



**Research & Information System
for Developing Countries**

Core- IV B, India Habitat Centre, Lodhi Road

New Delhi-110003, INDIA

**E-NOTICE INVITING TENDER FOR SUPPLY OF ‘SUPPLY OF DATA SERVER,
SOFTWARES’**

Tender No:	DATED: 30 January 2017
Important Dates	
Published Date	30/01/2017 (1750hrs)
Bid Document Download Start Date	30/01/2017 (1800hrs)
Clarification Start Date	31/01/2017 (0930hrs)
Clarification End Date	02/02/2017 (1800hrs)
Bid Submission Start Date (online)	03/02/2017 (0930hrs)
Bid Submission End Date (online)	13/02/2017 (1200hrs)
Date of Technical Bid Opening (online)	14/02/2017 (1600hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

E-NOTICE INVITING TENDER (NIT)

1. Online bids are invited from OEM (Original Equipment Manufacturer) or OEM-authorized suppliers/ distributors for the supply of a Data Server, Softwares as per following configuration/specifications to the Research Information System for Developing Countries, New Delhi:

	Data Server configurations/specifications	QTY
1	Intel® Xeon® E5-2643 v4 (3.4 Ghz/ 6-Core/20MB/135W)	2
2	Dual Processor Server Mother Board	1
3	5U tower: 18.26 x 8.62 x 30.28 in.	
3	2.5" Chassis with up to 8 Hard Drives	
4	24 Slot, Smart Memory DDR4; up to 2400 MHz	
5	32 GB RDIMM, PC4-2400P-R KIT, Smart Memory DDR4;	4
6	Upgradable upto 1.5 TB with 24 x 64 GB LRDIMMs	
7	Advanced ECC, Online Spare	
8	All hot-plug: Up to 48 SFF or 24 LFF SAS/SATA/SSDs 12 GB SAS; 12 GB SATA drives; 8/6TB LFF HDDs; 6 SFF PCIe NVMe SSDs	
9	900GB 12G SAS 10K rpm SFF (2.5-inch) SC Dual Port Enterprise 5 years Warranty Hard Drive	5
10	Upgradable upto 192 TB LFF SATA; 96 TB SFF SAS; 80 TB SFF SAS; 7.2 TB PCIe NVMe SSDs	
11	Standard RAID 5 card with 4GB Cache RAM, Choice of Flexible Smart Array Expander kit	
12	Smart Array with 4 GB FBWC for Raid	1
13	Embedded 4 x 1GbE Network Adapter, 1 Gbe Quad-port 331i Adapter NV	1
14	Should Support Single/Double-Wide & Active up to 10.5" Up to 4 internal NVIDIA Quadro M6000; AMD FirePro W7100 GPU-processing accelerators	
15	DVD+/-RW, SATA, Internal	1
16	USB Optical Mouse	1
17	USB Keyboard, US International (QWERTY)	1
18	Server Tower Cabinet	1
19	5 Years Warranty Proactive Support .	1
20	9 total - All PCIe 3.0, all full-height (FH) and full-length (FL) 4 x16, 5 x8	
21	Supported OS, Microsoft Windows Server, Red Hat Enterprise Linux, SUSE Linux Enterprise Server, Canonical Ubuntu, VMware vSphere, ESXi 5, Citrix XenServer	
22	8 USB total: USB 3.0: 2 rear/1 internal USB 2.0: 2 front/4 rear/2 internal (secure); 1 optional micro-SD slot designed as a redundant solution for virtualized environments	
23	Hot-plug, 800W (1+1 redundant), up to 94% Platinum Plus efficiency w/ Flexible Slot FF; 96 percent efficient Titanium efficiency; allowing for additional server options to be added ASHRAE A3 and A4, lower idle power, Energy Star	2
24	All hot-plug: 2 Fans redundant Fan Kit;	2
25	ILO with Report Management port with licence with three years support	
26	Manager Intelligent Provisioning, RESTful Interface Tool; Scripting Tools for Microsoft Windows PowerShell	

Softwares Required:-

1. Oracle Database 12 C Standard Edition 2, Linux Edition
2. TEN Users license.
3. OS Oracle Enterprise Linux.
4. Five Working Days Software and Hardware Training at RIS

Services:

- H/W installation on Delhi data centre.
- Oracle Enterprise Linux installation on database server.
- Oracle installation and configuration with ASM on production server
- Current running single instance database conversion into oracle database.
- Load testing of oracle ERP and custom application
- One year AMC of oracle database.
- 4 hours response time during AMC period.
- Technical support services on Oracle Database.
- Unlimited remote support
- Round the clock support 24x7x365
- Performance tuning in cases of severe degradation of performance
- Oracle Database Backup guideline setup as per GDCL requirement
- Periodic check of Data consistency of Backup data.

*Note : All the equipments should have 5*5*5 years Warranty*

2. Eligibility Criteria for Bidders:-

- 2.1 The bidder shall be either original manufacturer of the item covered under this tender or authorised distributor/Supplier/dealer of such items. The most competitive bidder will have to produce OEM authorization certificate as a pre-condition for award of formal work order. The name of such a bidder would be communicated by the Bid Opening Committee soon after completing its process.
- 2.2 The bidder shall have minimum 5 years of experience of supplying item covered under this tender in to the Departments/Ministries/organisations of the Government of India/State Govt/reputed organizations. (Valid proof has to be attached);
- 2.3 The bidder shall have minimum turnover of Rs. 50(fifty) lakh per annum during each of the last three years. Attested copies of income tax returns must be submitted with the technical bid; proof of annual turnover must be submitted.
- 2.4 The bidder shall not have been blacklisted by any of the Departments/Ministries/organisations of the Government of India. A duly signed undertaking to this effect must be submitted with the technical bid; and
- 2.5 The bidder should possess valid VAT/CST/Service Tax Number. Attested copies of the same must be submitted with the technical bid.

3. Submission of online bids:-

- 3.1 The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
Manual bids will not be accepted under any circumstances.
- 3.2 The two bid system (Technical and Financial) shall be followed for this tender. The online bids (complete in all respect) must be uploaded online in **Two Covers**

(**Technical and Financial bids**) as explained below:-

Cover 1 - (Technical Bid)		
(following scanned documents to be uploaded online in Pdf format)		
Sl. No.	Document	File Type
1.	EMD at the rate of 2% of the overall value of the bid amount.	.pdf
2.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN Number and proof of annual turnover for last three years.	.pdf
3.	Proof of minimum five years of experience of supplying of item covered under this tender to Departments / Ministries / Organisations of the Govt of India / State Govt/reputed Organisations.	.pdf
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
5.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder agrees to all terms and conditions of this tender document	.pdf
6.	An undertaking about the submission of OEM authorization certificate on being awarded the work	.pdf
Cover 2 - (Financial Bid)		
(to be submitted in .pdf format online)		
Sl. No.	Document	File Type
1.	Financial bid as per Annexure II of this tender document	.pdf

- 3.3** Tenderer/Bidders are advised to follow the instructions provided in the ‘**Instruction to Tenderer**’ specified at Annexure-III of this Tender document for e-submission of the bids online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;
- 3.4** All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further no documents will be accepted offline.
- 3.5** Bidders not submitting any of the required documents online will be summarily rejected;
- 3.6** Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal;
- 3.7** The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer;
- 3.8** Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal;
- 3.9** The original hard copy of Earnest Money Deposit (EMD) of at the rate of 2% of the overall value of the bid amount in the form of Demand Draft / Pay Order in favour of “Research & Information System for Developing Countries ” is also required to be submitted in a sealed envelope superscribed “Tender for Supply of Data Server, Softwares”, on or before the closing date and time of e-submission of online bids to

the Director (Fin & Admn), Research & Information System for Developing Countries, Core-IV-B, Fourth Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 failing which the bids will not be considered.

4. Financial Bid:- The bidder must submit their financial bid in the prescribed format specified at Annexure II of this tender document and no other format is acceptable. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later;

5. Critical Dates:- Given in page one of the Tender document

6. Extension of last date:- The Research & Information System for Developing Countries (RIS), may in its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on RIS website: www.ris.org.in and Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

7. Opening of Technical Bid & Financial Bid:-

7.1 Online bids (complete in all respect) received along with demand draft of EMD (Physically) will be opened as per stipulated time and date indicated in the tender document in presence of bidders representative, if available, at Research & Information System for Developing Countries, Core-IV-B, Fourth Floor, India Habitat Centre, Lodhi Road, New Delhi-110003. Bid received without EMD will be rejected straightaway.

7.2 A duly constituted committee will evaluate eligibility criteria of bidders.

7.3 Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated.

7.4 Required documents submitted online along with the technical bid will be perused/examined and in case of any deficiency, the technical bid will be rejected and financial bid will not be opened;

7.5 After scrutiny of technical bids, RIS shall shortlist the eligible bidders and inform them, preferably by email, of the date and time of opening of the Financial Bids.

7.6 The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorisation to this effect;

7.7 In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;

7.8 Bids shall be summarily rejected, if they are not received online through Central Public Procurement Portal.

8. Validity of Bid:- The bids shall be valid for a period of four months from the date of opening of bids. A bid for a shorter period of validity shall automatically stand rejected.

9. Non transferability:- This tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.

10. Non-withdrawal of Bids:- No bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited;

11. Basis of awarding the contract:-

11.1 The contract shall be awarded on the basis of the lowest quote for each item.

11.2 If two or more bidders have offered the same rate, the RIS reserves the right to award the work to any one based on other eligibility criteria.

11.3 During the period, no request for increase in quoted rates shall be accepted under any circumstances.

12. Purchasers Rights:-

- 12.1** RIS reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;
- 12.2** RIS reserves the right to award the supply orders in parts to more than one Bidder;
- 12.3** RIS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;
- 12.4** RIS reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;
- 12.5** If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD/performance guarantee shall be forfeited; and
- 12.6** It shall in no way be binding on the RIS to purchase the exact number of quantities as indicated in the Tender Document. The actual quantities that may be purchased by the RIS may vary in each case;

13. Delivery & Penalty for delayed services:-

- 13.1** The delivery/installation/testing of equipments at site must be completed by the selected service provider within eight weeks (56 days) of issue of supply order from the RIS failing which a penalty will be imposed equal to 1% of indent cost per day of delay and recovered from payment due to the supplier ,if the delay is attributable to the supplier.
- 13.2** The delivery/installation/testing of equipments shall be made on FOD Basis (Free on Delivery) to the following address:-

Research & Information System for
Developing Countries,
Core IV-B, Fourth Floor, India Habitat Centre,
Lodhi Road,
New Delhi-110003.

14. Genuineness of the supplies :-

- 14.1** The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & maximum retail price (MRP) inclusive of all taxes etc; and
- 14.2** In case of any manufacturing defect of any shape/kind, the item shall have to be immediately replaced with a new one by the service provider.

15. Mode of Payment:

- 15.1** Payment against bill/Invoice shall be released only after successful delivery/installation/testing of equipments to the satisfaction of RIS.
- 15.2** Payment will be made direct to the supplier by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained.
- 15.3** No advance payment will be made in any case. However is required, RIS may consider extending upto 30% of the advance of the approved amount on submission of bank guarantees from a commercial bank as outlined in the General Financial Rules of the Government of India.
- 15.4** TDS will be deducted from the bill as per provision of Income Tax.

16. Earnest Money Deposit(EMD):-

- 16.1** The scan copy of Earnest Money Deposit (EMD) for a value of 2% of the overall value of the bid amount in the form of Demand Draft / Pay Order in favour of 'Research & Information System for Developing Countries' payable at New Delhi should accompany the Technical Bid shall be e-submitted as .pdf file along with envelope 1 (technical bid).
- 16.2** The original hard copy of Earnest Money Deposit (EMD) for a value of 2% of the overall value of the bid amount in the form of Demand Draft / Pay Order in favour of 'Research & Information System for Developing Countries' is also required to be submitted in a sealed envelope superscribed 'Tender for Supply of Data Server, Softwares', **on or before the closing date and time** of e-submission of online bids to the Director (Fin & Admn), Research & Information System for Developing Countries, Core-IV-B, Fourth Floor, India Habitat Centre, Lodhi Road, New Delhi-110003, failing which the bids will not be considered.
- 16.3** Tender received without EMD or EMD for lesser amount will be summarily rejected.
- 16.4** The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case except where bidder(s), if any, intends to seek exemption from furnishing EMD submits proof of relevant documents authorising the same. The bidders will have to submit ink-signed certificate of such document for verification of their authenticity as and when required.
- 16.5** The EMD shall be returned to the bidder(s) whose offer is not accepted by the RIS within 30 days from the date of issue of Supply Order with the successful bidder. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 16.6** The EMD of the successful bidder(s) will be returned on receipt of Performance Guarantee.
- 16.7** EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or deviates from the obligations enshrined in the tender in any respect within the period of validity of its tender.

17. Performance Bank Guarantee (PBG):-

- 17.1** Successful Tenderer/supplier will be required to submit a performance bank guarantee of 5% of the total value, at the time of delivery of goods;
- 17.2** Bank guarantee shall be made in favour of 'Research & Information System for Developing Countries' New Delhi and shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- 17.3** If successful Tenderer(s) fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tenders of RIS.

18. Amendment of Bidding Document:-

- 18.1** At any time prior to the deadline for e-submission of bids, the RIS may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document;
- 18.2** Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "corrigendum" on <http://eprocure.gov.in/eprocure/app> and www.ris.org.in. Such amendments/modifications shall be binding on all the prospective bidders;
- 18.3** RIS at its discretion may extend the deadline for the e-submission of bids if the bid

document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids;

18.4 RIS reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason; and

18.5 Further Addendum/Corrigendum if any will be uploaded onto website of RIS only besides the CPP portal. The decision of RIS, in this regard, shall be final and binding on all.

19. Corrupt or Fraudulent Practices:-

19.1 It is expected that the bidders who wish to bid for this tender have highest standards of ethics;

19.2 RIS would immediately reject bids if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract; and

19.3 RIS may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

20. Force Majeure:-

20.1 RIS may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.

20.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

21. Settlement of Disputes and Arbitration:-

21.1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director General, RIS or any person nominated by her/ him.

21.2 The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

21.3 No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

21.4 The decision of the sole arbitrator shall be final and binding on the parties.

22. Governing Laws and Disputes:-

22.1 This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

Director (Fin & Admn)
Research & Information System for
Developing Countries,
Core- IV B, India Habitat Centre,
Lodhi Road, New Delhi – 110003
E-Mail: mc.arora@ris.org.in

Cover 1 - (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1.	EMD at the rate of 2% of the overall value of the bid amount	.pdf
2.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN number and proof of annual turnover for the last three years.	.pdf
3.	Proof of minimum five years of experience of supplying of item covered under this tender to the Departments / Ministries / Organisations of the Govt of India /State Govt.	.pdf
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
5.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder agrees to all terms and conditions of this tender document	.pdf
6.	An undertaking about the submission of OEM authorization certificate on being awarded the work	.pdf

Note : Bidders are requested to read the eligibility criteria and terms & conditions specified in the tender document while submitting online bids.

Cover-II
Financial Bid

Bids for :- "Supply of Data Server, Softwares"
as detailed under to 'Research Information System for Developing Countries';

	A.Data Server configurations/specifications	QTY	Cost (In Rs.)
1	Intel® Xeon® E5-2643 v4 (3.4 Ghz/ 6-Core/20MB/135W)	2	
2	Dual Processor Server Mother Board	1	
3	5U tower: 18.26 x 8.62 x 30.28 in.		
3	2.5" Chassis with up to 8 Hard Drives		
4	24 Slot, Smart Memory DDR4; up to 2400 MHz		
5	32 GB RDIMM, PC4-2400P-R KIT, Smart Memory DDR4;	4	
6	Upgradable upto 1.5 TB with 24 x 64 GB LRDIMMs		
7	Advanced ECC, Online Spare		
8	All hot-plug: Up to 48 SFF or 24 LFF SAS/SATA/SSDs 12 GB SAS;12 GB SATA drives; 8/6TB LFF HDDs; 6 SFF PCIe NVMe SSDs		
9	900GB 12G SAS 10K rpm SFF (2.5-inch) SC Dual Port Enterprise 5 years Warranty Hard Drive	5	
10	Upgradable upto 192 TB LFF SATA; 96 TB SFF SAS; 80 TB SFF SAS; 7.2 TB PCIe NVMe SSDs		
11	Standard RAID 5 card with 4GB Cache RAM, Choice of Flexible Smart Array Expander kit		
12	Smart Array with 4 GB FBWC for Raid	1	
13	Embedded 4 x 1GbE Network Adapter, 1 Gbe Quad-port 331i AdapterNV	1	
14	Should Support Single/Double-Wide & Active up to 10.5" Up to 4 internal NVIDIA Quadro M6000; AMD FirePro W7100 GPU-processing accelerators		
15	DVD+/-RW, SATA, Internal	1	
16	USB Optical Mouse	1	
17	USB Keyboard, US International (QWERTY)	1	
18	Server Tower Cabinet	1	
19	5 Years Warranty Proactive Support .	1	
20	9 total - All PCIe 3.0, all full-height (FH) and full-length (FL) 4 x16, 5 x8		
21	Supported OS, Microsoft Windows Server, Red Hat Enterprise Linux, SUSE Linux Enterprise Server, Canonical Ubuntu, VMware vSphere, ESXi 5, Citrix XenServer		
22	8 USB total: USB 3.0: 2 rear/1 internal USB 2.0: 2 front/4 rear/2 internal (secure); 1 optional micro-SD slot designed as a redundant solution for virtualized environments		
23	Hot-plug, 800W (1+1 redundant), up to 94% Platinum Plus efficiency w/ Flexible Slot FF; 96 percent efficient Titanium efficiency; allowing for additional server options to be added ASHRAE A3 and A4, lower idle power, Energy Star	2	
24	All hot-plug: 2 Fans redundant Fan Kit;	2	
25	Report Management port with licence with three years support		
26	Manager Intelligent Provisioning, RESTful Interface Tool; Scripting Tools for Microsoft Windows PowerShell		

Total :	
Taxes - VAT etc Cess etc :	
Total Cost for 'A' :	
In word ()

B. Softwares Required:-	Cost (In Rs.)
1. Oracle Database 12 C Standard Edition 2, Linux Edition	
2. TEN Users license.	
3. OS Oracle Enterprise Linux.	
4. Five Working Days Software and Hardware Training at RIS	
Total :	
Taxes - VAT etc Cess etc :	
Total cost for 'B' :	
(in words)

Total Cost for "Supply of Data Server, Softwares" (A+B)	
In words ()

Services:

- H/W installation on Delhi data centre.
- Oracle Enterprise Linux installation on database server.
- Oracle installation and configuration with ASM on production server
- Current running single instance database conversion into oracle database.
- Load testing of oracle ERP and custom application
- One year AMC of oracle database.
- 4 hours response time during AMC period.
- Technical support services on Oracle Database.
- Unlimited remote support
- Round the clock support 24x7x365
- Performance tuning in cases of severe degradation of performance
- Oracle Database Backup guideline setup as per GDCL requirement
- Periodic check of Data consistency of Backup data.

Note : All the equipments should have 5*5*5 years Warranty

Signature :
Seal of Firm:

Annexure III

Instruction to bidders

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 / TCS / nCode / eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be

viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 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 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. Foreign bidder can get help at +91-7878007972, +91-7878007973.
