

	<b>Government eProcurement System</b>	<b>eProcurement System Government of India</b>
	<b>Tender Details</b>	Date : 23-Dec-2020 05:58 PM

 Print

**Basic Details**

<b>Organisation Chain</b>	Department of Agricultural Research and Education  Indian Council of Agricultural Research,DoARE,MoA  Indian Institute of Oilseeds Research-Hyderabad		
<b>Tender Reference Number</b>	5(2)/2020-21/ST		
<b>Tender ID</b>	2020_DARE_605334_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Bank Guarantee
	3	Demand Draft

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Scanned copy of signed and stamped tender document
		.pdf	Scanned copy of Tender Fee
		.pdf	Scanned copy of EMD.
		.pdf	Scanned copy of documents that proves that the bidder had done business of more than Rs.50.00 lak
		.pdf	Scanned copy of document containing list of customers during the last three consecutive years al
		.pdf	Scanned copy of the document proving that the tenderer had minimum of 3 years supply record to leadi
		.pdf	Proof that they are listed in the latest list of approved suppliers of journals /subscription Age
		.pdf	Scanned copy of GST and IT Returns for the previous three (3) financial years

		.pdf	Scanned copy of undertaking to be effect that the Bidder has not been blacklisted by any Govt. Or
2	Finance	.xls	BOQ / FINANCIAL BID

Tender Fee Details, [Total Fee in ₹ * - 1,000]				EMD Fee Details			
Tender Fee in ₹	1,000			EMD Amount in ₹	25,000	EMD through BG/ST or EMD Exemption Allowed	No
Fee Payable To	ICAR UNIT IIOR ACCOUNT	Fee Payable At	HYDERABAD	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	ICAR UNIT IIOR ACCOUNT	EMD Payable At	HYDERABAD

Work / Item(s)					
Title	SUPPLY OF FOREIGN / INDIAN SCIENTIFIC JOURNALS				
Work Description	SUPPLY OF FOREIGN / INDIAN SCIENTIFIC JOURNALS				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Goods	Sub category	SCIENTIFIC JOURNALS
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	HYDERABAD	Pincode	500030	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	HYDERABAD
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	24-Dec-2020 11:00 AM	Bid Opening Date	16-Jan-2021 11:00 AM
Document Download / Sale Start Date	24-Dec-2020 11:00 AM	Document Download / Sale End Date	15-Jan-2021 11:00 AM
Clarification Start Date	24-Dec-2020 11:30 AM	Clarification End Date	13-Jan-2021 01:00 PM
Bid Submission Start Date	24-Dec-2020 11:30 AM	Bid Submission End Date	15-Jan-2021 11:00 AM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender Document	724.94
Work Item Documents	S.No	Document Type	Document Name	Description
	1	Tender Documents	JOURNALSTENDER2021.pdf	TENDER DOCUMENT
	2	BOQ	BOQ_636261.xls	Financial bid
				710.81
				374.50

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	psatya.srinivas@icar.gov.in	srinivas P S	SATYA SRINIVAS POTHUKUCHI
2.	shitanshu.kumar@icar.gov.in	Shitanshu Kumar	SHITANSHU KUMAR
3.	fao.iior@icar.gov.in	K SRINIVASA RAO	KALISETTY SRINIVASA RAO
4.	g.suresh@icar.gov.in	Suresh Guduru	SURESH GUDURU

**GeMARPTS Details**

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Item not available at GeM portal
Document Name	Scan_20201223_160657.pdf
Document Size (in KB)	2533.71

**Tender Inviting Authority**

Name	DIRECTOR IIOR
Address	ICAR-INDIAN INSTITUTE OF OILSEEDS RESEARCH RAJENDRA NAGARA HYDERABAD

**Tender Creator Details**

Created By	RAKESH GEEDA
Designation	Assistant
Created Date	23-Dec-2020 05:38 PM



भाकृअनुप-भारतीय तिलहन अनुसंधान संस्थान  
**ICAR-Indian Institute of Oilseeds Research**

राजेंद्रनगर, हैदराबाद-500 030, तेलंगाना राज्य, भारत  
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**TENDER DOCUMENT FOR SUPPLY OF FOREIGN / INDIAN  
SCIENTIFIC JOURNALS**

Online Bids are invited from the interested bidders under **two bid system for supply of Foreign / Indian Journals** at ICAR-Indian Institute of Oilseeds Research (IIOR), Rajendranagar, Hyderabad-500030. Manual bids shall not be entertained at all.

Tender documents may be downloaded from e-Procurement website of CPP portal <https://eprocure.gov.in/eprocure/app> or <http://www.icar-iior.org.in/> as per the schedule as given in **CRITICAL DATE SHEET** as under:

Tender No.	F.No. 5(2)/2020-21/St
Document Download Start Date and Time	From 24.12.2020 11:00 A.M
Bid Submission Start Date and Time	From 24.12.2020 11:30 A.M
Bid Submission End Date and Time	15.01.2021 upto 11:00 A.M
Date and Time for Opening of Bids	16.01.2021 at 11:30 A.M
Address for Communication	Senior Administrative Officer Indian Institute of Oilseeds Research (IIOR), Rajendranagar; Hyderabad-500030. <a href="mailto:Sao.iior@icar.gov.in">Sao.iior@icar.gov.in</a> Phone : 040-24598200

In the event of the above specified date being declared a holiday, bids will be received up to the appointed time on the next working day.

The indenting firm/vendor has to deposit a Tender fee amount to Rs 1000.00 in the form of Demand Draft favouring "ICAR Unit IIOR A/c." This DD should not be merged with the DD for Bid Security.

The intending Firm/Vendor has to deposit Bid Security (EMD) amounting to Rs 25000.00(Rupees Twenty Five Thousand Only) should be deposited in the form of crossed demand draft / banker's cheque in favour of. "ICAR Unit IIOR A/c." payable at Hyderabad. The EMD must be valid for 90 days. The tenders of the firms/declares who do not deposit EMD in the above said manner is liable to be rejected..

The Director, IIOR, Hyderabad reserves the right to accept or reject any or all tenders without assigning any reason thereof.

DIRECTOR  
ICAR-IIOR



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**Documents/papers to be uploaded with Technical Bid and Price Bids**

**Technical Bid**

**A. Foreign & Indian Journals :**

1. Scanned copy of signed and stamped tender document
2. Scanned copy of Tender Fee.
3. Scanned copy of EMD.
4. Scanned copy of documents that proves that the bidder had done business of more than Rs.50.00 lakhs each year for the last three consecutive years in supply of FOREIGN / INDIAN SCIENTIFIC JOURNALS and attach as a proof either duly audited profit and loss account/ Balance Sheet of the firm or certificate issued by the Chartered Accountant as a proof thereof i.e., for the previous three (3) years.
5. Scanned copy of document containing list of customers during the last three consecutive years' along with addresses, phone etc., having supplied Foreign/Indian Scientific Journals to five (5) Govt. Organizations.
6. Scanned copy of the document proving that the tenderer had minimum of 3 years supply record to leading academic, education/research and ICAR institutes.
7. Proof that they are listed in the latest list of approved suppliers of journals /subscription Agents of GOC and submit scanned copy of the following Membership Certificates.
  - a. Good Offices Committee (GOC) or
  - b. Federation of Publishers and Booksellers Association of India (FPBAI).
8. Scanned copy of GST and IT Returns for the previous three (3) financial years.
9. Scanned copy of undertaking to be effect that the Bidder has not been blacklisted by any Govt. Organization.

**Price Bid:**

1. Price Bid as per BOQ



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**Terms and Conditions:**

1. The technical bid will be opened first and if is found in order, financial bid will be opened; otherwise the bid will be rejected.
2. Tenders received in any other form other than uploaded at CPP portal shall be rejected. The non-refundable cost of the tender is Rs.1000.00 and the same has to be submitted to this office in the form of Demand Draft in favour of "ICAR Unit IIOR Account" and scanned copy of the Tender Fee is to be uploaded along with the tender documents at CPP Portal.
3. Refundable EMD amounting of Rs 25,000.00 same has to be submitted to this office in the form of Demand Draft in favour of "ICAR Unit IIOR Account" and scanned copy of the EMD is to be uploaded along with the tender documents at CPP Portal. EMDs of the unsuccessful bidders shall be refunded after opening of the financial bid. EMD of the successful bidder shall be refunded after submission of the Security deposit. In case of a bidder violating the terms and conditions of the tender, EMD of the bidder shall be forfeited.
4. SECURITY DEPOSIT: The successful bidder will have to submit 100% of the amount of purchase order as Security Deposit in form of Bank Guarantee or Demand Draft in favour of "ICAR UNIT – IIOR" Hyderabad as per the timeline mentioned on the final order. The Security Deposit shall be released / refunded only after successful completion of supply of journals. No interest will be paid by IIOR on Security Deposit.
5. In case of any dispute arising out of their contract, decision of the Director, ICAR-IIOR, will be final and binding to both Parties.
6. Subscription period for all the journals will be from January to December, 2021 only.
7. Firm has to provide Subscriber Number allotted by the publisher against journals subscribed.
8. The rates of the journals /titles must be submitted only by charging on current bank exchange rate (TT selling rate). The payment will be made in Indian currency only.
9. The Firm/Agency has to specify clearly the Flat discount rate to be given for the supply of journals keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself. Discount percentage shall be indicated both in figures as well in words.
10. Free online facility of journals where ever it is applicable with the print order has to be IP authenticated on the Institute's I P Numbers.
11. Activation of online journals has to be done by the firm without charging any additional charges or subscription.



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12. The firm/vendor has to provide all the facilities of subscription model/license agreement with the publishers where ever applicable.
13. The subscription agency has to send periodical reminders automatically to the publishers concerned for any non-receipt of issues and send copies of reminders to us for our verification and records. Agency/firm should provide web based claim management support so that the order/delivery/claim status can be checked by this Institute as and when required. The company should submit documentary evidence (In the form of website print outs) of such facility and also give website address where this service can be checked.
14. The firm should have last Five years' experience in supply of foreign and Indian journals to ICAR Institute's/SAU, Central universities/other UGC recognized universities. The firm /agency should make an undertaking that it will be in a position to supply the foreign and Indian journals as per the list attached.
15. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.
16. The Firm/agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfil all statutory requirements.
17. The Institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
18. The Director, ICAR-IIOR reserves the right to accept or to reject any or all items(s) if the tender at any stage without assigning any reason. The decision of the Director, ICAR UNIT in this regard will be final and binding.
19. The number of journals to be supplied for the calendar year Jan. to December which may be increased or decreased at any stage of the contract by ICAR UNIT.
20. All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of the volume starting during the year unless specified otherwise.
21. Initially the contract for supply of journals will be one calendar year i.e. January to December of a year and can be extended for further one year with the approval of Director, ICAR-IIOR.
22. The firm have to pay 2% penalty (up to 10% maximum) against late supply of print/online journals/periodical. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied journals/issues in lieu thereof in the form of refund by means of a Demand Draft favouring Director of ICAR Unit. The firm will refund to Unit's Library full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.



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Periodicity of periodicals/journals	Time limit for supply of journals	Relaxation period	Penalty
Weekly	Within 15 days from date of publications	7 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Quarterly	Within 45 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Online version journals if any	Within 7 days from the date of uploading by the publisher on their website	3 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Any other periodicity	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation

No penalty will be charged, if the suppliers provide valid and satisfactory reasons for non-supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty.

- The supply of journals will be accepted through registered post/speed post/Courier Service/special messenger only. The supplier (Indian agent) will have to make necessary arrangements to provide online access of the journals on internet wherever made available by the publishers free of cost with print version. If the firm fails to arrange to provide online access of such journals(s) to the Institute, the firm will be held responsible for the same and a sum equivalent to 10% of the cost of the journal(s) would be charged as a penalty from the firm.
- Journals publisher's price must be given individually for all the journals of the list supported by price proof. Subscription rate should include foreign postage and handling charges wherever the publisher charges it. No postage & handling charges within the country will be paid in extra. Selection of the tenderer will be done only on the basis of discount offered by vendor.





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25. The successful firm will have to enter into an agreement with the Director, ICAR UNIT on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only) the cost of which has to be borne by the Tenderer himself.
26. The tenderer will have to bid and submit invoices for all the journals & online databases of the showing overall discount on the total amount of the invoice for all journals of the list.
27. The quantity of the tender is always subject to change, and the Director, IIOR reserves the absolute right to accept or reject any or all tender(s) in part or full, without assigning any reason thereof.
28. Decision of the Director, IIOR on any dispute related to this tender shall be final and binding to the supplier including fixing of penalty for any violation of terms and conditions of tender.
29. Journals issues so ordered are delivered by hand in the Library ICAR-IIOR, Rajendranagar, Hyderabad in good condition. The firm/agency shall procure all the journals subscribed for the IIOR Library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.
30. The tenderer will have to offer discount, if any, on total amount of the invoice for all the journals and online / CDROM databases for the year 2021 (January-December) and have to raise invoices in triplicate duly pre-receipted with revenue stamp strictly as per format (please see the financial bid).
31. The purchase order for supply of Foreign, India Scientific journals will be placed with successful tenderer, who will first remit the subscription amount to the respective publishers/developers on behalf of IIOR. Then the firm will submit proof of remittance of the subscription to IIOR at the earliest possible to enable this Institute to release the payment of subscription amount to the firm. Following proofs must be enclosed with Remittance details.
  - (i) The copy of acknowledgement of money transfer to various publishers/ developers from the bank, in case of remittance through wire transfer &
  - (ii) Proof of Money Transfer to encashment of Demand Draft (D.D.) by the publisher issued by sending bank in India.
32. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, , hurricane or any pestilence or from civil strikes, compliance with any stature and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not ) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
33. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, ICAR-IIOR and such reduction will automatically applicable to this Institute.



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34. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
35. Validity of bids: For the calendar year and additional six months totalling 18 months e.g. from 01 January 2022 to 30 June 2022.
36. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
37. Non-black listing- bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/ Central Government departments/other organizations.

Sign and Seal



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**LIST OF JOURNALS TO BE SUPPLIED FOR THE PERIOD FROM JANUARY –  
DECEMBER, 2021**

**Foreign Journals**

Sl.No	Name of Foreign Journals
1	Outlook on Agriculture
2	Phytopathology
3	Plant Breeding
4	Oil World
5	Plant Disease
6	Soil Research

**Indian Journals**

Sl.No	Name of the Journal
1	<b>Agricultural Economics Research Review</b>
2	<b>Agriculture Research</b>
3	<b>Agricultural Situation in India</b>
4	<b>Annals of Agricultural Research</b>
5	<b>Annals of Plant protection Sciences</b>
6	<b>Asian Agri-History</b>
7	<b>Entomon</b>
8	<b>Indian Farming</b>
9	<b>Indian Journal of Agricultural Economics</b>
10	<b>Indian Journal of Agricultural Library and Information Services</b>
11	<b>Indian Journal of Agricultural Research</b>
12	<b>Indian Journal of Agricultural Sciences</b>
13	<b>Indian Journal of Agronomy</b>
14	<b>Indian Journal of Dryland Agricultural Research &amp; Development</b>
15	<b>Indian Journal of Entomology</b>
16	<b>Indian Journal of Fertilizers</b>
17	<b>Indian Journal of Genetics &amp; Plant Breeding</b>
18	<b>Indian Journal of Plant Genetic Resources</b>
19	<b>Indian Journal of Plant Physiology</b>
20	<b>Indian Journal of Plant Protection</b>
21	<b>Indian Journal of Traditional Knowledge</b>
22	<b>Indian Phytopathology</b>
23	<b>Journal of Biochemistry and Biotechnology</b>
24	<b>Journal of Bio Sciences</b>



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25	<b>Journal of Extension Education</b>
26	<b>Journal of Indian Society of Soil Science</b>
27	<b>Journal of Farm Sciences(Formerly Karnataka Journal of Agricultural Sciences)</b>
28	<b>Journal of Lipid Science and Technology</b>
29	<b>Journal of Mycology and Plant Pathology</b>
30	<b>Journal of Oilseeds Research</b>
31	<b>Kheti (Hindi)</b>
32	<b>Kurukshatra</b>
33	<b>Margin: Journal of Applied Economic Research</b>
34	<b>Pal Phool (Hindi)</b>
35	<b>Resonance : Journal of Science Education</b>
36	<b>Review of Development and Change</b>
37	<b>Science Reporter</b>
38	<b>SAARC Oils &amp; Fats Today</b>
39	<b>University News</b>
40	<b>Yojana (Monthly)</b>
41	<b>Agricultural &amp; Industry Survey</b>
42	<b>Agricultural Today</b>
43	<b>Andhra Agricultural Journal</b>
44	<b>Annals of Plant Physiology</b>
45	<b>Commodity India.com</b>
46	<b>HELIA</b>
47	<b>Indian Journal of weed science</b>
48	<b>Journal of Cytology and Genetics</b>
49	<b>Journal of Plant Registration</b>
50	<b>MAUSAM</b>
51	<b>SANCHYA</b>
52	<b>The Journal of Research PJTSAU</b>
53	<b><a href="http://www.indiaagristat.com">www.indiaagristat.com</a></b>
54	<b><a href="http://www.Indiapatent">www.Indiapatent</a> Database</b>



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Phone : 040-24598208 Website : www.icar-iior.org.in  
ISO 9001:2015 Certified Institute



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## INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are requested to submit soft. copies of their bids electronically on the CPP Portal, using valid user ID and 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:

- 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.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- 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:

- 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.
- 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.



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- 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:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.**
- 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. Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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, TIN, Annual Turnover details, 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. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS:**

- 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 date & time. Bidder will be responsible for any delay due to any issues/ reason.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Online” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 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 and time 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.**



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- Bidders are requested to note that they should necessary 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 changes. 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.**
- The server time (which is displayed on the bidder's 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.
- 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 openers public keys.
- The uploaded tender documents become readable only aft.er the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. aft.er 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.
- 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:**

- 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.
- 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.