

Tender Ref. No.: CIF-SDC/CIF/2018-19

Dated: 24th October, 2018

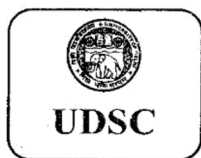
ONLINE TENDER DOCUMENT

Super Resolution Laser Scanning Confocal Microscope



**CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi - 110021
Telephone Number: 011-24157192
EPABX: 011-24111955, Extn.: 7192**

**THIS TENDER DOCUMENT CONTAINS 24 NOS.OF PAGES
INCLUDING COVER PAGE
Cost of Tender: ₹500/- only**



CENTRAL INSTRUMENTATION FACILITY, UNIVERSITY OF DELHI, SOUTH CAMPUS

Benito Juarez Road, New Delhi 110021

www.du.ac.in and www.south.du.ac.in

NOTICE INVITING TENDER

Online Tender Document

Online tenders are invited from reputed/eligible vendors for '**Super Resolution Laser Scanning Confocal Microscope**' to be installed at Central Instrumentation Facility (CIF), University of Delhi South Campus, New Delhi-110021.

Separate Technical bids, duly signed by the bidder, and Commercial bids only in the form of BOQ shall be submitted as per details given in the online tender document. Online tender documents are available on University of Delhi website www.du.ac.in and CPP Portal <https://eprocure.gov.in/epublish/app> per the schedule.

Tenders are liable to be cancelled if any conditions contained in the tender documents are not complied with. Amendment/Corrigendum, if any in the tender document shall appear on the above-mentioned websites.

Interested vendors/service providers should visit the campus for ascertaining the requirement before submitting their proposal.

Information & Instructions for Bidders

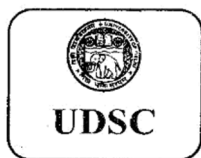
Cost of Tender Form (Non-Refundable)	Rs.500/- (Rupees Five Hundred only) through DD/Banker's Cheque in favour of Director, University of Delhi, South Campus, Payable at Delhi.
	Tender cost should reach the Professor-in-charge, Central Instrumentation Facility, Biotech building, 03 rd Floor, University of Delhi South Campus, Benito Juarez Road, New Delhi- 110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender. Online Tender Document may be downloaded from the University of Delhi website www.du.ac.in and Central Public Procurement portal https://eprocure.gov.in/epublish/app per the schedule.
Earnest Money Deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand only/-)

	in form of an Account payee Demand Draft in favour of Director, University of Delhi South Campus, New Delhi, Payable at Delhi.
Date of issue of Tender document	24/10/2018
Bid document Download Start Date & Time	24/10/2018 at 12:00 a.m.
Bid Submission Start Date & Time	24/10/2018 at 12:00 a.m.
Last date and time for submission of tender	15/11/2018 at 02:00 p.m.
Date and time of technical bid opening	16/11/2018 at 10.00 a.m.
Address of communication	Professor-in-charge, Central Instrumentation Facility, Biotech building, 03 rd Floor, University of Delhi, South Campus, Benito Juarez Road, New Delhi - 110021.
Contact Official	Prof. Sanjay Kapoor Department of Plant Molecular Biology University of Delhi South Campus Benito Juarez Road, Dhaula Kuan New Delhi - 110021. Email: kapoors@south.du.ac.in

Tenders are liable to be rejected if any of the conditions contained in online tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only on the website of University of Delhi i.e. www.du.ac.in and Central Public Procurement Portal <https://eprocure.gov.in/epublish/app>.

University of Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

**Professor-in-charge,
Central Instrumentation Facility**



CENTRAL INSTRUMENTATION FACILITY,
UNIVERSITY OF DELHI, SOUTH CAMPUS
Benito Juarez Road, New Delhi 110021

1. **TERMS AND CONDITIONS OF THE TENDER**

(a) **Two-Bid System Tender**

Online Tenders shall be submitted in **2-PARTS: PART-I TECHNICAL BID**, duly signed by the bidder and **PART-II COMMERCIAL BID**, in the manner mentioned below:

PART-I OF THE TENDER (TECHNICAL BID) must contain the following:

- Tender Document, each page duly signed by the bidder as token of acceptance.
- Covering letter as per Annexure II.
- Earnest Money deposit as laid down in 1(l).
- All necessary information as are considered essential for full and correct evaluation of offers.
- Company profile as per Annexure III, and detailed list of installation of the offered/quoted system in Indian Institutions.
- Write up and documents supporting the eligibility criteria as laid down in Point No 2 (Documents submitted should be listed as Annexure IV)
- The duly completed Technical Bid (Part I), in the Annexure V format **without prices**, to be signed and upload.
- Technical compliance sheet as per XL format provided in Annexure VI.

PART-II OF THE TENDER (COMMERCIAL BID) must contain the following:

- The duly completed Commercial Bid in form of BOQ, (Part II), to be uploaded. Also see Item B of Annexure I for more details.

Bidder must submit to undermentioned address the Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand) only in the form of an Account payee Demand Draft in favour of “Director, University of Delhi, South Campus” valid for at least three months from the date of opening of tender failing which the quotation will be rejected.

Professor-in-charge
CIF, Biotech Building 3rd Floor
University of Delhi South Campus

Benito Juarez Road
New Delhi 110021

- (b) All documentation is required to be in English. Correction / overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
- (c) Ambiguity must be avoided in filling tenders. All entries in the tender form must be type written neatly. The quotation must be entered both in figures and in words. All pages of the bid should be numbered with a running serial number and signed with office stamp by the tenderer.
- (d) University of Delhi South Campus reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender.
- (e) The University of Delhi South Campus will not be responsible for non-receipt of tender quotations within the specified date and time due to any reasons including postal delay or holidays.
- (f) Tender once submitted shall not be returned to the tenderer in future.
- (g) The Schedule to tender, Instruction to tenderers and General Terms and Conditions of the Contract should also be returned along with the offer.
- (h) Each page of the tender form, the Instructions to the tenderers must be stamped and signed by the person authorized by the tenderer. Full address of the tenderer must be mentioned on the tender forms, failing which the tender may not be considered.
- (i) In case a successful tenderer (on whom purchase order would be placed) fails to comply the order within specified time schedule and terms and condition, the University of Delhi South Campus will forfeit the earnest money.
- (j) The earnest money for the successful tenderer shall be returned after successful initiation of the job.
- (k) Unsuccessful tenderer will be refunded earnest money without interest, on application to University of Delhi South Campus within 3 months from the tender awarding date.
- (l) The successful bidder shall furnish a Bank Guarantee equivalent to Rs.50,000/- (Rs. Fifty thousand only) in favour of the Director, University of Delhi, South Campus. The bank Guarantee shall remain valid for the tenure of operations of the successful bidder. This will be forfeited in case of non-compliance of the terms and conditions.

2. ELIGIBILITY CRITERIA

- (a) A participating vendor should have proven record of marketing and maintenance of Super Resolution Confocal Microscope.
- (b) Documents attached to support the eligibility of the company should be listed as Annexure IV.

3. PAYMENT TERMS

- (a) Payment will be made to the agency after satisfactory installation of the system, on-site demonstration of all the offered technical specifications and necessary training.
- (b) NO ADVANCE PAYMENTS WILL BE MADE UNDER ANY CIRCUMSTANCES.
- (c) The rates quoted shall be inclusive of all such taxes such as Goods & Service Tax, VAT, etc., i.e. *the rates quoted shall be all inclusive*. All the duties/ taxes with respect to the work should be borne and paid by the Tenderer himself. The Office shall not be responsible for any payment/ penalty on this account at any stage. The company shall indemnify the University from all.

4. SELECTION PROCESS

- (a) A committee specially constituted for the purpose would evaluate the eligibility of tenderers as supported by documentation.
- (b) The Technical evaluation of the bids will be conducted by the Committee at a date, time and venue to be intimated subsequently. The bidders must make a presentation on their bids highlighting their experience and strategy to fulfill scope of the work as given in Annexure I. Evaluation will be based on the presentation and submitted documents. The recommendations of the Technical Committee will be final, which may recommend opening of the price bid based on technical bid evaluation.
- (c) The price bid of only the qualified tenderers will be opened after technical evaluation.

4. VALIDITY OF OFFER

Tenders submitted by tenderers shall remain valid for a minimum period of 3 (three) months from the date of opening of tenders. The tenderers shall not be entitled during the said period of three months, without consent in writing from University of Delhi South Campus, to revoke or cancel their tenders or to change the tenders given or any term thereof. In case of tenderers revoking or cancelling their tenders or varying any terms in regard thereof without consent of University of Delhi South Campus in writing, the earnest money deposited by them with their offers, will be forfeited.

5. IMPORTANT DOCUMENTS TO BE SUBMITTED

In addition to the filled in tender form, tenderers are to provide the following enclosures:

- (a) Documents in support of Company Profile.
- (b) Documents for establishing eligibility.
- (c) Job Execution Plan: **A detailed outline of implementation of the job whose scope is detailed in Annexure I is to be submitted.**

6. INCOME TAX CLEARANCE CERTIFICATE

Copy of the latest IT Clearance Certificate in the proforma prescribed by the Govt. Of India should accompany the tender. The IT Clearance Certificate should be in the name of the firm quoting for the work.

7. SALES TAX CLEARANCE CERTIFICATE

Tenderer must submit copies of Sales Tax registration and clearance certificates.

8. ACQUAINTANCE WITH SITE

While quoting their rates, terms and conditions Tenderers should note that the work is to be executed under the existing site conditions. Any minor change(s) such as electric fittings, partition etc. should be done by the participating vendor. No compensations / claims in regard to site conditions / constraints / rules and regulations etc. shall be entertained.

9. COMPLETENESS OF JOB

The tenderer shall be fully responsible for the successful installation and live demonstration of all required technical capabilities of the system. Omission of any item(s) / services in this document shall not be sufficient reason for non-performance of the system. The tenderer should therefore specify, justify and quote for any additional items / services, which they feel, are essential for the functioning of the system.

12. RESOLUTION OF DISPUTES

University of Delhi, South Campus and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the services provided. If after thirty days from the commencement of such informal negotiations, University of Delhi, South Campus and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration. The Director, University of Delhi, South Campus shall appoint a sole Arbitrator of the dispute who will not be related to the contract and whose decision shall be final and binding.

23. JURISDICTION

All questions, disputes and / or differences arising under and out of, or in connection with the contract if concluded, shall be referred to the relevant Courts of Delhi.



**CENTRAL INSTRUMENTATION FACILITY,
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Annexure – I

Technical specifications for Super resolution Laser Scanning Confocal Microscope

The confocal workstation should include super resolution (120 nm or better) and sensitive spectral imaging for fixed and live biological sample imaging along with animal and plant modal organisms. The system should include multichannel fluorescence imaging with Z-stack, time-lapse including co-localization, FRET, FRAP, FLIM, FLIP, FRET-FLIM, Photo activation, ion-flux imaging, conversion imaging and analysis. The detailed specifications are as following:

A. Motorized inverted fluorescence research microscope:

1. Fully motorized up-right fluorescence research microscope for bright field/DIC/Fluorescence preferably with dedicated touch screen TFT display for controlling motorized components of the microscope.
2. Programmable fully motorized X-Y (preferably joy-stick based) scanning stage, universal sample holders for slides, 35/60 mm petri dish, with multipoint, tile and mosaic imaging software.
3. Software-controlled Laser based focus drift compensation mechanism for long term live cell imaging application.
4. LED illumination for transmitted and fluorescence applications.

5. Motorized 6 position DIC nosepiece, universal motorized condenser NA 0.55 or better with modules for DIC, 6 position fluorescence turret for accommodating fluorescent filters for direct visualization and camera based imaging.
6. High precision Z-focus drive with step resolution of 25 nm or better.
7. High resolution confocal grade Plan Apochromat objectives corrected for both UV & visible lines. 10x/0.4, 20x/0.7, 40x/1.0 (water dipping) and 40x/1.3 oil; 60/63 /1.4 oil and 100x /1.4 oil immersion objectives along with automated shift free DIC accessories for all the offered objectives.
8. Suitable Fluorescence band/long-pass filters compatible for DAPI/CFP, GFP /AF488/FITC, YFP/AF514, Mito-tracker RED/AF568, Cherry red, etc. should be offered.
9. An active anti-vibration table with compressed air damping, bread board table top with M-6 threading for the complete microscope system. Also, computer table and table for lasers rack, if required, should be offered.

Confocal imaging unit should include the following:

10. High transmission efficiency optics for confocal Imaging and functional imaging.
11. The Piezo/Galvo stage accessory for Z-scanning.
12. Scan head with dual imaging capability with conventional fluorescence imaging (filter/prism based) and real time confocal imaging.
13. Capability of performing five colour simultaneous spectral detection. The point-scanning confocal unit should be completely motorised with built-in/ integrated internal high-sensitivity spectral detectors (GaAsP/HyD). The system should be capable of GaAsP-based imaging for at-least two (or more) channels in addition to the standard three (or more) channel with PMT. Detection with independent analog gain controls for all channels should be available. All the FL detectors of the scan head should be in spectral

mode with freely selectable emission band width detection capability. The system should be capable of recording emission spectra with spectral resolution of ≤ 5 nm.

14. Capability of providing online super-resolution of 120 nm at confocal scan speed.
15. Capability of performing 2 channel simultaneous acquisition in super resolution mode.
16. Computer-controlled continuously variable confocal pinhole with software control.
17. Capability of scan speed of 12-15 fps @ 512x512 pixels without any line skipping or interpolation or a better spectral detectors for at least 5 spectral channels simultaneous acquisition. Real ROI scan and bleach with various ROI shapes should be possible for FRAP experiments. The scan field diagonal should be FOV 20 mm or more. Max scanning resolution up to 6K x 6K should be achievable. PMT based transmitted light detector for DIC imaging should be possible.

Laser modules:

18. Capability of carrying out FLIM and FRET-FLIM analysis. Accordingly, the vendor should quote suitable 440 nm solid state laser and tunable pulse laser (480 to 650nm) or equivalent tunable IR laser with excitation range from 800nm to 1300nm @ 120ps pulse width. The offered laser combination should be compatible of scanning CFP-YFP and other FRET-pair flurochromes and other auto fluorescence in red range.
19. Inclusion of at least following five Lasers line (preferably in Solid state configuration)
 - a. Multi line Argon 458/488/514 nm (35 mW or better)
 - b. Blue diode 405/408nm (30mW or better)
 - c. Laser modules/lines to achieve 561 nm (10 mW or better), 592 nm (2 mW or better), 633/638 nm (5 mW or better) or a compatible tunable single photon excitation laser to perform above noted applications.

20. All the laser lines should be controlled through 8 channel AOTF for fast laser switching and attenuation. The system should be upgradable for separate laser ports for UV/405nm, Vis, IR and additional ports.
21. A continuous hardware scan zoom of 1x to 40x and optical scan rotation of 0 to 180 degrees or better.
22. Control computer and monitor:

High power workstation of intel 10 core with appropriate compatible latest operating system, with best possible configuration available, with at least 4 TB (in 2TBx2 configuration) HDD, 128 GB RAM, additional Graphics RAM of 16 GB, suitable LED HD Monitor of 4K resolution.

System control and imaging software:

23. Confocal system control software capable of controlling all motorized functions of microscope, scan head, lasers, image acquisition & processing. Image acquisition for 3D, 4D, in-line spectral imaging and unmixing, co-localization, mosaic/tile scanning. Live-cell imaging control for multi-time series, FLIM, FLIP, FRAP, FRET (Acceptor photo bleaching), FRET (Sensitized emission), FRET-FLIM, mosaic/tile scanning, photo activation and conversion, Auto-fluorescence separation by emission fingerprinting, 3D Visualization, co-localisation and ion flux imaging.
24. Offline Advanced multidimensional software for 3D visualization, multichannel volume rendering, reconstruction, measurements across z-stack, movie co-localization with histogram analysis, intensity profiles for quantification, FLIM, FLIP, FRAP, FRET, FRET-FLIM etc., multi-export formats for data output.

Additional requirements:

25. Separate offline workstation for image processing with offline software/dongles.
26. Suitable online UPS (at least 5 kVA) for 60 min backup for the entire system.

27. Bi-yearly training of technical personnel and students for handling the system.
28. All pre-installation requirements after survey of installation site, e.g. AC, power outlets etc. will be the responsibility of the company, and cost of the same must be included in the quoted price.
29. Comprehensive Warranty (CMC) of the entire system including all the laser lines: 3 years and proposal for AMC for the next two years.



CENTRAL INSTRUMENTATION FACILITY,
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Annexure - II

(Letter to the University on the Vendor's letterhead)

To,
Professor-in-charge,
Central Instrumentation Facility,
Biotech Building, 03rd Floor,
University of Delhi, South Campus,
New Delhi 110021.

Dear Sir,

Sub: Tender for purchase of Laser Scanning Confocal Microscope

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the Super resolution Laser Scanning Confocal Microscope to be installed at the CIF, University of Delhi South Campus, as detailed in your above referred tender.

We undertake that we have never been black listed by any agency.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Earnest Money Deposit of Rs.50, 000/- (Rupees Fifty Thousand only) in the form of A/c Payee Demand Draft in favour of "Director, University of Delhi, South Campus" drawn on Bank _____, DD No. _____, Dated., _____.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the company),
Date:



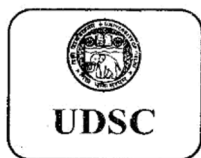
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Two Bid System Tender

BID SUBMISSION:

1. **Technical Bid:** Technical Bid (with one scanned and signed copy) shall comprise of document as per Annexure-I, Annexure-II, Annexure-III, Annexure-IV, Annexure-V and Annexure-VI. It should be accompanied by scanned copies of other documents mentioned.
2. **Technical Compliance Statement:** The quote should include a compliance statement vis-à-vis specifications in “tabular form” clearly stating the compliance and giving justification, if any supported by technical literature. This statement must be signed, with the company seal, by the participating firm for its authenticity and acceptance that any incorrect or ambiguous information found submitted will result in disqualification of the tender without any further communication.
3. **Financial Bid:** Schedule of price bid in the form of BoQ_OCIF.xls. The Financial Bid format is provided as BoQ_OCIF.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_OCIF.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi. **(No need to upload Annexure-VII, it should be upload in the form of BoQ in xls format.)**
4. **Opening of Bid and Evaluation:** Bids shall be evaluated on the basis of technical specifications and rates quoted. Those who do not qualify technically shall not be considered.



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Annexure - III

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

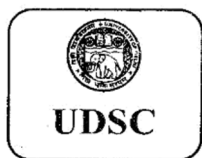
S. No.	Item	Details
1.	Name of Company	
2.	Name of Owner(s)/Partner(s)	
3.	Correspondence Address	
4.	Telephone and Fax numbers	
5.	Mobile Number	
6.	URL	
7.	Email	
8.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
9.	Name and Designation of the person authorized to make commitments to the University	
10.	Contact details of the person authorized to make commitments to the University	
11.	PAN No.	
12.	Goods & Service Tax Registration Number	
13.	Address of offices in Delhi/NCR, if any	
14.	Cumulative Turn over for last 3 Years	

Signature:

(Name and Designation)

(Authorized Signatory)

Date:



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Annexure - IV

Eligibility Criteria

Enlist the documents submitted to support the eligibility criteria

S. No.	Document Submitted	Remarks

Note: Detailed list of installation of the offered system in recognized Indian Institutions must be provided along with the contact details.



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Annexure - V

TECHNICAL SPECIFICATIONS

The tenderer should elaborately describe technical details of the offered system as outlined in Annexure - I.

Cat No./ Part No.	Technical/component details	Remarks



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Annexure - VII

COMMERCIAL BID

(Should be upload in the form of BoQ in xls format.)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

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

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. 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

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 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. 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) 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.
- 11) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

ASSISTANCE TO BIDDERS

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