



ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KARNAL-132001 (Haryana) INDIA



STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
Supply/Perpetual Access of e-Books
(Selection of e-Books as per pick & choose model with Print & download facility)
Document to be submitted online
(Technical & Financial Bid as per schedule of requirement)

ONLINE NOTICE INVITING TENDER THROUGH E-PROCUREMENT BIDS

F.No. e-Books/Tender/2021-24/Library

Date: 27.10.2021

The ICAR-National Dairy Research Institute, Karnal 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 ICAR-NDRI, Karnal, India invites e-tenders through the website URL: <http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for supply of the following goods.

| CRITICAL DATE SHEET | | |
|----------------------------|--|---|
| Sr. No. | Description | Date and Time |
| 1. | Tender value Rs. 30.00 Lakhs (approx) per year extendable upto further two years | |
| 2. | Date of release of Tender through e-procurement Portal | 27.10.2021 at 11.30 AM |
| 3. | Bid submission start date online | 27.10.2021 at 11.30 AM |
| 4. | Pre Bid Meeting Date | 08.11.2021 at 11.00 AM Online (through Zoom app): The Meeting ID and Password would be made available on the http://ndri.res.in |
| 5. | Last date & time for submission of online Bid | 18.11.2021 at 11.30 AM |
| 6. | Date & time for opening of technical Bid | 19.11.2021 at 11.30 AM |
| 7. | Address for communication: The AO (P), Purchase Section, ICAR-NDRI, Karnal-132001 | |

Note:- The Director, ICAR-NDRI, Karnal reserves the right to reject any or all tenders without assigning any reason thereof.

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
2. Tenders/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only. Financial bids of only technically acceptable offers will be opened.

3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NDRI, Karnal reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
4. The Firms are required to upload copies of the following documents:-
 - (a) Scanned copy of **signed Bid Security Declaration as per Annexure-I (mandatory for all bidders including MSME/NSIC/Startups).**
 - (b) Scanned copy of Firms registration, GST, and all relevant documents as per technical bids required documents at Part-A.
5. Instruction for online bid submission: As per the directive of the Government the tender document has been published on the CPP Portal. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature certificates. All bids must be accompanied with all relevant documents.
6. Bids received on e-tendering portal only will be considered. **Bids received in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
7. ICAR-NDRI, Karnal will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website.

List of major publishers for Perpetual access of e-Books for the years 2021-22, 2022-23 & 2023-24
(Selection of e-Books as per pick & choose model with Print & download facility)

1. Springer Books
2. Elsevier e-Books
3. Taylor & Francis e-Books
4. CAB e-Books
5. CRC Press
6. CSIRO
7. FAO
8. Cambridge University Press
9. Oxford University Press
10. McGraw-Hill Publication
11. Astral international
12. World Scientific Publishing Co.,
13. Nova Science Publishers
14. Wiley – Blackwell
15. All Indian publications not covered under CeRA
16. All other Foreign Publications not covered under CeRA

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”.
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.
4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original e-Books publishers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.
5. All the MSME/NSIC, Make In India and Startup firms are eligible to get benefit as per GOI guidelines issued from time to time subject to submission of all relevant and valid documents/certificates/undertaking etc. at the time of bidding itself.
6. The guidelines issued vide No.P-45021/2/2017-PP(BE-II) dt 16.9.2020 by GOI, Min. of Commerce & Industry, DoPIIT regarding Public Procurement (Preference to Make in India), Order 2017(Revision) shall be followed.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
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 tenderers stipulate any condition of his own, such conditional tender is liable to be rejected.
9. Director, ICAR-NDRI, Karnal reserves the right to reject any tender/bid wholly or partly without assigning any reason.
10. The Technical Committee constituted by the Director, ICAR-NDRI, Karnal shall have the right to verify the particulars furnished by the bidder independently.
11. Tenderer shall take in to account all costs including for giving delivery of material at site i.e. ICAR-NDRI, Karnal for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The item should be delivered at ICAR-NDRI, Karnal and the supplier shall be responsible for any damage during the transit of goods.
13. All the tender documents & price bid to be uploaded 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 Admn. Officer(P), ICAR-NDRI, Karnal.

Terms and Conditions for the Perpetual access of e-Books for the years 2021-22, 2022-23 & 2023-24
(Selection of e-Books as per pick & choose model with Print & download facility)

1. The Bidder(s) may note that ONLINE BID 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 as well as Procurement Manual of Library Books and Journals including e-journals of ICAR.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the bidder withdraw or modify their bids during the period of validity of bid etc., the bidder will be liable to be suspended for two years, The Bidder shall not tamper/modify downloaded price bid template in any manner, tender will be completely rejected.
4. 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- NDRI, Karnal reserves the right to accept or reject any or all the tenders.
5. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
6. 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)
7. The Bidder has to submit the signed Bid Security Declaration accepting that if they withdraw/modify their bids during period of validity etc., they will be liable to be suspended for two years.
8. The vendor must be Certified/Authorized by the Government of India to supply e-Books. The vendor must be provided relevant documents along with the tender document.
9. The firm should have at least three supply orders/proof of supply more than Rs. 10 Lakhs (at least one supply order each year in the last three years) for e-Books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/State universities/Government Institutions. The vendor/ supplier must attach a list of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/State universities/ Government Institutions to which they have supplied e-Books in the last three years along with proof.
10. The vendor must attach a list of publishers/societies for which IP Range Based single campus perpetual access of e-Books they can provide. The vendor must attach authorization of relevant publishers. The major publishers are Springer, Elsevier, Taylor and Francis, CABI, CRC Press, CSIRO, FAO Wiley-Blackwell, Oxford University Press, Cambridge University Press, McGraw-Hill, Astral International, Nova Science Publishers etc.
11. The empanelled agencies/firms will be required to enter into a third-party Digital Archive Agreement with ICAR Unit - NDRI, Karnal by submitting an instrument of Agreement on a Non Judicial stamp paper of 100/-.
12. The empanelled agencies/firms shall have to deposit a Bank Guarantee/FDR/DD/Banker's Cheque @10% of the value of supply order as the Performance Security. The Bank Guarantee/FDR/DD/Banker's Cheque will be returned after the successful performance of the concerned firm during the contract period. No interest will be paid by the Institute on the Performance Security. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.

13. The initially contract will be for one year extendable another two years on yearly basis after satisfactory performance/ supply of e-Books depending on the mutual agreement of the ICAR Unit - NDRI, Karnal and the agency on the same terms & conditions of the contract award. However, during the period of agreement, there can be no change to the terms & conditions of the contract.
14. Empanelment means just eligibility of a vendor to receive order to provide perpetual access of e-Books. All the e-Books will be purchased on need basis as per pick and choose model. These will not be purchased as a part of package. The e-Books will be purchased on perpetual access basis and will be activated on IP range of the ICAR-NDRI, Karnal.
15. Purchased e-Books will be purchase on the basis of one time purchase. There should be no hidden charges/ annual maintenance charges. The ICAR-NDRI, Karnal will not pay any platform charges. The e-Books should be in open e-book format, PDF files in downloadable and printable format. The e-Books should be readable on various devices including PCs, Laptops, Mobile, e-Book reader etc.
16. The ICAR Unit -NDRI, Karnal may empanel more than one vendor/firm and shall be free to purchase e-Books through any one or more of them. However, the act of empanelment shall not deprive the ICAR Unit - NDRI, Karnal of its right to purchase e-Books directly without routing them through the empanelled agencies.
17. Discount rates offered by the bidder shall not be linked with the quantum of the purchase order. A flat discount percentage shall be indicated for all the e-Books both in figures as well in words applicable for all three years 2021-22, 2022-23 & 2023-24.
18. The vendor shall provide perpetual access of all the ordered e-Books within the given period from the date as specified in the purchase order. If the supply is not received within the stipulated time, the ICAR Unit - NDRI, Karnal reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
19. All e-Books shall be supplied with an authentic price proof.
20. Price Proof: Accepted Price Proof are (Signed & Stamped by supplier):
 - Distributor's invoice to supplier,
 - Printout from the Publisher's catalogue,
 - Photocopy from Publisher Catalogue For some Indian publications,
 - price mentioned on the title Alternatively,
 - Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
21. The Supplier shall append the declaration on the bill that—
 - a. Only the latest editions of the e-Books etc. have been supplied.
 - b. The actual prices of Publications have been charged without any handling charges.
22. Any Supplier found to have cheated by providing Access of old and remaindered e-Books/ defaulted in supplying e-Books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR Unit -NDRI, Karnal may deem fit.
23. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
24. The Good Offices Committee (GOC) rates should not be used for exchange rate assist is not a Government entity. On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for e-Books, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the ICAR Unit.

25. The vendor will submit proof of the bank conversion rate prevailing on the date of raising the invoice and remittance.
26. Head, Library Services should certify on the invoice that the prices quoted there in are the publisher's current prices, and enclose the stamped price proof along with the invoice. Payment will be made within 45 days from date of receipt of the invoice.
27. The Director, ICAR-NDRI, Karnal on behalf of ICAR reserves the right to accept or to reject any or all items(s) in the bid, at any stage without assigning any reason. The decision of the Director, ICAR-NDRI, Karnal in this regards will be final and binding.
28. The vendor cannot terminate the right of the ICAR-NDRI, Karnal to access of the purchased e-Books any time.
29. In case of any dispute arising out of their contract, decision of the Director, ICAR-NDRI, Karnal will be final and binding to both Parties.

Terms and condition of Technical Bid
(for the Perpetual access of e-Books for the years 2021-22, 2022-23 & 2023-24)

1. The firm should have financial status in dealing with the perpetual access of the e-Books. Turnover of the firm should be minimum Rs. Sixty Lakhs (Rs.60,00,000/-) for each financial year 2017-18, 2018-19 & 2019-20. The documentary proof of this effect in the form of audited balance sheet for each year for the said financial years has to be enclosed along with the offer of the tender (to be enclosed with the technical bid).
2. The firm should be having PAN (Permanent Account No.)/TAN 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 along with the offer.
4. The firm should have at least three orders/proof of supply more than Rs. 10 Lakhs (at least one supply order each year in the last three years) for e-Books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/State universities/ Government Institutions. The vendor/ supplier must attach a list of ICAR Institutions/DUs/SAUs/CUs/CAUs/State universities/ Government Institutions to which they have supplied e-Books in the last three years along with proof.
5. The vendor must attach a list of publishers/societies for which IP Range Based single campus perpetual access of e-Books they can provide. The vendor must attach authorization of relevant publishers. The major publishers are Springer, Elsevier, Taylor and Francis, CABI, CRC Press, CSIRO, FAO Wiley-Blackwell, Oxford University Press, Cambridge University Press, McGraw-Hill, Astral International, Nova Science Publishers etc.
6. The vendor must be Certified/Authorized by the Government of India to supply e-Books. The vendor must be provided relevant documents along with the tender document. (to be enclosed with the technical bid).
7. Terms and conditions for providing perpetual access of e-Books in ICAR-NDRI, Karnal duly signed has to be enclosed (to be enclosed with the technical bid).
8. 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 State/ Central Government departments/other organizations.

Signature of Tenderer

Name of Firm:-.....

Address:-.....

Mobile No.:-.....

E-mail No.:-.....

PART-A

Selection Criteria of Bidders for TECHNICAL BID for the supply of Indian and Foreign e-Books

| Sr. No. | Particulars | Response/Answer |
|---------|---|-----------------|
| 1 | Name of the firm | |
| 2 | Office address: | |
| | a) Telephone no. | |
| | b) Fax Number | |
| | c) e-mail ID | |
| | d) web site, if any | |
| 3 | Kind of proprietorship: | |
| | i) If Limited concern, name and address of Director & Managing Directors | |
| | ii) If single owner, name and address of the proprietor and Manager | |
| | iii) If partnership, name and addresses of partners | |
| 4 | The firm should have financial status in dealing with the perpetual access of the e-Books. Turnover of the firm should be minimum Rs. Sixty Lakhs (Rs.60,00,000/-) for each financial years 2017-18, 2018-19 & 2019-20. The documentary proof of this effect in the form of audited balance sheet for each year for the said financial years has to be enclosed along with the offer of the tender. | YES/NO |
| 5 | Whether your firm is an Income tax payee? If so, please attach the copy of ITR for the financial years 2017-18, 2018-19 & 2019-20. | 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? | YES/NO |
| 7 | Have you attached at least three orders/proof of supply more than Rs. 10 Lakhs (at least one supply order each year in the last three years) for e-Books of ICAR Institutions/ DUs/ SAUs/ CUs/ CAUs/State universities/Government Institutions. | YES/NO |
| 8 | 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 |
| 9 | 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 |
| 10 | Flat Discount of all e-Books of a publisher as per Financial Bid written both, in figures & words is attached. | YES/NO |
| 11 | The Firm/agency should give an undertaking that the firm has necessary permission to deal with perpetual access of e-Books and make necessary payment in foreign currency. Further it should fulfil all statutory requirements. Have you attached the certificate? | YES/NO |
| 12 | Have you signed the terms and conditions for supply/perpetual access of e-Books as per tender requirement to ICAR-NDRI, Karnal. | YES/NO |
| 13 | Does the firm have GST Number (Documentary proof of the same to be enclosed) | YES/NO |

DECLARATION

- A.** I/we.....(name of partners/proprietors/share-holders) 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 if it is found incorrect, I/we have no objection if my/our if my/our bid is rejected or cancelled by ICAR-NDRI, Karnal and I/we agree to abide by the terms and conditions mentioned above.
- B.** Mr.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 firm, affecting the accuracy of the facts, stated above.

**SIGNATURE OF THE PROPRIETOR WITH
ALL PARTNERS FIRM'S OFFICIAL SEAL**

PART-B**FINANCIAL BID**

1. Supply of Indian and Foreign e-Books in ICAR-NDRI, Karnal

Please fill in Rate of Discount in BOQ attached

| Sr. No. | Publisher Name | Flat Discount offered for all the e-Books applicable for the three years 2021-22, 2022-23 & 2023-24 |
|---------|---|---|
| 1. | Springer Books | |
| 2. | Elsevier e-Books | |
| 3. | Taylor & Francis e-Books | |
| 4. | CAB e-Books | |
| 5. | CRC Press | |
| 6. | CSIRO | |
| 7. | FAO | |
| 8. | Cambridge University Press | |
| 9. | Oxford University Press | |
| 10. | McGraw-Hill Publication | |
| 11. | Astral international | |
| 12. | World Scientific Publishing Co. | |
| 13. | Nova Science Publishers | |
| 14. | Wiley – Blackwell | |
| 15. | All Indian publications not covered under CeRA | |
| 16. | All other foreign publications not covered under CeRA | |

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

Dated:

To,
The Director,
ICAR-NDRI, Karnal

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

.....
.....

Dear Sir,

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).

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.

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

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

I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Dept./ Public Sector Undertaking.

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)

A) 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>.

B) 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.

C) 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.

D) 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.

E) 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 in the tender document.
- 3) 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.
- 4) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 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.

Signature of Tenderer

ANNEXURE-I

BID SECURITY DECLARATION

I/We undertake that if I/we withdraw or modify their bids during the period of validity of bid etc., the bidder will be liable to be suspended for two years.

Authorized
Signatory
with seal of
the firm