



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय / MIN. OF FINANCE, राजस्व विभाग / DEPT. OF REVENUE  
सीमा शुल्क, केन्द्रीय उत्पाद शुल्क & सर्विस टैक्स निपटान आयोग  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION  
अतिरिक्त न्यायपीठ, दुसरी मंजिल, नर्मदा ब्लॉक, कस्टम हाउस  
ADDITIONAL BENCH, II FLOOR, NARMADA BLOCK, CUSTOM HOUSE  
60, राजाजी साले / RAJAJI SALAI, चेन्नै / CHENNAI-600 001  
दूरभाष / Tel.: 044-25216136; फ़ैक्स / Fax: 044-25216137

C.No.I/22/02 /2022 SC

Dated: 29.4.2022

**NOTICE INVITING ONLINE E-TENDER FOR PROVIDING HIRING OF  
VEHICLES FOR SETTLEMENT COMMISSION, CHENNAI**

**Contract No: C.NO/I/22/02/2022-ADMN - CCESTSC-ADDITONAL BENCH-  
CHENNAI**

Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, Chennai invites e-tender bids from reputed taxi operators / service providers for hiring of (02) TWO staff cars and (01) ONE operational vehicle along with Drivers for the Customs, Central Excise & Service Tax Settlement Commission, II Floor, Narmada Block, Custom House, Chennai – 600001 for one year.

2. The Annexures to this Tender Notice are (i) Terms & conditions (Annexure –I), (ii) Technical Bid (Annexure – II), (iii) Financial Bid (in BoQ format - Annexure III) (iv) the Bidder's Undertaking (Annexure IV) (v) Tender Acceptance Letter (Annexure Performance Guarantee (Annexure V), (vi) Performance Guarantee (Annexure VI ) and (vii) Instructions for online bid submission(Annexure VII ) . **This tender notice and Annexures can be downloaded from the Central Public Procurement Portal (CPPP) or the following website: [www.settlementcommission-cexst.gov.in](http://www.settlementcommission-cexst.gov.in).**

3. **Only those bidders, who have their offices in Chennai city, may post their bids for this e-tender. They have to provide valid address proof as evidence for the same. Bids submitted by Service Providers who do not have an office Chennai city will not be considered.**

4. Interested bidders, who comply with the terms and conditions of this tender notice and who possess valid Digital Signature Certificates (DSC), may submit their e-bids online in the formats prescribed for Technical & Financial bids. Their e-bids are to be completed in all aspects and are to be uploaded/submitted **online only through the CPP Portal**. **Hard**

**copies of the bids shall not be accepted.**

5. **All bidders for this e-tender are deemed to have understood and accepted the contents of this Notice. The Financial bid should be filled in the Annexure III BoQ format only. Financial bids of only those service providers who fulfill and accept the Terms and conditions of the tender notice and who qualify in the Technical bid, will be opened.**

6. Utmost care may be taken to ensure that the details of the Financial bids are not visible alongwith the Technical Bid. In case, the Financial bids are visible alongwith the Technical Bid, then the bid will be liable to be rejected.


7. **Critical dates:**

**a. Last date for online upload of bids: Before 12.30 Hrs on 25.05.2022 (Wednesday)**

**b. Date and time for opening of tender: On 26.05.2022 (Thursday) at 14.00 Hrs**

8. The bids have to be sent before **12.30 Hrs on 25.05.2022 (Wednesday)**. The tenders received after the last date and time and not complying with the laid down procedures will summarily be rejected. The bids shall be opened at **14.00 hrs on 26.05.2022 (Thursday)**.

This is issued with the approval of the Additional Commissioner, Customs, Central Excise, Service Tax Settlement Commission, Additional Bench, Custom House, Chennai.

  
Superintendent (Admn)  
Additional Bench, Chennai

Encl: Tender Document in Annexures I to VII.

## ANNEXURE – I

### I. Technical Conditions:

(I) The Details of the Vehicles to be hired are as under:

| Sl.No. | Category            | Type of vehicle   | No. of vehicles | Details  |
|--------|---------------------|---|-----------------|--|
| 1      | Staff Car           | SUV like Toyota Innova / Mahindra Morazzo / Honda City / Maruti Ciaz /Hyundai Verna or any equivalent car (white colour will only be preferred) | 2               | To be used upto 30/31 days subject to a maximum of 2500 Kms in a month |
| 2      | Operational vehicle | Mid-Sized Car like Maruti dezire / Toyota Etios or any equivalent car   | 1               | To be used upto 24/25 days subject to a maximum of 2000 Kms in a month |

(II) The tenderer should have (i) PAN number and (ii) G.S.T Registration Certificate and should attach signed photocopies of the same.

(III) The tenderer should have experience of minimum two years in supplying vehicle contract services to the Government Departments / PSUs

(IV) The tenderer should also provide list of vehicles to be offered by him which should be owned by the service provider together with documents like insurance policy and Registration Certificate along with quotation / tender documents. (should attach signed copy of Registration Certificate and Insurance Policy)

(V) In case, vehicle is not owned by the bidder, the hire agreement or power of attorney should be submitted alongwith other relevant details.

(VI) The vehicles should not be more than two years old as on 01.01.2022 for which the tenderer should submit the details of vehicles viz., make / type of the vehicle, Model / year of manufacture and the Registration number of the vehicle.

(VII) The service provider should have an office in Chennai City. They have to provide valid address proof as evidence for the same. Bids submitted by Service Providers who do not have an office Chennai city will not be considered.

(VIII) Vehicle should be kept in perfect running condition with shining body and good upholstery. The vehicle is to be fitted with appropriate seat belts and safety air bags. The vehicle should be always kept in a neat and clean condition.

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## II. TENDER PROCESS

1. Tender shall be submitted only on online in two parts i.e. (1) Technical Bid (2) Financial Bid.
2. All pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
3. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office

### Technical Bid

- a. Signed and scanned copy of Technical bid document in **Annexure II**
- b. Signed and scanned copies of Certificates like G.S.T Registration Certificate, PAN, Income Tax Returns for last 3 years, GST returns for the year 20-21 should be attached
- c. Signed and scanned copy of the Registration Certificate and Insurance Policy for the vehicles to be offered by the Service provider should be attached.
- d. In case, vehicle is owned by the bidder, signed and scanned copy of the the hire agreement or power of attorney should be attached
- e. Signed and scanned copy of Tender Acceptance Letter in **Annexure V** is to be submitted
- f. Affidavit in prescribed Proforma i.e, **Annexure-IV** regarding non-blacklisting of the firm and non-convicting of the drivers by any court of law is to be duly submitted
- g. An under taking (self-certificate) that the agency has not been black listed by a Central / State / Government / Institution and there has been no litigation with any government Department on account of its services
- h. Solvency Certificate from the Bank for an amount not less the amount of contract for the period from 01.01.2022 to 31.12.2022

### Financial Bid

- a) Financial Bid document in the form of Bill of Quantity(BoQ)
2. **The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 will be final and binding.**
  3. **Earnest Money: -**
    - a. Earnest Money Deposit of Rs. 45,000/- (Rupees Forty Five Thousand only) per application in the form of Demand Draft / Bankers cheque of Nationalised Bank drawn in favour of “The Additional Commissioner, Customs, Central Excise, Service Tax Settlement Commission, Additional Bench, Chennai” should accompany the tender.

Tenders received without Earnest Money Deposit or proof of EMD Exemption will be rejected. EMD should be collected personally by all the bidders at the end of the selection process from the office of Settlement Commission, Chennai. However the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bids are found to be incorrect or false during the tender selection process. No interest amount will be paid on the EMD. The bidders who are registered as MSME Enterprises under Micro, Small and Medium Enterprises Development Act, 2006 need not pay the said EMD and they shall submit 'Bid Security Certificate' along with the Technical Bid as given under Department of Expenditure's O.M.No. F 9/4/2020 PPD dated 12.11.2020.

- b. If a bidder withdraws their offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- c. If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time, the earnest money will be forfeited.
- d. If a successful bidder fails to execute an Agreement within specified time, the earnest money will be forfeited.

**4. Performance Security: -**

- a. The successful bidder shall be required to deposit an amount equal to 5% of the total contract value within the 10 days of the issue of letter of intent for accepting the bid as Performance Security.
- b. Performance Security shall be submitted either in form of Demand Draft or Bank Guarantee or FDR issued by a Nationalized Bank only drawn in favour of the Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 payable at Chennai.
- c. Earnest money will be refunded to the successful bidder on receipt of Performance Security.
- d. Further, the Performance Security will be refunded / returned to the successful bidder after successful completion of the Contract Agreement and settlement of accounts within three months of completion of contractual period.
- e. The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 on this account will be final and binding on successful bidder.

**5. Rates: -**

- a. Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed Proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.

- b. Contracted hire charges include all charges, viz. charges of driver, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle, repairs, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, and parking, penalty / fine etc.
- c. The lowest tender will be arrived at based on the rates quoted in Financial Bid.

**6. Subletting of Contract: -**

- a. The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

**7. Contract period: -**

- a. The contract shall be in force for the period of one year from the date of award of contract
- b. The Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 reserves the right to extend or reduce the period of time. The Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.
- c. The Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 reserves the right to increase or decrease the number of hired vehicles at any time during the period of agreement between the Department and the service provider.

**8. Prescribed format / proforma: -**

- a. Technical Bid in Annexure II and Financial Bid in BOQ are to be duly filled for each vehicle separately being offered. A complete copy of RC Book and insurance policy in respect of each vehicle indicating date of manufacturer and commercial registration is to be submitted with Annexure - II failing which bid will be disqualified / rejected. In case, the bidder wants to give new vehicle after award of Contract the clause of submission of RC Book will not be applicable.
- b. Affidavit in prescribed Proforma i.e, **Annexure-IV** regarding non-blacklisting of the firm and non-convicting of the drivers by any court of law is to be duly submitted.
- c. The successful bidder has to submit Performance Security in the form of a bank guarantee in prescribed Proforma i.e, **Annexure-VI** before execution of the contract/agreement.

- d. Signed and scanned copies of Certificates like G.S.T Registration Certificate, PAN, Income Tax Returns for last 3 years, GST returns for the year 20-21 should be attached
- e. Signed and scanned copy of the Registration Certificate and Insurance Policy for the vehicles to be offered by the Service provider should be attached.
- f. In case, vehicle is owned by the bidder, signed and scanned copy of the the hire agreement or power of attorney should be attached
- g. Signed and scanned copy of Tender Acceptance Letter in **Annexure V** is to be submitted
- h. An under taking (self-certificate) that the agency has not been black listed by a Central / State / Government / Institution and there has been no litigation with any government Department on account of its services
- i. Solvency Certificate from the Bank for an amount not less the amount of contract for the period from 01.01.2022 to 31.12.2022

**9. Capabilities, specification & formalities for Driver: -**

- a. The bidders must ensure that the drivers employed have valid driving license and 'clean driving record. The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- b. The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- c. The drivers should have minimum 2 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
- d. The drivers should be well versed with the roads and the places in Tamil Nadu & Pondicherry and should have experience in city/urban driving as well as rural driving.
- e. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 6 months. Any change in the designated driver should be intimated to the concerned officer before 24 hours of such change is effected.
- f. The driver should possess a mobile phone with good network coverage and shouldnot put it in 'switch off mode' at any point of time.
- b. The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- c. The driver should not be addicted to drugs/alcohol etc.The driver should be ready / prepared for outstation journeys at short notice if required.

**10. Billing and Payment: -**

- a. The billing will be done on monthly basis. The monthly bills in duplicate shall be submitted to the concerned vehicle in-charge within 1st week of every subsequent

month. Non-submission of the bill beyond 1st week of every month without justification would not be entertained.

- b. The department will not make any advance payment.
- c. The Firm providing vehicles shall not have any legal rights to proceed against the Department in the event of late payment due to unforeseen reasons.

**11. Validity of the offer / bid: -**

- a. The offer / bid of the bidder will be valid for at least six months from the date of opening of Technical bid. :

**12. Agreement: -**

- 13. The successful bidder will have to execute a contract agreement with the department and the validity of contract agreement will be for the period of one year from the award of contract

**14. Penalty:**

- a. A penalty of Rs. 1,500/- per vehicle per day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

**15. Terms and conditions: -**

- a. In case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- b. The liabilities of the official of this office will be limited only to hiring charges agreed in the contract
- c. The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- d. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
- e. In case of any accident or any other contingency or any other liabilities, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Department.
- f. Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other Jaw in force.
- g. Vehicle must be kept clean, odour free, in excellent condition, mechanically fit and suitable for official use.



h. The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.

**16. Jurisdiction of the Court: -**

a. In case of any dispute of any kind and in respect of whatsoever arising out of tender/ contract, the decision of the Hon'ble Courts at Chennai will be final and binding.

**17. (Addenda/Corrigenda):-**

Any amendments (addenda/corrigenda) issued will be hosted on the website up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by this department, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, will be binding on the Bidder. No separate notice / intimation of amendments to the tender documents will be sent to the bidders.

## TECHNICAL BID

|   |  |                      |                     |  |                   |                     |
|---|--|----------------------|---------------------|--|-------------------|---------------------|
| 1 | Name of the Bidder   |                      |                     |  |                   |                     |
| 2 | Address  |                      |                     |  |                   |                     |
| 3 | Telephone / Mobile No.   |                      |                     |  |                   |                     |
| 4 | PAN No. (enclose self attested copy of proof)                                |                      |                     |  |                   |                     |
| 5 | GST Registration No. (enclose self attested copy of proof)                   |                      |                     |  |                   |                     |
| 6 | Details of Earnest Money   |                      |                     |  |                   |                     |
|   | (i) Name of the Bank   |                      |                     |  |                   |                     |
|   | (ii) D.D. No. and date   |                      |                     |  |                   |                     |
|   | (iii) Amount   |                      |                     |  |                   |                     |
|   | (iv) In case of exemption (enclose supporting documents)                     |                      |                     |  |                   |                     |
| 7 | LIST OF VEHICLES TO BE OFFERED FOR THIS OFFICE ONLY HAS TO BE MENTIONED HERE |                      |                     |  |                   |                     |
|   | Category   | Name/Type of Vehicle | Year of manufacture | *Registration No. (enclose self attested copy of R.C. Book | Registration Date | Kms. run as of date |
|   | 1  |                      |                     |  |                   |                     |
|   | 2  |                      |                     |  |                   |                     |
|   | 3  |                      |                     |  |                   |                     |
| 8 | Whether blacklisted by any Central / state Government                        |                      |                     |  |                   |                     |

|   |  |  |
|---|--|--|
|   | or Central / State Government undertakings? If blacklisted, indicate details.(submit the affidavit about non- blacklisting in prescribed format) |  |
| 9 | Whether convicted by court of law? If convicted, indicate details and enclose a self attested copy of the court's order.                         |  |

\*- Not applicable to bidder who wants to provide a new vehicle, if the contract is awarded to him.

Fill up the category for which you wish to apply and leave the other category blank

It is certified that all terms and conditions stipulated in the tender document are acceptable

Dated:

Name and Signature of bidder with seal

**ANNEXURE – III**

**FINANCIAL BID**

1. Name:
2. Address:
3. Telephone / Mobile No.
4. Rates:

| Category | Type of car | No. of car | *Quotation<br>(in Rs.) for<br>each vehicle<br>(per month) | *Quotation<br>(in Rs.) for<br>each<br>category (per<br>month) | Rate per Km<br>if the<br>kilometres<br>exceed the<br>maximum) |
|----------|-------------|------------|---|---|---|
|          |             |            |   |   |   |
|          |             |            |   |   |   |
|          |             |            |   |   |   |

\*-- Excluding G.S.T.

Fill up the category for which you wish to apply and leave the other category blank

Dated:

Name and Signature of bidder with seal

The Notary Public

Civil Court

I .....aged about.....

son of .....residing at.....

.....

do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s
2. That my Agency / Firm / Central or State Government Undertaking has been allowed to participate in the tender dated.....of The Additional Commissioner, Customs, Excise, Service Tax Settlement Commission, Chennai – 600001.
3. That I have neither been convicted nor any cognizance has been taken against me / my agency by any Court of Law till date.
4. That my Agency / Firm / Central or State Government Undertaking has not been blacklisted from any Central or State Government / Central or State Government Undertaking.

The above statement is true to the best of my knowledge and belief.

WITNESS

DEPONENT

1.

2.

**ANNEXURE-V**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,  
The Additional Commissioner,  
Customs, Central Excise, Service Settlement Commission,  
Additional Bench, Chennai,  
Narmada Block, Custom House,  
No.60, Rajaji Salai, Chennai – 600001.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Proforma of Bank Guarantee for Performance Security (To be stamped in accordance with stamp Act)**

Ref: No.

Date:

Bank Guarantee no.

Date:

To

The Additional Commissioner  
Customs, Excise, Service Tax Settlement Commission,  
Narmada Block, Custom House,  
Chennai – 600001.

Dear Sir,

In consideration of The Commissioner (Investigation), Customs, Excise, Service Tax Settlement Commission, Chennai – 600001 (hereinafter referred to as the "owner", which expression shall unless repugnant to the context or meaning there of include its successors, administrators and assigns) having awarded the contract for hiring of ..... 3 vehicles (specification) to M/s..... with its registered office at..... (hereinafter referred to as "contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), by letter of Award no.....dated .....and the same having been acknowledged by the "contractor" resulting in a contract to be executed for which the contractor having agreed to provide a contract performance guarantee for the faithful performance of the entire contract amounting to Rs..... (Rupees) only.

We ..... (name and address of the bank) having its head office at (hereinafter referred to as the 'bank' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the owner, on demand any or all monies payable by the contractor to the extent of Rs... .....{Rs.....) only.

Only as aforesaid, at any time upto.....(days/month/year) without any demur, reservation, contest, recourse or protest and / or without any reference to the contractor.

Any such demand made by the owner on the bank shall be conclusive and binding notwithstanding any difference between the owner and the contractor or any dispute pending before any court, tribunal, arbitrator or any other authority. The bank undertakes not to revoke this guarantee during its currency without previous consent of the owner. and further agrees that the guarantee herein contained shall continue to be enforceable till the owner discharges this guarantee.

The owner shall have the fullest liberty without affecting in any way the liability of the bank under the guarantee from time to time to extend the time for performance or the contract by the contractor. The owner shall have the fullest liberty, without affecting this guarantee,

to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the contractor and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the contract between the owner and the contractor or any other course or remedy or security available to the owner. The bank shall not be released to its obligation under these presents by any exercise by the owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the owner or any other indulgences shown by the owner or by any other matter or thing whatsoever which under law would, but for this provisions have the effect of relieving the bank.

The bank also agrees that the owner at its option shall be entitled to enforce this guarantee against the bank as a principal debtor, in the first instance without proceeding against the contractor and not withstanding any security or other guarantee the owner may have in relation to the contractor's liabilities,

Notwithstanding anything contained herein above our liability under this guarantee is restricted to..... and it shall remain in force up to and including.....and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.....on whose behalf this guarantee has been given.

Dated this..... day of .....2020 at .....

Witness:

(signature)

(signature)

{name}

(name)

(official address)

(official address)

Attorney as per power of Attorney No..... date.....



## **Annexure-VII**

### **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 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 take note of 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.

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 help in the reduction of 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 alone will be responsible for any delay in this regard.

- 2) The bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder shall 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 shall be downloaded and shall be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the 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.
- 8) 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.

- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) 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.
- 11) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

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