



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
KALANIDHI DIVISION

Tender Document

Sub: -Retro-conversion of Books and other publications at Reference Library, Indira Gandhi National Centre for the Arts (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>.

Contact Details

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
NOTICE INVITING TENDER

Name of Work- Retro-conversion of Books and other publications at Reference Library, Indira Gandhi National Centre for the Arts (IGNCA)

NIT No : KN/B/5/2022-23

Earnest Money : Rs.1, 00,000.00 (One Lakh)(May be returned after receiving Performance Guarantee)

Security Deposit : 5% of tendered value will be deducted from each bill

Performance Guarantee : 5% of the tendered value of the work (May be returned after successful completion of work)

Time allowed for submission of Performance Guarantee:-

- Performance Guarantee must be submitted within 10 days from the date of issue of Letter of acceptance.

Time Allowed for execution of work : Maximum 2 years

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	30/12/2022 AT 3:00 PM
Bid Submission Start Date	30/12/2022 AT 3:00 PM
Prebid Queries up to	15/01/2023 AT 3:00 PM
Bid Submission End Date/ Time	25/01/2023 AT 3:00 PM
Bid Opening Date	30/01/2023 AT 3:00 PM

(Mr. Ashok Kumar Jain)
A.O(AFA), Kalanidhi Division

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
KALANIDHI DIVISION

Name of Work: - Retro-conversion of Books and other publications at Reference Library, Indira Gandhi National Centre for the Arts (IGNCA)

Online tender is invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA) from the eligible and experienced bidders for retro-conversion of Books and other publications at Reference Library, IGNCA, New Delhi.

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

Bid Submission:

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/Vendors are advised to follow “Instructions to Bidder for Online Bid Submission” provided in the Annexure “2” 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:-

1. Eligibility cum technical bid
2. Financial Bid

(Mr. Ashok Kumar Jain)
A.O(AFA), Kalanidhi Division

Name of Work: - Retro-conversion of Books and other publications at Reference Library, Indira Gandhi National Centre for the Arts (IGNCA)

Name of the Company	
Registered Address	
Telephone Nos.	
FAX No.	
E-mail ID	
Name & Telephone Number of Contact Person	
PAN No.	
GST No.	
Address for correspondence	

Earnest Money Deposit (EMD)

For the submission of EMD, a Demand Draft for Rs.1,00,000/-(One Lakh) to be drawn in favour of “IGNCA, New Delhi” and must be delivered to the address “Indira Gandhi National Centre for the Arts (IGNCA), Janpath Building, New Delhi”, up to last date of submission of bid. No cash/ cheque will be received or accepted. IGNCA shall without prejudice to any other right or remedy, be at liberty to forfeited whole EMD if bidder:

1. Withdraws his offer or makes any modifications/alterations in the terms and conditions of the bid.
2. In case bidder fails to submit Performance Guarantee within prescribed time limit.

As per Rule 170 of General Financial Rules (“GFR”), the registered MSMEs are exempted from payment of the EMD.

Eligibility Criteria: This invitation for bids is open to all firms in India, engaged in doing the job of Retro- conversion of books and documents.

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

- i. Scan copy of EMD for an amount of Rs. 1,00,000/- (**One Lakh**) in the form of Demand Draft in favour of IGNCA, New Delhi to be uploaded online. Original EMD shall be deposited in the account of IGNCA, New Delhi, before last date of submission of bid.
- ii. Scan copy of valid **Registration/Incorporation Certificate** in support of the Company.
- iii. Scan copy of **G.S.T.** Registration certificate.
- iv. Scan copy of **PAN Card** issued by Income Tax Department.
- v. The agency/vendor should have their office in Delhi, address must be provided.
- vi. Upload the scan copies of the annual Report, Balance Sheet and Audited accounts and Income Tax clearance certificate for the last 5 financial years.(i.e., for the year 2017-18, 2018-19, 2019-20, 2020-21, 2021-22).
- vii. The vendor/agency should upload an undertaking that their Firm/Agency has not been black listed by any Government/Autonomous/PSU type organizations/Universities.
- viii. Number of similar works undertaken in the past five years with names of Institutions (brief description of each work is to be mentioned along with satisfactory execution certificate issued by the Competent Authority of the concerned institution/organisation).
- ix. Sample bibliographical data to be provided along with the tender. This is a part of Technical Bid.
- x. The agency/vendors should have experienced and qualified team of Library Professionals to perform the job, as specified in SCOPE OF WORK (Please provide documentary proof i.e., Bio-Data of the Team members).
- xi. Total Price and the Unit prices as per the **Annexure- I (BOQ)** is to be uploaded.
- xii. Bidding document before uploading must be duly signed with office seal as a token of acceptance of our standard terms & conditions.
- xiii. Tender Acceptance Letter as per format provided. (At pg.no.17&18).
- xiv. Any other relevant information the applicant desires to upload.

Note- If the bidder does not upload all above documents in correct form, his/their bid will be rejected.

Details of Earnest Money Deposit

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

Note-A scanned copy of EMD document should be uploaded along with the tender.

The Tender not accompanying with the following documents is liable to be rejected:-

- i.** Scan copy of EMD for an amount of Rs. 1, 00,000/-**(One Lakh)** in the form of Demand Draft in favour of IGNCA, New Delhi to be uploaded online. Original EMD shall be deposited in the account of IGNCA, New Delhi, before last date of submission of bid.
- ii.** Scan copy of valid **Registration/Incorporation Certificate** in support of the Company.
- iii.** Scan copy of **G.S.T.** Registration certificate.
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- xi.** Total Price and the Unit prices as per the **BOQ** is to be uploaded.
- xii.** Bidding document before uploading must be duly signed with office seal as a token of acceptance of our standard terms & conditions.
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- xiv.** Any other relevant information the applicant desires to upload.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, JANPATH BUILDING,
JANPATH, NEW DELHI -110001**

I. Scope of work

The present work involved retrospective cataloguing of about 60000 volumes (approximately 45000-55000 titles) of old books and other publications mainly in English Languages and other Indian languages. The INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) Reference Library is using KOHA Integrated Library Management Software and using MARC 21 Cataloguing Format. The cataloguing is to be done from input datasheet. Some accessioning work for Indian Languages books may also be taken up. Rates are obtained to prepare a panel of agencies for future works also. The rates for current work and future work shall remain valid for two years and rates should be quoted separately by the agencies as per the prescribed proforma in this Tender Document. The work is to be done on urgent basis. Approximate numbers of volume of books for current work are 60000.

Responsibilities of the executing Agency/Vendor

The entire work of Retro-Conversion will be carried out in the INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) Reference Library premises.

1. Cataloguing of Book: The Agency shall:-
 - Classify the Books and Documents using DDC19th Edition with some amendment.
 - Library of Congress Subject Headings is to be used to assign Subject Headings.
 - The numbers of assigned Subject Headings shall be minimum three and maximum as per requirement of the book for its retrieval.
 - Cutter Table is to be used for providing Book Number.
 - Data sheet must be prepared for cataloguing and classification of each book/document according to MARC-21 format.
 - Cataloguing is to be done as per AACR-II Cataloguing Rules.
 - Data input to be done according to MARC21 and input sheet sample will be provided.
 - Collection code for each entry is to be assigned.
 - Editing of the created records to be done by Experienced Professionals.
2. Book Preparation: Bar Code Labels with Lamination, containing Call No., Accession No., and Collection code are to be pasted on the Back of the Title Page, Spine, Due Date Slip and on secret page of the book by the agency.
3. Report Generation: The agency will be responsible for the generation of reports for the work completed on monthly basis specified by the INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) Library catalogue add report with holding add report.
4. Infrastructure–(Hardware & Software): The entire work of the project should be done on site. All infrastructure Hardware-including Desktop computers, Bar Code Printers, Bar Code Readers and associated hardware, software and manpower to carry out the work are to be arranged. No additional cost for such arrangement will be paid by the IGNCA.

5. The Retro-Conversion work shall be carried out by experienced Library Professionals engaged by the Agency, and shall work under the direction of Reference library, IGNCA.
6. To maintain quality control the validation of the records is to be done first by the agency and then by the Library Staff before making the payment of work completed.

II. Other Responsibilities of the executing Agency/Vendor

Besides data entry and classification of the books, maintaining bibliographical records and generating regular progress reports, the other major responsibilities of the vendor will be as under:

1. Safe handling of Books and Documents for Data generation. While handling proper care is to be taken, so vendor should deploy only experienced operators. In case of any negligence the vendor shall be penalized or work contract may be terminated.
2. The agency shall appoint a senior and experienced Library Professional as a team leader or coordinator who will be responsible for handling the job and will coordinate with the Library Staff at times.
3. Handling and maintenance of the computer related hardware installed by the agency will be the responsibility of the agency/vendor.
4. Books/Documents must be re-shelved at stacks after Retro-Conversion done by the agency on regular basis.
5. In case of any damage to content and/or books, same should be informed to REFERENCE LIBRARY, INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) without any delay by the agency.
6. The Bibliographical records created shall be the exclusive property of the INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) and the data is not to be shared or landed to any one.
7. Cleanliness of Work Area, Equipments and Books/Documents should be maintained by the agency.
8. The short listed vendor has to agree to maintain the back up for at least one year after the completion of project.
9. The solution provider/agency may take back the equipments upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back.
10. Minimum wages prescribed by the Govt. of India for skilled staff has to be given to hired employees for the smoother functioning of work without any hindrance.

III. Technical Requirements

1. Data entry to be done using Library Management Software “KOHA” and along with it the experienced professional team to drive the Classification/Call number and assigning the Subject Heading.
2. The Bibliographical details of Books in the English language and other Indian Languages to be catalogued in requisite format, where Author, Title and Added Author to be inputted in Original as well as in English transliteration where required.
3. The output should be merged in Library Bibliographical Database and agency must provide a backup in external hard-disk/Pendrive to IGNCA.

4. Bibliographical data output should be of acceptable readability, reasonable accuracy and consistency.
5. Sample bibliographical data to be provided along with the tender. This will be part of Technical Bid.

IV. **Proposal Deliverables**

The proposal should accompany the following;

- Detailed Work Plan Implementation/ Workflow chart
- Retro-conversion Centre–Equipment specification.
- Resume of experienced and qualified team of Library professionals.
- Implementation Plan.
- Bibliographical data Creation Technique.
- Monthly/ Periodic MIS reports.
- Quality Control Assurance.
- Documents Batch Submission/return Reports.
- Technical and User Manuals to refer the Archived Data.
- Post implementation Support.
- Any Specific need/ Expectations from the Reference Library INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA).

V. **The eligibility of bidders & Model Response Format** is as mentioned below:

1. This invitation for bids is open to all firms in India, engaged in doing the job of Retro-conversion of books and documents.
2. The agency/vendor should have their office in Delhi.
3. The agency/vendor to enclose Registration certificate of their Firm/Company.
4. The bidder should have executed at least 2 such assignment (Retro-conversion of Books and Documents) pertaining to the Retro-conversion work or similar work in last 5 Financial years with minimum invoicing of Rs. 20 Lakh (Rupees Twenty Lakh). These orders should be from any Government Departments / Autonomous Bodies / Universities/ Institutions/ PSUs. Provide copy of work orders & successful completion certificates issued by the Competent Authority of respective Department as the documentary or payment remittance as evidence.
5. The bidder should submit the details of income tax registration & copy of PAN Card, Sales Tax/VAT/Service Tax certificates and GST no. etc.
6. The agency/vendors should have Experienced and qualified team of Library professionals to perform the job, as specified in SCOPE OF WORK (Please provide documentary proof).
***Similar Work**-Retro-conversion of Books such as: Cataloguing, Classification, Subject Heading, Data entry into KOHA software, Completion of Books (generating & pasting of Barcode Labels).

VI. **General Terms & Conditions**

1. Bid offer should be valid for 60 days from the date of opening of tender.
2. The entire work shall be carried out under successful bidder's custody and the successful bidders should follow all safety regulations and take all measures to prevent damage/ loss to documents or data of the library.
3. Joint bids and outsourcing or subletting of any nature/third party would not be acceptable.

4. The EMD of successful bidder will be refunded only after receiving performance guarantee.
5. The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done on verification of work to the satisfaction of the IGNCA in Monthly Mode.
6. In case the Retro-Conversion work is not completed within the time frame as specified in the work order @0.1% of the order cost per day will be levied as penalty or any such amount as desired as subject to maximum ceiling of 10% of order cost.
7. The bidders are required to quote the comprehensive rates for per Book and Document. The rates so quoted should be all inclusive of (Preparing books and Data entry).
8. The work order of approximate 60,000 volumes of Books and Documents may vary +/- 5% as per the requirement.
9. In case the Retro-Conversion work carried out is not according to the specification mentioned in the work order, the work will have to be re-done by the agency without extra payment.
10. The work will be accepted only after quality assurance tests/checks are carried out by the Competent Authority.
11. No advance payment on any account will be made.
12. The decision of the Member Secretary, Indira Gandhi National Centre for the Arts (IGNCA), New Delhi shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
13. The work Order may be awarded in full or part. A panel may be proposed. The decision of the INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) may be final and binding upon the vendor.
14. The INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) reserves the right of rejecting all or any of the tenders without assigning any reason thereof.
15. An agreement will be signed between the REFERENCE LIBRARY, INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) and the agency including maintaining confidentiality of work too.
16. 75% payment shall be made on monthly basis on receipt of bill after verification of the work executed and rest after completion of project. The verification and payment may take up to 45 days.
17. Successful vendor shall also be required to execute performance guarantee @ 5% of work order value at the time of award of contract, by way of bank guarantee. This performance guarantee shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.
18. Before the work contract is awarded, the Agency may be asked to do a Retro-Conversion for a sample of about 50 Books showcasing/ demonstrating complete work process at the site of work (INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)).
19. In the event of assigned work being carried out by the vendor not found satisfactory by the Competent Authority, the contract would be liable to be terminated and the IGNCA authority shall have discretion to get the remaining work carried out from any other vendor besides forfeiting performance security etc.
20. No alteration shall be made to the tender conditions.
21. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.

22. INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA) Reference Library will provide the Space, Electricity and basic fixture for which proposal must encloses the minimum requirement of expectations.

Annexure- I

**Reference Library, INDIRA GANDHI NATIONAL CENTRE FOR
THE ARTS (IGNCA)), New Delhi- 110001**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

FINANCIAL BID

PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	Cataloguing, Classification, Book Number, Subject Headings, Barcode Label and Book preparation of English Language. - Single Title Book	1.000	Unit	100.00		0.00	INR Zero Only
2	Cataloguing, Classification, Book Number, Subject Headings, Barcode Label and Book preparation of English Language. - Multi Volume Book	1.000	Unit	100.00		0.00	INR Zero Only
3	Cataloguing, Classification, Book Number, Subject Headings, Barcode Label and Book preparation of other Indian Languages Books. - Single Title Book	1.000	Unit	10.00		0.00	INR Zero Only
4	Cataloguing, Classification, Book Number, Subject Headings, Barcode Label and Book preparation of other Indian Languages Books. - Multi Volume Book	1.000	Unit	10.00		0.00	INR Zero Only
5	Accessioning of books(all languages) - Single Title Book	1.000	Unit	10.00		0.00	INR Zero Only
6	Accessioning of books(all languages) - Multi Volume Book	1.000	Unit	10.00		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only			

- Provide separate rate for multivolume books as follows:
 - i. Main entry
 - ii. Volume entry
- Also provide rates for multiple copies.

PLEASE UPLOAD THE FOLLOWING DOCUMENTS:

1. Terms & conditions duly signed by the tenderer in all the pages of Tender document.
2. Any other literature or information the applicant desires to furnish.

Instructions for Online Bid Submission:

Annexure - II

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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra 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 format BOQ 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 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 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 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)