



सी. एस. आई. आर. मद्रास कॉम्प्लेक्स
CSIR MADRAS COMPLEX
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद)

Council of Scientific & Industrial Research)

TARAMANI, CHENNAI – 600 113, INDIA

Website: www.csircmc.res.in, Email: spo@csircmc.res.in

Telephone: 22544526

Unit: CEERI

INVITATION FOR BIDS

Through e-Procurement

निविदा के लिए निमंत्रण INVITATION TO TENDER

File No. **A3/CMC/85042/24/EE**

Date: 29.01.2026

To:

M/s. JN Machineries Private Limited,
No. SP127, Sector – 1, 5th Lane,
1st main road, SIDCO (N.P), Ambattur Industrial Estate South,
Chennai- 600 058
Mobile: 9445037316
E-mail: partsmas.chn@jnimpl.com

Last Date for Submission of Quotation	12.02.2026 at 3.00 pm
Date for Tender Opening	13.02.2026 at 3.00 pm

Sir,

Sub: Request for quotation of Rewinding the main stator for Cummins Generator Set with Engine

Please submit your online bid with complete specifications and brochure/literature showing the delivery period etc., through CPP Portal (<https://etenders.gov.in/eprocure/app>) The tender is invited for submission of quotation for Repairing of GBC make Atomic Absorption Spectrophotometer for existing equipment on proprietary basis.

SI No.	Brief description of the material(s)	QTY
1.	Rewinding the main stator for Cummins Generator Set with Engine Model No. 6BTAA5.9-G3 (125 KVA 3 Phase) Serial No. 84023212	1 No.
2.	Repair and associated works on the Rotor for the Generator	1 No.

TERMS AND CONDITIONS

- 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 CPPP, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP.
- The acceptance of the quotation will rest with the competent authority of CSIR Madras Complex, Chennai who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reasons.
- Your offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.
- Our normal payment terms is:**
 - Net 30 days
 - Wire Transfer
 - Letter of credit

5. Prices are required to be quoted in the unit indicated in the enquiry. When quotations are given in terms of another unit relation between the two unit should be given. Quantity, discount if any should be indicated. Please quote in the BOQ xls format attached in the CPPP portal. The prices are to be indicated in Indian rupees only.
6. Unsolicited/conditional/Unsigned tenders shall not be considered.
7. For Goods Offered In Indian Rupees: Kindly send your offer indicating the basic cost, taxes, packing, forwarding, freight, transportation, insurance, installation & commissioning charges etc., separately to ascertain the F.O.R destination prices. Where there is no mention of these charges, the offer would be rejected as incomplete unless the prices quoted are on F.O.R destination prices, However in case of procurement of software, renewal of license etc., unless otherwise insisted for installation & commission, these need not be indicated. Similarly when there is electronic delivery, transportation charges need not be indicated.
8. Complete specification with manufacture's name and address should be given while quoting. Literature/Pamphlets should also be enclosed wherever applicable. All Statutory Taxes like TDS/with hold Tax/TDS on GST etc., will be deducted from the quoted price. No claim is be entertained as these Taxes are extra. Therefore clearly indicate the Tax in your quotation.
9. **Prices are required to be quoted clearly mentioning FOR Destination.**
10. No price negotiation will be entertained in normal course of action, except in exceptional cases with the L1.
11. Please furnish a list of Indian Purchasers with their satisfactory performance certificates, if any.
12. **The bidder shall furnish documentary evidence to demonstrate that the bidder satisfies the following bidder's eligibility criteria and pre-Qualification Requirement.**
13. The Bidder should be a manufacturer or a dealer/ representative specifically authorized by the manufacturer to quote on their behalf for this tender as per manufacturer authorization form if any who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the "Technical Specification". The MAF must be enclosed with the technical bid. Such equipments must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Bid Opening and should not reach their end of life with in 3 years.
 - 13.1 Details of service support facilities that would be provided after the warranty period should be submitted in the **Service Support Details Form**. The bidder must have one support service facility at Chennai and should be in a position to attend to the system within 24 hours of lodging a call for service.
 - 13.1.1 The Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period and provide necessary maintenance services after end of warranty period if required.
 - 13.1.2 Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.
 - 13.1.3 Bidder should submit valid documentary proof of GSTN and the details of income tax registration (PAN).
 - 13.1.4 The bidders who have been temporarily suspended or removed from the list of registered suppliers by the purchaser or banned from Ministry/country wide procurement shall be ineligible for participation in the bidding process.
 - 13.1.5 The Bidder should not have been referred to BIFR (Board for Industrial & Financial Reconstruction) or declared bankrupt by any statutory body.
 - 13.1.6 The Bidder is a joint venture, consortium, or association; all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

- 13.1.7 The vendor must fulfill the above pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the Eligibility– Criteria and Pre Qualification requirements given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
14. The mode of dispatch of the items must be mentioned clearly in the technical Bid.
 15. Payment Terms must be mentioned clearly in the technical Bid.
 16. **DELIVERY PERIOD:** The offered delivery period shall have to be strictly adhered to in case an order is placed.
 17. **VALIDITY:** Offer/Bid should be submitted with a minimum validity of 90 days.
 18. **LD CLAUSE:** The applicable rate is 0.5% per week subject to a maximum of 10% of the contract price/ undelivered item.
 19. Tenderer/Bidder should furnish the detailed specifications of the material(s) offered. Relevant technical literature, descriptive catalogue, brochure, and pamphlet if any, should be attached along with the offer.

The Principal or the agents or the supplier as the case may be to ensure the Repair within **seven days of receipt of the items at CSIR-CMC, Chennai** through consultation including dispatch of items/equipment with the user division. In case of failure on the part of the supplier, free replacement of any defective items or equipment should be done by the party without any financial implication to CSIR-CMC.

The acceptance of the quotation will rest with the discretion of the Co-ordinating Director, CSIR-CMC, Chennai who does not bind himself/herself to accept the lowest quotation and reserves the right to himself to reject or accept, partially or all the quotations received, without assigning any reason/s thereof.
 20. **Payment will be made to the suppliers through RTGS, please inform your Bank details for RTGS Payment.**
 21. All disputes arising out of this shall be settled as per **arbitration** Act. The venue of arbitration should be in accordance with arbitration rules of India, whereby it may be in Chennai or in any neutral place.
 22. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
 23. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
 24. Your quotation should indicate clearly the unit price, HSN/SAC Code, percentage of Tax, GST number along with bank details.
 25. For detailed terms and conditions please see our website www.csircmc.res.in
 26. **Upload Manufacturer Authorization:** Wherever authorized Distributors are submitting the bid Manufacturers Authorization form (MAF) Certificate with OEM details such as name , designation , address , e-mail Id and Phone No. required to be furnished along with the bid in the format enclosed.
 27. **Preference to make in India products (For bids less than 200 core) :** Preference shall be given to class 1 local supplier as defined in public procurement (preference to make in India) , Order 2017 as amended from time to time and its subsequent order/ Notifications issued by concerned nodal ministry for specific goods/products. The Minimum local content to qualify as a class 1 local suppliers is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs10 crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEM other than companies as per the Public Procurement (preference to make in India) order 2017 dated 04.06.2020. Only class-I and Class- II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non-Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case buyer has selected purchase preference to micro and small enterprises clause in the bid, the same will get precedence over this clause. Certificate for local content as per Annexure 1 to be submitted along with bid.

28. Only 'Class-1 local supplier' and 'Class II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class I local suppliers' and 'Class II local suppliers'. In procurement of all goods, service or works, not covered by sub para 3(a) of the order No.P-45021/2/2017-PP (BE-II) dt.16.09.2020, and with estimated value of purchases less than Rs. 200 Crore, in accordance with Rule 161(iv) of GFR,2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the **Competent Authority i.e Registration Committee** constituted by the Dept for Promotion of Industry & Internal Trade (DPIIT) as per OM No.F.No.6/18/2019-PPD dt. 23rd July 2020.

II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals; Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

4. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. [To be inserted in tenders for Works contracts, including Turnkey Contracts] The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Certificate for Tenders

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Certificate for Tenders for Works involving possibility of sub-contracting

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours faithfully,



CONTROLLER OF STORES & PURCHASE
For & behalf of CSIR Madras Complex

महेश कुमार .ई
Mahesh Kumar .E
भंडार एवं क्रय नियंत्रक
Controller of Stores & Purchase
सीएसआईआर मद्रास कॉम्प्लेक्स
CSIR MADRAS COMPLEX
तरमणि, चेन्नै/Taramani, Chennai-600 113.

OTHER FORMS TO BE ENCLOSED WITH TECHNICAL BID

Table of Contents

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2	Declaration by the Bidder for Code of Integrity & conflict of interest (to be enclosed with the technical bid)	II
3	Manufacturers' Authorization Form(to be enclosed with the technical bid)	III
4	Certificate of Local Content (to be enclosed with the technical bid)	IV
5	Certificate of Land Border sharing (to be enclosed with the technical bid)	V
6	Certificate w.r.t Micro, Small & Medium Enterprises (MSMEs)	VI

BIDDER INFORMATION FORM

- (a) *[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for bids]*

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or Intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal Address in country of registration]</i>
06.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
07.	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

Format for declaration by the Bidder for Code of Integrity & conflict of interest (On the Letter Head of the Bidder)

Ref. No: _____

Date: _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall a bid by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a.
- b.
- c.

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized
Signatory Company)

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We here by extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Certificate w.r.t Local Content / Class of Supplier**[Please specify Class of Supplier (Class-I / II / Non-Local Supplier) and Domestic Value Addition]**

As per Order No. P45021/2/2017-PP (BE-II) dt. 16th September 2020 issued by DPIIT, Ministry of Commerce & Industries, only Class-I Local Supplier (Minimum 50% Local Content) & Class-II Local Supplier (Minimum 20% Local Content) as defined under the said Order shall be eligible to bid in procurements undertaken by Procuring Entities, except when Global Tender Enquiry (GTE) has been issued. In this regard, the bidders are instructed to furnish the following Certificates as mandated by procedure.

Class of Supplier

It is certified that our firm comes under the Class of Supplier _____ (Class-I / II / Non-Local Supplier) as per the guidelines of said DPIIT Order dt. 16th September 2020 and the Domestic Value Addition of our product in terms of Percentage of Local Content is _____ %.

Details of Domestic Value Addition in terms of Minimum Local Content:

- 1.
- 2.
- 3.

Details of Location where the Local Value Additions are added/done:

- 1.
- 2.
- 3.

Note:

1. The bidder offering imported products will fall under the category of Non-Local Suppliers and they can't claim themselves as Class-I Local Supplier /Class –II Local Supplier by Claiming Profit, Warehousing , Marketing, Logistics, Freight etc. as Local value addition.
2. False declaration will be in breach of the Code of integrity under Rule 175(1)(1)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to Two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.
3. A bidder/supplier who has been debarred by any Procuring Entity for violation of this shall not be eligible for preference for procurement by any other Procuring Entity for the duration of the debarment as per the DPIIT Order dt. 16th September 2020.

Land Border Sharing Certificate

(To be printed on Letterhead of Firm)

As per OM No. F.No. 6/18/2019-PPD dt.23rd July 2020 of PPD, DoE, Min.of Finance, Any bidder from a country which shares a Land Border with India will be eligible to bid in any procurement whether of Goods, Services (Including Consultancy services and Non-consultancy services) or Works (Including Turnkey Projects) only if the bidder is registered with the **Competent Authority i. e Registration Committee** constituted by the Dept for Promotion of Industry & Internal Trade (DPIIT). In this regard, the bidder is instructed to furnish the following requisite certificates.

Model Certificate for Tenders

"I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we are not from such a country (or) if from such a country, has been registered with the Competent Authority i.e Registration Committee constituted by DPIIT. I/we hereby certify that we fulfill all requirements in this regard and is eligible to bid and our bid shall be considered for further process. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Country of Origin: _____

(Name & Signature of Authorized Signatory)

(OR)

Model Certificate for Tenders for Works involving possibility of Sub-contracting

"I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we not from such a country or, if from such a country, has been registered with the Competent Authority i.e Registration Committee constituted by DPIIT and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the said Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is eligible to bid and our bid shall be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Country of Origin: _____

(Name & Signature of Authorized Signatory)

Certificate w.r.t Micro, Small & Medium Enterprises (MSMEs)

As per MSME Order 2012, it is certified that our firm comes under the category of
_____ (MSME/MSME(SC&ST)/MSME(Women) vide UAM(Udyog Aadhar
Memorandum No.)_____.

(Name & Signature of Authorized Signatory)

Instructions for Online Bid Submission

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

More information useful for submitting online bids on the CPPP Portal may be obtained at:

<https://etender.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPPP 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 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 DSCs 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 CPPP 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 CPPP 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 CPPP 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. 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.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

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/Bid Security as per the instructions specified in the tender document and attach a scanned copy of the same in the technical bid of the tender document. The original instrument should be posted/couriered/handed over to the tender issuing authority. In case the original instrument is not received before the date of opening of the bid, the uploaded bid shall be rejected.**
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of

bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- 11) 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 CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app>.