in no case be less than 29 cm. (11½") for ladder upto and including 3 m. (10 ft.) in length. For longer ladders, this width should be increased at least ¼" for each additional 30 cm. (1 foot) of length. Uniform step spacing of not more than 30 cm shall be kept. Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites or work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect the public from accident and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit; action or proceedings to any such person or which may, with the consent of the contractor, be paid to compensate any claim by any such person.
- 38.** These safety provisions should be brought to the notice of all concerned by display on a notice board at a prominent place at work spot. The person responsible for compliance of the safety code shall be named therein by the contractor.

- 39.** In the case of Extra Item(s) being the schedule items (Delhi Schedule of Rates items), these shall be paid as per the schedule rate plus cost index (at the time of tender) plus/minus percentage above/ below quoted contract amount.
- 40.** Vendor warrants that all Products, at the time of execution of work will conform with all written specifications provided from time to time by Engineer – in – charge, (b) will be free of defects in material, workmanship, and design, and (c) will comply with all applicable laws and regulations. If Products do not meet specification, the security money after three months will be fortified.
- 41.** 1% water charges shall be deducted from the final bill, if contractor does not make its own arrangement of water.

**Bijender
Under Secretary (EMU)**

Financial Bid

Sub :- Provision for the construction of fencing around the lawn area of the premises at Indira Gandhi National Centre for the Arts, New Delhi – 110001.

S.No.	D.S.R. 2016	Description of Items	Unit	Quantity	Rate in Rs.	Amount in Rs.
1.	2.30	Excavating holes more than 0.10 cum & upto 0.5 cum including getting out the excavated soil, then returning the soil as required in layers not exceeding 20 cm in depth, including consolidating each deposited layer by ramming, watering etc, disposing of surplus excavated soil, as directed within a lead of 50 m and lift up to 1.5 m.				
a.	2.30.1	All kinds of soil	each	39	52.65	2,053.35
2.	10.25	Steel work welded in built up sections/ framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer using structural steel etc. as required.				
a.	10.25.2	In gratings, frames, guard bar, ladder, railings, brackets, gates and similar works	kg	2277	85.95	1,95,708.15
3.	4.1	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :				
a.	4.1.2	1:1½:3 (1 Cement: 1½ coarse sand (zone-III) : 3 graded stone aggregate 20 mm nominal size). cum 5924.65	cum	2	5924.65	11,849.30
4.	13.61	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade :				
a.	13.61.1	Two or more coats on new work	sqm	123	78.40	9,643.20
Total						2,19,254/-

Percentage Rate **Below** :

Percentage Rate **At Par** :

Percentage Rate **Above** :

Name :

Designation :

Company with Seal :

Address :

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Important Points to be read :-

- No vendor will include extra G.S.T on the estimated amount; all applicable taxes re included in the estimated amount.
- Only the blanks given above will be filled, if found unnecessary writings on BOQ sheet, the tender will be cancelled.

(Bijender)
Under Secretary (EMU)

Instructions for Online Bid Submission:

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. If permitted, these documents may be directly submitted from the "My Space" area while submitting a bid. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and

complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents 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) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' from the web site(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), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

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

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

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

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)