



**INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)  
NEW DELHI**

TENDER NO: IUAC/NIT/27/BKG/2020-2021

**TENDER DOCUMENTS FOR**

ANNUAL MAINTENANCE CONTRACT (LABOUR) FOR 2 NOS OF 200 TR WATER  
COOLED, WATER CHILLING, SCREW TYPE UNITS, TRANE-MAKE, RTHDC1E1F1  
AT INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)

**INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)  
ARUNA ASAF ALI MARG  
POST BOX NO. 10502  
NEW DELHI – 110 067**

# **INTER-UNIVERSITY ACCELERATOR CENTRE**

**(An Autonomous Centre of UGC)**

**Aruna Asaf Ali Marg, New Delhi-110 067**

**Phone: 011-24126018/22/24/25/26. Fax:011-24126041**

## **NOTICE INVITING E-TENDER**

**TENDER NO: IUAC/NIT/27/BKG/2020-21**

**Dated: 26/02/2021**

Inter-University Accelerator Centre (IUAC), invites online bids through E-Procurement Portal / e-GEM under two bid system, viz. Technical and Financial bids, from eligible and experienced parties for the job/work of **“ANNUAL MAINTENANCE CONTRACT (LABOUR) FOR THE 2 NOS OF 200 TR WATER COOLED, WATER CHILLING, SCREW TYPE UNITS, TRANE-MAKE, RTHDC1E1F1”** at IUAC office, New Delhi- 110 067.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in)

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bids not covering the full scope of work, included in the bid document, will be rejected and only complete bids will be considered. Tenderer's/bidder's are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

As per notification no.F.9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, all the bidders have to submit “Bid Security Declaration” accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents.

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 and submit it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website [www.iuac.res.in](http://www.iuac.res.in) and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document and in case of any correspondence for clarifications needed, they may contact Administrative Officer (S&P), before submitting their bids.

**INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)  
NEW DELHI**

**TENDER NO: IUAC / NIT /27/ BKG / 2020-21**

**TENDER DOCUMENTS FOR ANNUAL MAINTENANCE CONTRACT (LABOUR)  
FOR 2 NOS OF 200 TR WATER COOLED, WATER CHILLING, SCREW TYPE UNITS,  
TRANE-MAKE, RTHDC1E1F1 AT INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)**

**PART-1 (TECHNO-COMMERCIAL BID)**

**TENDER DUE ON- March 16, 2021**

**INTER-UNIVERSITY ACCELERATOR CENTRE  
ARUNA ASAF ALI MARG  
POST BOX NO. 10502  
NEW DELHI-110067**

## **E-TENDER DOCUMENT**

Name of the Work : **Annual Maintenance Contract (LABOUR) For The 2 Nos Of 200 TR Water Cooled Water Chilling, Screw Type Units, Trane - Make, RTHDC1E1F1 at Inter-University Accelerator Centre (IUAC) Campus, New Delhi – 110067.**

Estimated Amount **Rs. 3.30 Lacs per annum**

Last Date and Time of Submission of : 16/03/2021 at 3.00 PM  
Tender

Date & Time for Opening of Tender (Tech. : 17/03/2021 at 3.30 PM  
Bid-Part-A)

Date & Time for Opening of Tender (Price : To be intimated to technically qualified bidders  
Bid-Part-B)

Contact persons : Administrative Officer (S&P),  
Email : [iuacstores@gmail.com](mailto:iuacstores@gmail.com)  
Phone : 2412 6018, 2412 6022

## **2: COMMERCIAL AND GENERAL CONDITIONS**

**1. Submission of Tender:** Tenders should be uploaded on/ e-Procurement Government/ e GEM portal in two parts separately, i.e. "Technical Bid" (Part-A) and "Price Bid / BOQ)" (Part-B). No other mode of submission will be accepted. Any clarifications/ amendments/ corrigenda etc., to NIT before last date of submission of bid will only be available on our website: [www.iuac.res.in](http://www.iuac.res.in). Therefore bidders are advised to keep visiting our website.

**2. Technical Bid (Part-A) :** The following documents are essentially to be submitted with technical bid for qualification :

I. Earnest Money Deposit Undertaking. (Annexure-IV)

ii. Tender acceptance Letter. ( Annexure -III)

iii. Bidder shall be OEM (Trane) / Authorised dealer / distributor / agent and authorised Service Provider of OEM for the Delhi / NCR region. A letter / MOU from the the OEM for the same shall be attached. Bid without the authorisation / MOU letter will be rejected.

iv. Copy of work orders for "Annual Maintenance Contract (labour) For The 2 Nos Of 160 TR Water Cooled, Water Chilling, Screw Type Units, Trane-Make, RTHDC1E1F1 " successfully executed during the last 7 years for Govt / Autonomous Body / PSU / Ltd / Reputed Pvt Ltd Companies in the following manner:

a. Three similar works, each of the value not less than Rs 1.32 lakh per annum or

b. Two similar works, each of the value not less than Rs 1.98 lakh per annum or

c. One similar work, each of the value not less than Rs 2.64 lakh per annum.

v. Satisfactory work completion certificate of above works from client with contact details. The work order and completion certificate should be for the same work.

vi. Proof of ESI, EPF and GST registration. (Tender of unregistered bidders shall not be entertained).

Vii. Company profile, organizational setup, credentials, list of plant, machinery & tools in bidder,s possession.

IUAC reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

### **3. Price Bid (Part-B): (Annexure-II)**

In this bid the bidder is required to quote his rates/prices of services EX-IUAC site including labour, transportation, scope of work (Annexure-I), special condition of NIT, excluding GST. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed & stamped in all pages. Price bid of only those bidders will be opened who have been cleared technically and are qualified.

**4. Earnest Money:** As per notification no.F.9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, all the bidders have to submit "Bid Security Declaration" accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents..

**5. Exemption from EMD:** Unit registered with National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD, subjected to:

- The unit being registered with NSIC for the items tendered.
- Furnishing of self attested copy of valid NSIC registration certificate.
- Photocopy of application for registration to NSIC or for renewal of NSIC will **not be** acceptable. Such offers will be treated as offers received without EMD.

**6. Validity of Tender:** The Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of **90** days from the date of submission of price bid.

**7. Duration of Contract:**

- (i) Initial period for providing services as per the tender documents shall be valid for a period of one year with a provision to extend successive two year as rates quoted in BOQ item No.2&3, same terms and conditions as agreed to, for the initial period.
- (ii) The contract time shall be reckoned from the date of issue of letter of acceptance or the specific date indicated in the letter of acceptance.

**8. Terms of Payment :** 25 % of order value will be paid Quarterly after completion of works and submission of bills.

**9. Scope of Work:** Detailed scope of work, special terms and conditions of this contract, equipment covered and other details are enclosed with this NIT.

**10. Labour Laws:** The bidder shall abide by all the prevalent rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, etc. This will be the sole responsibility of the bidder. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the bidder, under no circumstances IUAC will be liable for the same.

**11. Performance Security Deposit:** On award of work, the bidder shall furnish a Bank Guarantee valid for the entire contract duration equivalent to 3% contract value. In case of extension of contract after the first year, fresh bank guarantee for the extended period has to be submitted.

**12.Deviations:** The tenderers are advised not to deviate from the technical specifications/items, commercial terms and conditions, terms of payment and arbitration etc.

**13. Site Conditions:** The tenderer in his own interest, visit the site and familiarize himself with site conditions before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the works. The plant and machinery will be handed over to the bidder on “As is where is basis” and the entire liability of smooth Operation and Maintenance of the systems will rest with the successful bidder.

**14. Correspondence:** All the correspondence in respect of tender/contractual obligation shall be addressed to A.O. (S&P), Inter-University Accelerator Centre (IUAC), P.B. No. 10502, Aruna Asaf Ali Marg, New Delhi-110067.

**15.** bidder shall take all necessary precautions and abide by relevant rules of safety including explosive rules and regulations and such other rules and regulations framed for working in industrial /office/residential setups. The bidder shall also take such other additional precautions and the Engineer-in-charge may direct resort to such other additional safety measures from time to time.

**16. Liquidated damages / Penalty Clause:**

a) The emergency or breakdown complaints, if any, should be attended within 24 hours time. If the complaints are not attended within that time, a penalty of Rs 1000/- per day will be deducted from the quarterly bills.

b) For causing damage to public property – same shall be set right without any cost to IUAC to the IUAC satisfaction.

c) for persistence breach or unsatisfactory service- same may be got done by IUAC at bidder's cost and risk or termination of contract along with forfeiture of the security deposit and blacklisting.

17 Without prejudice to the generality of the provisions under “Rules governing the bidder's employees working in the Centre's premises” bidder shall take necessary precautions to ensure that no damage, whatsoever is caused to the existing things, facilities within the working area. In case bidder fails to adhere to this stipulation and if damage to the facilities results due to his manpower's negligence, the bidder shall be held responsible to compensate IUAC for such damage caused, as assessed by the Engineer-in-charge.

18. The bidder's employees working in the IUAC campus shall abide by the rules of IUAC. Any damage to the IUAC's property due to mishandling, carelessness etc. on the part of bidder or his workmen will be recoverable from the bidder's bills.

19. All the persons deployed by the bidder at IUAC will have to carry valid gate-passes, which will be issued only after submission of their bio-data in desired format. Any negligence / offense on their part will attract immediate removal from site. It is mandatory for all the bidder's employees to wear badges with their Co's name embossed on the same and display it.

20. The bidder will provide all necessary tools, equipments, measuring instruments etc. needed for smooth operation and maintenance. Safe custody of all such items will be bidder's sole responsibility. No extra charges will be paid for the same.

21. Watch and Ward of all electrical installations till the system is taken back by IUAC shall be the sole responsibility of the bidder and pilferage if any shall be entirely to his account.

22. The maintenance work shall be carried out as per the norms set by the manufacturer of respective equipment, specification and specific instructions as may be issued by the IUAC's representative responsible for work from time to time.

23. During the execution of work, the bidder should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machines and buildings. On non-adherence of this clause, suitable fines, as decided by the Director, IUAC shall be imposed.

24. Manpower deployed by the bidder at our site for carrying out contracted works is strictly prohibited being associated with any other works other than the O&M works on the campus.

25. No material belonging to the bidder whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the IUAC.

26. The IUAC shall not be responsible for any financial loss or any injury to any person deployed by service providing agency/bidder in the course of their performing the functions/duties or for payment towards any compensation. In case of any injury to bidder's person at IUAC Campus, due to any reason, the bidder shall be responsible for taking the person to the hospital/nursing home /dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the bidder will be suitably charged for the same.

27. The Centre reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever and the decision of the IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. **Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**

28. Tender once submitted will remain with IUAC and will not be returned to the bidders.

29. **Termination of Contract:-** The Director, IUAC reserve the right to terminate the contract immediately on account of poor workmen ship, failure to mobilize the site within 15 days, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the bidder. In such cases, the Bank Guarantee equivalent to one month's contract value held with IUAC and the EMD will be forfeited. The contract can also be terminated at the request of either party. In such cases, the bidder

is liable to give two months notice period or else to pay two months O&M bill value in-lieu of the notice period.

**30 Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.**

## **2. SCOPE OF WORK : ( Annexure-I)**

The chilling units operate 24x7 for central air conditioning of IUAC providing chilled water to AHU's , heat exchangers of process cooling water. The preventive and break down maintenance shall be carried out on timely and priority basis.

1. All works shall be carried out with due regard to shutdown provided by IUAC,

2. **Location:** The IUAC campus is located on Aruna Asaf Ali Marg, near Kishangarh village, Vasant Kunj, New Delhi-110067, on the way to Fortis Hospital Vasant Kunj from Ber Sarai.

3. The bidder has to ensure the promptness in service and this is basically the essence of the contract. All endeavors will be made by the bidder to restrict to preventive maintenance and unforeseen outages will be kept to the minimum.

4. While all efforts will be made to complete the maintenance activities in the normal hours, yet if the situations so warrant then the maintenance has to be done even beyond the normal hours without any extra cost.

5. **Sufficiency Of Tender:** The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates stated in the schedule of rates, which shall cover all his obligations under the contract and all matter and things necessary for proper completion of works.

The scope of work under AMC for each machine shall consist of the following :

**I. Annual Maintenance** - This service will be performed at the start of the maintenance service term. All manufacturers' recommended yearly maintenance procedures on the unit(s) will be conducted. The inspection will be conducted on a mutually agreeable date (1 visit). Once a year a thorough maintenance procedure will be performed including the following:

### **A. Check unit thoroughly for refrigerant leaks :**

- Inspect for leaks and report leak check result.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Visually inspect the condenser coil for cleanliness.
- Verify the performance of the fan control inverter VFD, if applicable.
- Grease bearings as required.

### **B. Controls And Safeties**

- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition of all indicator/alarm lights and LED/LCD displays.



- Test oil pressure safety device (as required). Calibrate and record setting.
- Test the operation of the chilled water pump starter auxiliary contacts, if applicable.

### **C. Lubrication System**

- Verify the operation of the oil heaters.

### **D. Motor and Starter**

- Clean the starter cabinet and starter components.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check contactors for free and smooth operation.
- Check all mechanical linkages for wear, security and clearances.
- Verify tightness of the motor terminal connections.
- Megger the motor and record readings.
- Verify the operation of the electrical interlocks.
- Measure voltage and record. Voltage should be nominal voltage  $\pm 10\%$ .

**II. Preventative Maintenance** - This service provides for regularly scheduled preventative maintenance inspections. There will be three Preventative Maintenance visits per year, at approximately equal intervals. Regularly scheduled preventative maintenance inspection will include the following:

- Check the general operation of the unit.
- Log the operating temperatures, pressures, voltages, and amperages.
- Check the operation of the control circuit.
- Check the operation of the lubrication system.
- Check the operation of the motor and starter.
- Analyse the recorded data. Compare the data to the original design conditions.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operation log and indicate any uncorrected deficiencies detected.

**III. Emergency Services** – bidder shall provide the manpower available for all emergency / breakdown calls as required to attend the problem / breakdown of the units within 4 hours of call.

IV. Descaling of condenser once in a contract Period.

V. Oil analysis once per contract year.

**VI. Written Report** - A report shall be provided by the bidder at the end of each inspection / breakdown visit mentioning the problem, work carried to rectify the same, recommendations of necessary repairs and maintenance procedures.

**VII.** IUAC shall reimburse / provide for all spares used.

**VIII.** IUAC shall provide reasonable and safe access to all equipments covered by this service.

**IX.** IUAC shall operate the equipment with manufacturer's recommended instructions, including normal starting and stopping of the unit, and maintaining of equipment log.

**X.** IUAC shall not be responsible / party for any compensation to bidder / their representative in case of any accident at site.

**XI.** IUAC shall notify of any unusual performance of equipment covered by this service.

**ANNEXURE –II**

**SCHEDULE OF RATES**

**NAME OF WORK:** ANNUAL MAINTENANCE CONTRACT (LABOUR) FOR THE 2 NOS OF 200 TR WATER COOLED, WATER CHILLING, SCREW TYPE UNITS, TRANE-MAKE, RTHDC1E1F1 AT INTER-UNIVERSITY ACCELERATOR CENTRE (IUAC)  
(TO BE FILLED BY BIDDERS)

<b>S. No.</b>	<b>Description of item (Rates quoted shall include scope of works and specifications)</b>	<b>Total Price (In Rs.)</b>
1	1st Year Annual Charge for 2 nos of 200 TR chilling units	
2	2nd Year Annual Charge for 2 nos of 200 TR chilling units	
3	3rd Year Annual Charge for 2 nos of 200 TR chilling units	
4	Sub Total ( 1+2+3)	
5	GST on (4)	
6	Total Amount (In figures) Amount in words (Rs.....)	

(SEAL & SIGNATURE OF TENDERER)

**ANNEXURE – III**

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

Date:

To,  
The Director  
IUAC, New Delhi-67

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: IUAC/NIT/**

**Name of Tender / Work: -**

Dear Sir,

I/ We have downloaded / read and examined the tender document(s) for the above mentioned Tender /Work from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

- 1) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (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 have 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- 5) 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/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours  
Faithfully,

(Signature of the Bidder, with

Official Seal)

**Annexure-IV**  
**BID SECURITY DECLARATION (on Letter head)**

As per notification no.F/9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, Govt. of India, I/We hereby accepting that if the bids related to \_\_\_\_\_ are withdrawn or modified by me/us during the period of validity etc., IUAC has right to suspend the bid for the time specified in the tender documents.

Signature of the Tenderer

Stamp

## **INSTRUCTION TO BIDDERS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal. 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 enrollment process, the bidders will be required to choose a unique user name 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) Bidder then logs in to the site through the secured log-in by entering their user ID / password

### **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 Help desk.

### **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 /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.

4. 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 file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

5. The server time (which is displayed on the bidders“ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment 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 Help desk. The contact number for the help desk is 1800 3070 2232.



**PROFILE OF THE TENDERER (On letterhead)**

Name of the Firm / Organization :

Address :

Telephone No. / Mobile No. & Name of  
the Contact Person :

Fax No. :

E-mail ID :

Month and Year of establishment :

Name of proprietor / partners/director :

No. of years of experience in this field,  
with Reference, Certificates :

Annual Turnover during the  
last three years  
(Enclose copies of  
Audited Financial  
Statement)

**2017-18 :**

**2018-19 :**

**2019-20 :**

Whether the firm is an  
Income Tax  
Assessee? If so  
please give the  
details of PAN No. :

GST Registration No. :

12. Name of the OEM and address :  
(if applicable)

Signature of the Tenderer & Seal