

No. 5-14/2016-Infra (ICC)  
Government of India  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg  
New Delhi-110049

Dated: 16.09.2016

**NOTICE INVITING PROPOSALS FOR APPOINTMENT OF PROGRAMME  
MANAGEMENT AGENCY (PMA) FOR SCHEME OF INTEGRATED COLD CHAIN  
AND VALUE ADDITION INFRASTRUCTURE**

Ministry of Food Processing Industries hereby invites proposals through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) from independent professional agency with multi-disciplinary skill set and should be positioned for providing assistance in project approval, monitoring, and implementation of cold chain scheme of the Ministry's Central Sector scheme of Integrated Cold Chain and Value Addition Infrastructure. The details of bid process are as under:-

Pre-bid meeting	26.09.2016 (Monday, 11:00 AM), Room No. 120, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi - 110049
Last date for submission of proposal	03.10.2016 (Monday, up to 5:00 PM)
Opening of Technical Bids	04.10.2016 (Tuesday, 11:00 AM)
Presentation by shortlisted applicants	06.10.2016 (Thursday, 10:30 AM)
Opening of Financial Bids	07.10.2016 (Friday, 11:00 AM)

The complete details viz. Terms of Reference, Evaluation Process, Format for submission of Technical and Financial Bids etc. can be downloaded from the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) and the bids to be submitted online on the portal only.

  
(Dr. Atya Nand)

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**New Delhi-110049**

Dated: 16.09.2016

**NOTICE INVITING PROPOSALS FOR APPOINTMENT OF PROGRAMME MANAGEMENT**  
**AGENCY (PMA) FOR SCHEME OF INTEGRATED COLD CHAIN AND VALUE ADDITION**  
**INFRASTRUCTURE**

Ministry of Food Processing Industries hereby invites proposals through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) from independent professional agency with multi-disciplinary skill set and should be positioned for providing assistance in project approval, monitoring, and implementation of cold chain scheme of the Ministry's Central Sector scheme of Integrated Cold Chain and Value Addition Infrastructure.

The detailed Request for Proposal (RFP) can be downloaded from the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) and the bids are to be submitted online on the portal only. The last date of submission of Technical & Financial bids, complete in all respects, is **03.10.2016 (17.00 Hrs)**.

*Atyand*  
*16/09/16*

**(Dr. Atya Nand)**

Deputy Secretary to the Govt. of India

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E-mail: [atyanand@nic.in](mailto:atyanand@nic.in)

Website: [www.mofpi.nic.in](http://www.mofpi.nic.in)

**Request for Proposal (RFP)**

For

***“Appointment of Programmme Management Agency (PMA)  
for Scheme of Integrated Cold Chain and Value Addition Infrastructure  
of the Ministry of Food Processing Industries”***



सत्यमेव जयते

**Government of India**

**MINISTRY OF FOOD PROCESSING INDUSTRIES**

**Panchsheel Bhawan, August Kranti Marg, New Delhi- 110049**

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## Ministry of Food Processing Industries

### 1. Request for Proposal

Ministry of Food Processing Industries intends to invite Request for Proposal (RFP) in the form of techno-financial bid from interested and technically qualified agencies for empanelment as Programme Management Agency (PMA) for scheme of Integrated Cold Chain and Value Addition Infrastructure. The PMA should be an independent professional agency with multi-disciplinary skill set and should be positioned for providing assistance in project approval, monitoring, and implementation of cold chain scheme. Ministry may engage more than one PMA based on the volume of work/assignments.

### 2. Background

The Ministry of Food Processing Industries (MOFPI) is operating a scheme for Cold Chain, Value Addition and Preservation Infrastructure since 2008. Guidelines dated **29.08.2016** of the Cold Chain Scheme of the MOFPI, including the role of PMA, are available on the website [www.mofpi.nic.in](http://www.mofpi.nic.in) at link schemes –cold chain –download guidelines and circulars, which may be gone through before submitting proposal.

### 3. Scope of work

- a) Scrutiny of the Proposals received against the EOI/advertisement and assist the Ministry in selection of eligible proposals.
- b) Appraisal of the DPR/projects indicating financial viability, commercial sustainability and socio-economic impact and presentation of the appraisal to the Ministry for approval.
- c) Assist the Ministry in issue of approval letters to the selected projects.
- d) Assist/advise the Ministry in release of the grant to the approved projects. Scrutiny of the proposals for release of grant as per the scheme guidelines. Undertake site inspections to assess the actual physical progress and verify the claims/documents submitted by the applicant for release of grant and make recommendations to the Ministry. In addition to carrying out mandatory site inspections before release of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> installment of grant, the PMA will also carry out additional site inspections as and when requested by the Ministry to ascertain the status of implementation of a particular project.
- e) Monitoring and reporting the progress of the cold chain projects to the Ministry periodically on the basis of defined milestones or as directed by the Ministry.
- f) Updating the data regularly in the online dashboard monitoring system for monitoring the progress of the assisted cold chain projects. The portal will have to be kept updated at all times.
- g) Development and implementation of suitable Operation & Management (O&M) plan for the assisted projects.
- h) Assist MFPI in bench marking the cold chain/irradiation technology and developing technical standards/ protocols, and cost norms for setting up of cold chains/ irradiation infrastructure.
- i) Provide suitable technical inputs on any aspect of the cold chain and related matter as and when required by the Ministry.

- j) Assist in formulating, analysis and evaluation of the scheme guidelines.
- k) Assist the Ministry in getting the cold chain projects accredited to WDRA or any other regulatory agency.
- l) Provide inputs for preparing reports, templates, forms and check lists related to the effective implementation of the scheme.
- m) Provide inputs for preparation of the agenda notes and minutes of the Review meeting, Technical Committee, Inter-Ministerial Approval Committee etc. for the cold chain scheme.
- n) Assist the Ministry in analysis of nation wise, state wise and cluster wise requirements of the cold chain/cold storage facilities.
- o) Checking the authenticity of the documents submitted by the applicants.
- p) Any other duty and responsibility assigned by the Ministry from time to time.

#### 4. Submission of Proposals

The proposal has to be submitted online in two covers through e-tendering on the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>) by 05:00 PM on 03.10.2016 (Monday) with **duly signed** copies of the requisite documents as detailed below:

##### (i) Technical Bid:

- a) Scanned copy of EMD;
- b) The Technical Proposal as per the format given in **Annexure-I**;
- c) General description of Team as per **Annexure-II**;
- d) CVs of the experts, team leader and team members duly signed as per **Annexure-III**;
- e) Scanned copy of Tender Acceptance Letter (**Annexure-IV**); and
- f) Scanned copy of Service Tax Registration number.

**(ii) Financial Bid:** to be submitted in .xls format. **The fee quoted in financial bid should be expressed in percentage of approved grant amount.**

While submitting the Financial Proposal, the firm shall ensure the following:

- a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel, accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered nonresponsive and liable to be rejected.
- b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal.

Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

- c) It is further clarified that in no case the PMA so appointed, will be entitled to payment beyond the fee quoted in the financial bid.

## 5. Validity of Proposal

The proposal should be valid for a period not less than ninety (90) days from the due date for receiving the proposal.

## 6. Terms and Conditions:

- a) The instructions for online Bid submission are at **Annexure-V**. For any clarification, Cold Chain Division of the Ministry may be contacted over telephone no. +91-11-26406529
- b) Failure to comply with the requirements spelt out in Clause 4 (validity of the bid) above shall make the Proposal liable to be rejected.
- c) The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- d) The MOFPI reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Failure of the MOFPI to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the MOFPI there under.
- e) Technical Bids will be opened online at <http://eprocure.gov.in/eprocure/app> on **04.10.2016 at 11:00 AM**. The Tenderer will be at liberty to be present either in person or through an authorised representative at the time of opening of Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online. Thereafter, the Technical proposals shall be evaluated by an Evaluation cum Selection Committee constituted for the purpose. After evaluation of the technical proposals, all the applicants shortlisted on the basis of their technical proposals would be requested to make a detailed presentation regarding their qualifications, experience and understanding of the cold chain scheme before the Evaluation cum Selection Committee on **06.10.2016 at 10:30 AM** in Room No. 120, Panchsheel Bhawan, August Kranti Marg, New Delhi 110049.
- f) Financial Bid of only those Tenders shall be opened on **07.10.2016 at 11:00 AM** whose Technical Bids qualify. The tenderer technically qualified will be at liberty to be present either in person or through an authorised representative at the time of opening of Financial Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online.

- g) The applicant should submit refundable bid security (EMD) of Rs. 10 lakh (Rupees Ten lakh only) and a non-refundable bid Processing Charges of Rs. 50000 (Rupees Fifty Thousand only) separately in the form of Demand Draft/ Banker Cheque in favour of "The Pay & Accounts Officer, Ministry of Food Processing Industries" payable at "New Delhi" . **The demand drafts should reach before 03.10.2016 on 05:00 PM to the Ministry.** The bid security is to remain valid for a period of 45 days beyond the final bid validity period.
- h) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

## 7. Pre-bid meeting

A pre-bid meeting will be held at **11:00A.M. on 26.09.2016** in the Committee Room No. 120 of Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.

## 8. Eligibility of the Agency

The agencies intending to bid for appointment as PMA shall fulfill the following qualification criteria:

- a) Shall be an Institution, Consulting Firm/Company which has minimum five years' experience in successfully conducting feasibility study, development, implementation and monitoring of similar infrastructure development schemes of Central/ State Govt.
- b) Should have pan India presence having regional offices in at-least 5 (five) States, including Delhi/ NCR
- c) Should have an annual turnover of at least Rs. 20 crore during each of the last three financial years. This should be supported by the audited annual reports and balance sheets for last three financial years. The agency should have earned profit at least during any one year in the preceding three years.
- d) Should have executed as consultant at least five cold chain/cold storage/horticultural supply chain projects of at least Rs. 10 crore each in last five years.
- e) Should have qualified chartered accountants and refrigeration experts apart from other qualified managers in the team for undertaking the job.
- f) Should not have been blacklisted or debarred by any Central/State Government Ministries/Departments (an undertaking should be submitted on the letter head to this effect).



## 9. Evaluation of Bids

Based on an evaluation of the Technical Bid, the shortlisted bidders may be called for technical presentation. The Technical Bid will be evaluated on a scale of 100. The comparative weightage for each activity of Technical Bid would be as below:

S. No.	Evaluation Criteria	Weightage (Total Marks- 100)		
1	<b>Past experience and pan India presence of the Firm</b>	<b>60 marks</b>		
1.1	Number of years of experience in consultancy for agri-infrastructure projects a) More than 8 years experience- 15 marks b) 5 to 8 years experience- 10 marks c) 3 to 5 years experience – 5 marks	15 marks		
1.2	Numbers of feasibility studies, Impact evaluations, base line surveys, and agri-infrastructure projects done for Central/ State Govt. a) More than 10 studies - 15 marks b) Five to 10 studies - 8 marks	15 marks		
1.3	Numbers of cold chain/cold storage/horticultural supply chain projects implemented as consultant in last five years. a) More than five projects - 12 marks a) Five projects- 6 marks	12 marks		
1.4	Experience of working as consultant for the Ministry of Food Processing Industries for the scheme of Cold Chain, Value Addition and Preservation Infrastructure	6 marks		
1.5	No. of regional offices in different states, including Delhi/ NCR a) More than five offices - 12 marks b) Five offices - 8 marks	12 marks		
2	<b>Experience of Key Personnel*</b>	<b>25 marks</b>		
	Position	Experience	Qualification	
	Team Leader	Professional/Sector Specialist with 15 years' experience	MBA/CA or ICWA/Post Graduate	5 marks
	Team Members	Chartered Accountant with 5 years professional experience	C.A.	20 marks
		Civil/Mechanical Engineer with 5 years professional	B. Tech / M. Tech	

		experience		
		Refrigeration expert with 5 years professional experience	B. Tech/M. Tech (Refrigeration) / (Mechanical)	
3	<b>Financial Strength of the Consultant</b>			<b>15 marks</b>
	Turn over figure for last 3 years			7.5 marks
	Net profit figure for last 3 years			7.5 marks
<b>Total Points</b>				<b>100</b>

\* The agency may deploy additional manpower as per actual requirement of the work. However, the CVs of only the above mentioned personnel will be considered for technical evaluation. In case of replacement of a team member, if necessary, after the appointment of PMA, the substituted person should have an equivalent or higher qualification.

- i. **The Agency obtaining at least 60% marks on the basis of evaluation of the Technical Bid will qualify for evaluation of Financial Bid. The agencies, who qualify in the financial evaluation, may be called for presentation, if so required.**
- ii. **Agency(s) will be selected based on Combined Quality Cum Cost Based System (CQCCBS) of bid in the ratio of Technical 70% and Financial 30%.**

**10. The terms of payment to the PMA would be as under:-**

- a) 20% as advance on award of work, & submission of Bank Guarantee of equal amount of advance payment.
- b) 20% on financial closure and release of 1<sup>st</sup> installment of grant to the projects.
- c) 30% on release of 2<sup>nd</sup> installment of grant to the projects.
- d) 20% on release of 3<sup>rd</sup> installment of grant to the projects.
- e) 10% after 3 months of release of final installment of grant to the projects and acceptance of final evaluation report thereof submitted by PMA to the Ministry.

**11. Penalty Clause**

For non-performance/delayed performance, the following penalties may be imposed on the PMA:-

- a) Forfeiture of Security
- b) Deduction of 1% of fees for each week of delay or part thereof wherever any deadline is fixed.
- c) Forfeiture of EMD in case of any mid way withdrawal from the bidding process.
- d) Deduction of 2% of fees on account of failure to ensure authenticity of the documents submitted by the applicants.

## 12. Performance Guarantee

The EMD of the successful bidder will be retained as performance security / guarantee.

## 13. Amendment to RFP

At any time prior to the last date of receipt of bids, the Ministry may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFP document by an amendment. In order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids, the Ministry may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RFP.

## 14. Disclaimer

The Ministry shall not be responsible for any late receipt for any reasons whatsoever.

## 15. The Ministry reserves the right

- (a) To reject any/all applications without assigning any reasons thereof.
- (b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Govt. and the objective of the scheme without assigning any reasons thereof.
- (c) To include any other items in the Scope of Work at any time after consultation in the pre-bid meeting or otherwise.

## 16. Rejection of RFP

The application for Consultancy is liable to be rejected if:-

- a) Not in prescribed form and not containing all required details.
- b) Not properly signed.
- c) Offer received other than Central Public Procurement Portal (<https://eprocure.gov.in/cppp>).
- d) Bid received without cost of RFP document and EMD.
- e) Conditional bids.

## 17. Clarifications

Clarification, if any, may be sought from **Sh. Sanjai Bajpai**, Under Secretary, Ministry of Food Processing Industries, Government of India, Panchsheel Bhawan, August Kranti Marg, New Delhi – 110049. (Phone: 011-26496529, Email: [sanjai.bajpai@nic.in](mailto:sanjai.bajpai@nic.in))

*Atya Nand*  
16/09/2016

**(Dr. Atya Nand)**

Deputy Secretary

Tel No. 011-26406523

[Email – [atyanand@nic.in](mailto:atyanand@nic.in)]

**TECHNICAL BID FORM****APPLICANT'S ORGANISATION AND EXPERIENCE****A – Applicant's Organisation**

[Provide here a brief (not more than two pages) description of the background and organization of your entity and each associate, if any, for this assignment.]

**B – Applicant's Experience**

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name :	Approx. value of the contract (in Rupees) :
Country :	Duration of assignment (months) :
Location within country :	
Name of client :	
Address :	
Start date (month/year) :	
Completion date (month/year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name :

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## General Description of Team

Sl.No.	Name of Team Leader & Staff	Position	Input (Staff-months)

*Note : C.V of the Team Members to be provided in the format given at **Annexure- III***

**CURRICULUM VITAE (CV) OF PROPOSED**  
**PROFESSIONAL STAFF (Team Leader , experts, and members) FOR THE**  
**ASSIGNMENT**

**1. Proposed Position** [only one candidate shall be nominated for each position]:

\_\_\_\_\_

**2. Name of Entity** [Insert name of entity proposing the staff]: \_\_\_\_\_

**3. Name of Staff** [Insert full name]: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education:** [Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]:

\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

**7. Publications** (Indicate books, research papers and other articles published in reputed journals).

**8. Other Training(s):**[Indicate significant training since degrees under 5 – Education were obtained]: \_\_\_\_\_

**9. Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_\_

**10. Employment Record:**[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**11. Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

**12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10].

Name of assignment or project \_\_\_\_\_

Year \_\_\_\_\_

Location \_\_\_\_\_

Client \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, qualifications and experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

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

Date: \_\_\_ / \_\_\_ / \_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

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

Name of Tender /  
Work: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

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

2. 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.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



## 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 Enrolment**” 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 enrollment, 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 / TCS / Encode / 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 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject 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 opener

**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.

## **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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.

