GUIDELINES FOR

SUBMISSION

OF TENDER
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The bids are to be submitted as under:

1. The Scanned copy of Demand Draft/Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank Guarantee towards "Earnest Money" deposit drawn in favour of Administrative Officer (A), Central Bureau of Investigation NEW DELHI has also to be uploaded at CPP Portal. However, the Original Draft/Banker's Cheque/ FDR/ Bank Guarantee is to be deposited in the Office of Administrative Officer (A), Central Bureau of Investigation, NEW DELHI.

   The Instruments of the Bank as stated above in Original have to be deposited before the Scheduled date and time of submission of tender and shall have to be kept in separate sealed envelopes, super-scribed as "Earnest Money" Deposit for Comprehensive Annual Repair and Maintenance works of CBI HQ Building due before opening of tender document). In case Tenders received without EMD shall be summarily rejected and the Technical Bid of those Tenderer shall not be opened.

   Technical Bids containing requisite documents as listed in the check list appended with the Tender Documents, shall have to be placed in a separate sealed envelope super-scribed as "Technical Bid for Comprehensive Annual Repair and Maintenance works of CBI HQ Building due will be opened on 25.01.2019 at 1600 hrs.

   Financial Bid containing "Schedule of Prices" as prescribed in the tender documents shall have to be placed in a separate sealed envelope super-scribed as "Financial Bid for Comprehensive Annual Repair and Maintenance works of CBI HQ Building.

2. Date, Time and Venue for Submission of Tender :-

   The stipulated date, time and venue for submission of Tender is 25.01.2019 at 1600 hrs. The Cost of Tender Document, EMD, Technical and Financial Bid are to be submitted on CPP Portal. These documents shall be opened on 25.01.2019 at 1600 hrs (Technical Bid) in Conference Hall, 7th Floor, Central Bureau of Investigation HQR, situated at 5-B CGO Complex, Lodhi Road, NEW DELHI -110003.

3. Opening of Bid:

   The tenderer is at liberty either himself or authorize not more than one representative on his behalf to witness the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him bid acknowledgement slip on the date and time indicated in the "Schedules of Tender" or Tenderer can view the bid opening live from the remote end. Financial Bids of such tenderer shall only be opened whose technical bids are found suitable and technically qualified.

   The bids shall be downloaded from CPP Portal on Scheduled date, time & venue as indicated in the Tender Document.

   The eligibility criteria as stated above shall be initially examined before opening of the Technical Bids.

   The Bids of those Tenderer who meet the Eligibility Criteria shall only be downloaded for Technical Evaluation.
The Tenderer are therefore advised in their own interest to visit the CBI HQ, New Delhi and familiarize themselves so as to quote the **competitive rates** after taking into account the facilities CBI shall provide **free of cost** before submission of their Tender Document. Security deposit will be recovered 2.5% of gross value of each running bill.

**TERMS OF PAYMENT:**

The e-payment shall be made **after** completion of work However, the Tenderer shall be paid for the amount of the items provided by him on the submission of running bills to CBI HQ and therefore it is advised to furnish their Bank details etc. so that payment can be made through e-payment/NEFT/RTGS. No other mode of payment shall be accepted.

**Instructions for Submission of Bids**

The Tenderer are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions as stipulated below are meant to assist the Tenderer in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. The procedures/information useful for submitting online bids on the CPP Portal may also be referred on the CPP Portal. ([https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)).

**REGISTRATION**

Tenderer are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.

As part of the enrolment process, the Tenderer will be required to choose a unique username and assign a password for their accounts.

Tenderer 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.

Upon enrolment, the Tenderer 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 Controller for Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

Only one valid Digital Signature Certificate (DSC) should be registered by a bidder. Please note that the Tenderer are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

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-Tender.

**SEARCHING FOR TENDER DOCUMENTS**

There are various search options built in the CPP Portal, to facilitate Tenderer 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
Tenderer 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.

Once the Tenderer 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 Tenderer through SMS / e-mail in case there is any corrigendum issued to the tender document.

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

Bidder should take into account any corrigendum published on the tender document before submitting their bids. 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.

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.

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 Tenderer. Tenderer 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

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.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.

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. Tenderer 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 Tenderer. Tenderer 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.

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

All the documents being submitted by the Tenderer 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.

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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.

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.

10. ASSISTANCE TO TENDERER

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.

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 are 120-4001062, 120-4001002, 102-4001005 and 120-6277787.