



भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग /DEPARTMENT OF REVENUE

सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क भवन, मार्मगोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA, GOA - 403803.
दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone No. 0832-2520615, Fax-0832-2520744

निविदा सूचना
TENDER NOTICE

e-Tenders are invited for hiring of 01 (one) Mid-segment Vehicle and 02 (two) small segment Vehicles (New/Less than three years old in excellent working condition) with driver in uniform on monthly hiring basis for the period of 07 Months, starting from 01.06.2021 to 31.12.2021. The requirement of vehicles is as per the schedule given below:

Sr. no.	Type of Vehicle	Number of vehicles	Category/ Terms of Use
1.	Mid-Size (Toyota Innova/ Toyota Innova Crysta)	01	For a Maximum of 2000 kms. (Day/ Night) on monthly basis (Reckoned from place of reporting to place of release including Sundays & other holidays).
2.	Small-Size (Maruti Suzuki Swift Dzire/ Hyundai Xcent/Honda Amaze)	02	For a Maximum of 2000 kms. (Day/ Night) on monthly basis (Reckoned from place of reporting to place of release including Sundays & other holidays).

The detailed eligibility criteria, Technical Bid, Financial Bid, terms and conditions, including the Performa in which the application is to be made, is enclosed as Annexure-I to VII and is available on the official website <http://eprocure.gov.in>, <http://www.cbic.gov.in> & <http://www.goacustoms.gov.in>.

Bid Submission: Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/suppliers are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure VI for online submission of bids.

File No.I/(22)/OTH/1002/2020-Custodian-O/o Commr-Cus-Goa

Suppliers have to follow the "Terms and Conditions" provided in Annexure-I; "Requirement of Bidder for Online Bid Submission" i.e. "Technical Bid/Financial Bid" provided in the Annexure-II & Annexure-III for online submission of bids ; submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V and Bid Checklist as prescribed under Annexure-VII. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/e-mail etc. shall not be considered. No correspondence will be entertained in this matter.

The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal). The critical dates for the Tender Submission and processing are as under:-

Published date	04/05/2021 (15:00 Hrs.)
Bid Document Download Start Date	04/05/2021 (15:30 Hrs.)
Bid Submission start date	04/05/2021 (16:30 Hrs.)
Bid Document Download End Date	25/05/2021 (15:30 Hrs.)
Bid Submission End Date	25/05/2021 (16:30 Hrs.)
Technical Bid Opening Date	27/05/2021 (11:30 Hrs.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	28/05/2021 (11:30 Hrs.)

Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <http://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

Interested suppliers are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.

Not more than one tender shall be submitted by one supplier or suppliers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same supply as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Signed by Sunil Kumar
Sahjlan

Date: 03-05-2021 16:10:14

Reason: Approved

(SUNIL KUMAR SAHJLAN)
ASSISTANT COMMISSIONER OF CUSTOMS
CUSTOM HOUSE, MARMAGOA, GOA.

संलग्न - अनुलग्नक- I से VII.

Enclosures: Annexure - I to VII.

Copy to:

1. Copy for uploading the Tender Notice on CBIC website.
2. Superintendent (EDI) for uploading the Tender Notice on Departmental website.
3. Notice Board.

अनुलग्नक-1
ANNEXURE - I

Detailed Terms and Conditions of the Tender Eligibility Criteria:-

1. (i) Rate(s) quoted should be for a vehicle which is registered after 01-06-2018 as on the date of submission of tender and without any accident history, in excellent and neat exterior, interior and running condition and which shall also be so maintained during the period of hire. Applicant agency/firm should mention the year of manufacture of the vehicles.

(ii) The firm(s)/service provider intending to submit the quotation should have at least 3 years of experience in the tour and travel business in providing vehicles to the Central Government / Public Sector Units and proof to that effect must be enclosed in the tender.

(iii) Service providers owning and/or in possession of the vehicle offered in the tender bid on the date of submission of tender only are eligible to submit their quotations. Preference will be given to service provider owning the vehicle, offered in the tender bid, on opening of the Technical Bid.

(iv) The firm should have GSTIN and PAN card issued by the concerned Department. In case, the service provider is not liable to obtain GST registration (due to turnover threshold), an undertaking to that effect should be submitted with the bid.

2. EARNEST MONEY DEPOSIT (EMD):

a) Bid Security equal to an amount of Rs.50000/- (Rupees Fifty Thousand Only) in the form of A/C Payee Demand Draft/Fixed deposit receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank which should remain valid at least for a period of 45 days beyond the final bid validity period payable to the **Chief Accounts officer (CAO), Custom House, Marmagoa, Goa** payable at **State Bank of India, Harbour Branch, Marmagoa, Goa**, must accompany the tender. Tenders not accompanied with prescribed EMD or EMD submitted in any other form i.e. Cheque or Cash etc. will not be considered for evaluation.

b) Bid Security (also known as Earnest Money) is to be submitted by all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organisation or the concerned Ministry or Department.

3. FORFEITURE OF EMD: The EMD will be forfeited under the following conditions:

- (a) If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.

- (b) If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by COMMISSIONER OF CUSTOMS, CUSTOM HOUSE, MARMAGOA, GOA in special case communicated before the expiry of the bid.
- (c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- (d) If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

4. RETURN OF EMD:

- (a) The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity but not later than 30 days of the issue of the work order to the successful bidder.
- (b) The EMD of successful bidder shall be returned after receiving the Bank Guarantee or may be adjusted against the BG.
- (c) No interest will be paid by this office on the Earnest Money Deposit.

5. PERFORMANCE SECURITY:

- i) The successful bidder has to submit Performance Security equivalent to 10% of the contract amount in the form of A/C Payee Demand Draft/ Fixed deposit receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank which should remain valid at least for a period of 60 days beyond of date of completion of contractual obligations and payable to the Chief Accounts officer (CAO), Custom House, Marmagao, Goa payable at State Bank of India, Harbour Branch, Marmagao, Goa.
- ii) If deposited by the successful bidder in the form of FD/BG shall be returned at the end of the contract period or after termination of contract.
- iii) If deposited by the successful bidder in the form of DD, will be paid at the end of contract period without any interest.

6. Terms & Conditions:-

- (I) Vehicles to be deployed in the office should be registered in the name of the firm or any of its proprietors as 'Commercial Vehicle'.
- (II) Vehicles shall be deemed to be at the disposal of the Goa Customs and the billing for kilometres and hours shall be counted from reporting place to relieving place.
- (III) The firm should have adequate number of cars to be provided and a backup of minimum of 2 cars should also be ensured by the firm. The firm should have adequate number of uniformed drivers having experience of driving in Goa

State and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. In case of the condition of the vehicle is not found to be satisfactory, they shall be returned for replacement with immediate effect. In case no replacement is provided on time, the Commissioner of Customs, Custom House, Goa would have a right to hire a vehicle from the market and the additional cost incurred will be borne by the agency/firm.

- (IV) In case of any expenses incurred by the controlling officer/any representative of the Department for the purpose of fuel/penalty for violation of law by the driver or non-compliance of rules/stipulations by the vehicle and driver, they shall be reimbursed by the contractor within 7 (Seven) days of such payment. Failure to do so shall attract a penalty at the rate of Rs. 500/- per day beginning from the 8th day of such payment.
- (V) In case of non-compliance of above terms and conditions of the contract, penalty may be levied on the basis of the certificate signed by the controlling officer. The penalty for some of the defaulters is as follows:

Sr. No.	Nature of Default	Penalty (Rs.)
1.	Late Reporting	100/- per instance
2.	Not Reporting	500/- per instance
3.	Refusal of Duties	500/- per instance
4.	Change in Driver without prior Information	200/- per instance
5.	Provision of Vehicle as other than that as per the Contract	500/- per day

- (VI) The drivers deployed along with the vehicle should satisfy the following conditions:
- a) Drivers should have minimum three years' experience of driving. They should have valid driving licenses for driving passenger vehicles on hire. Service provider should ensure that, the drivers on duty are well behaved and properly dressed.
- b) Drivers should be well versed with the roads and the places in Goa.
- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one month. Any change in the designated driver should be intimated to the concerned officer before 24 hours of such change is affected.
- d) Drivers should be decent in uniform and well behaved, reasonably Educated, having communication skill in local and Hindi/ English and should not have any criminal cases against him and should not have any past history of accidents.
- e) Drivers should not be addicted of any kind of psychotropic substances/ alcohol.

f) It is obligatory for the service provider that drivers are paid not less than the minimum wages prescribed under minimum wages Act fixed by the Government from time to time.

- (VII) Rates once finalized will be valid for a period of seven months. Upward change in rates will not be considered due to any hike in petrol/diesel prices or taxes.
- (VIII) In order to ensure day to day smooth functioning, the service provider shall not change the vehicle once hired. Similarly, the drivers provided on the said vehicle should not be changed until and unless there is an emergency. In case of emergency, the said changes may be done with the prior intimation/Permission. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc., the replacement vehicle should be Provided in place of the regular vehicle.
- (IX) Once the contract is awarded, service provider should provide to the department the complete details of vehicle, certified copies of the RC book along with the copy of the valid comprehensive insurance policy. Further, the service provider should ensure that the comprehensive insurance policy for the vehicles is in force during the entire period of contract.
- (X) On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of drivers shall be submitted to this office.
- (XI) A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for the vehicle. The bidders shall provide a photo copy of logbook along with the remarks, if any, of the officers/ departments to whom the vehicle has been assigned along with the bill.
- (XII) Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. Bills are required to be submitted in triplicate by the 5th of the succeeding month to the Vehicle In-Charge.
- (XIII) Department shall be liable to pay the hiring charges and any other statutory levies for hiring a vehicle only. Other liabilities like monthly charges of Drivers, Repair and Maintenance of vehicles, Insurance, Petrol/Diesel, Oil and any other incidental expenses etc. shall be borne by the service provider. In case of any mishap/accident, all the claims arising out of it shall be met by the service provider. In any case, department is not liable to pay any other charges in addition to monthly charges plus any other statutory levies for hiring a vehicle.
- (XIV) The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of contract.
- (XV) The department reserves the right to terminate the contract if the terms and conditions are violated and/or without assigning any reason, by giving one month notice. Further, if the service provider desires to terminate the contract, he

should give at least, two month prior notice, failure of which will result in forfeiture of security deposit.

- (XVI) Once hired, the vehicle will not be put to use for other purposes, and the vehicle and driver will work under the overall supervision of the Department for which they will do all as is necessary.
- (XVII) The vehicles should have necessary permits from competent authority of the Transport Department. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of accident, all the claims arising out of it shall be met by the Service Provider.
- (XVIII) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (XIX) Any person who is in government service or any employee of the department should not be a partner directly or indirectly, with the service provider.
- (XX) Inspection of the vehicle will be done before finalizing the contract and also periodically by officer in-charge of Motor Vehicles.
- (XXI) Work discipline and etiquettes should be maintained by staff of the Service Provider.
- (XXII) On receipt of complaint from the user regarding misbehaviour, discourtesy, wastage of time in finding out the route to any destination, unsatisfactory condition of the vehicle, and/or repeated delay in reaching the reporting point, a penalty of Rs. 1000/- shall be levied on the service provider. Repeated complaints of the driver will result in the termination of the contract.
- (XXIII) In case, if any vehicle is utilized less than 2000 kms in a month, balance kms shall be carried forward for next three months and will be adjusted against extra mileage of the same vehicle or any other vehicle hired from the vendor. In case of the utilization above 2000 kms, the extra kms shall be compensated with the mileage of other vehicles less utilized or of the same vehicle for next three months.
- (XXIV) No garage facility will be provided by the department and it will not be responsible for the parking place. The service provider is required to make arrangement itself for keeping the vehicles at a place nearby the office premises to avoid any inconvenience in day-to-day operations or delay in case of urgent requirement.
- (XXV) The vehicles should not be equipped with the GPS tracking system keeping in view the sensitive nature of works/operations involved.
- (XXVI) The Service provider shall not engage any sub-contractor or transfer the contract to any other person.

- (XXVII) The department will have the sole discretion to terminate the contract prematurely wholly or partially.
- (XXVIII) Technical Bid shall not mention any financial matters such as amount quoted per month etc. Upon observance of any such mention in the Technical Bid documents, the Tender will be summarily rejected.
- (XXIX) The Financial Bid will be opened only if the Technical Bid is found to be satisfactory and complying all terms and conditions.
- (XXX) This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reasons thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.
- (XXXI) The liability of the Commissioner of Customs, Goa will be limited to the hiring charges agreed in the contract.
- (XXXII) In any matter during the period of this contract, which has not been specifically covered by this contract, the decision of the Commissioner of Customs, Goa will be final.
- (XXXIII) No additional terms & Conditions except stipulated above will be entertained by the Commissioner of Customs, Goa.
- (XXXIV) In case of dispute of any kind and in respect whosoever, the decision of the Commissioner of Customs, Goa shall be final and binding to all.
- (XXXV) The Commissioner of Customs, Goa reserves the right to amend, rectify, alter or relax any conditions, referred above for this tender, without assigning any reasons.

Sd-/

(SUNIL KUMAR SAHJLAN)
ASSISTANT COMMISSIONER OF CUSTOMS
CUSTOM HOUSE, MARMAGOA, GOA.

अनुलप्रक-II
ANNEXURE-II

TECHNICAL BID

1. Name of firm/Company/Agency :
2. Complete Address & Contact Number :
3. Number of years' experience in providing Vehicles in Central Government/Public Sector Undertakings :
4. Name and Address of the Departments :
5. PAN Number (Copy to be attached) :
6. GST Registration No. :
(Copy to be attached)
(If turnover is below GST threshold, attach undertaking)
7. Details of the vehicle owning/in possession for providing on hire (With Make Model and Year along with the copy of Registration Certificate of each of the vehicle.) :

अनुलग्नक-III
ANNEXURE-'III'

PRICE/FINANCIAL BID DOCUMENT

Price bid undertaking

Schedule of price bid in the form of BoQ.

PRICE BID UNDERTAKING

From: (Full name and address of the bidder)

.....
.....
.....

To,
The Assistant Commissioner (P),
Commissionerate of Customs,
Custom House, Marmagoa,
Goa-403803.

Dear Sir,

I submit the Price Bid for and
Related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the
Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the price bid, Annexure III exclusive of all
applicable taxes.

Yours faithfully,

Signature of Authorized Representative

Office Stamp/Seal:

अनुलग्नक-IV
ANNEXURE- IV

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm/company,
M/s..... has not been blacklisted by any Govt.
Department/Public Sector Undertaking/Autonomous Body.

I
Son/Daughter/Wife of
Shri....., Proprietor/ Partner/
Director/ Authorized signatory of
M/s..... am competent to
sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I /We understand that in any case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Place:

Date:

Signature of the authorized Signatory of
the Firm/company/Organization

Office Stamp/Seal:

अनुलग्नक-V
ANNEXURE- V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,
The Assistant Commissioner (P),
Commissionerate of Customs,
Custom House, Marmagaoa,
Goa-403803.

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.:

Name of Tender/Work:-

Dear Sir,

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

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

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, etc.) Which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

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

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

I/We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. department/Public sector undertaking.

I/We certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the authorized Signatory of
the Firm/company/Organization
Office Stamp/Seal:

अनुलग्नक-VI
ANNEXURE- VI

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 enrol 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 enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC'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 / email 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.
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.

अनुलप्रक-VII
ANNEXURE-VII

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl. No.	Item description	Yes/No	Bid Reference
1	Tender Acceptance Letter		
2	Letter of authorization to submit bid		
3	An Undertaking that the agency hasn't been blacklisted		
4	Financial/Price Bid Undertaking		

This is to certify that I/We before signing this Tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them and all of it is included in cost.

Signature:

Name of the Authorized Signatory:

Seal / Stamp: