

New Mangalore Port Trust



FINANCE DEPARTMENT

E-TENDER NO: NMPT/FIN/BOOKS/CA/2019-20

Dated: 23/01/2020

TENDER DOCUMENT

FOR

“NOTICE INVITING OFFER FOR RENDERING CERTAIN ACCOUNTING SERVICES/FUNCTIONS TO THE NEW MANGALORE PORT TRUST”

DUE DATE FOR SUBMISSION

ON OR BEFORE

17-02-2020

E-Tender No: 2020_NMPT_538491

SCHEDULE OF TENDER (SoT)

NIT No.: NMPT/FIN/BOOKS/CA/2019-20

Dated: 23-01-2020

NOTICE INVITING TENDERS

(Through E-Procurement only)

E-Tenders are invited by New Mangalore Port Trust, Panambur, Mangalore - 575010 through electronic tendering system under two bid system <http://eprocure.gov.in/eprocure/app> portal from highly reputed, well established firms according to terms and conditions given in tender form.

Name of the Work	NOTICE INVITING OFFER FOR RENDERING CERTAIN ACCOUNTING SERVICES/FUNCTIONS TO THE NEW MANGALORE PORT TRUST.
Estimated cost	Rs. 46,00,000.00 (exclusive of GST)
Earnest Money Deposit	Rs.1,08,560.00 (Rupees Three Lakhs Ninety Thousand Six Hundred only) EMD shall be paid through RTGS in favor of F.A. & C.A.O., NMPT.
Cost of Tender	NIL
Date of tender document available to parties to download	23/01/2020 at 13.00 Hrs.
Date of starting submission of online pre-bid queries	23/01/2020 at 14.30 Hrs.
Date of closing submission of online pre-bid queries	31/01/2020 at 16.00 Hrs.
Starting date of e-Tender for submission of on line Techno-Commercial Bid and Price Bid	03/02/2020 at 09.00 Hrs.
Closing date of online e-tender for submission of Techno-Commercial Bid and Price Bid.	17/02/2020 at 15.00 Hrs.
Date & time of opening of (Techno commercial Bid) Price bid	18/02/2020 at 16.00 Hrs. communicated separately
Work completion period	03 Years
Validity of Tender	120 days from the closing date of online submission of e-tender.

Amendments to the tender (if any) will be issued only through web sites, www.newmangaloreport.gov.in and CPP Portal www.eprocure.gov.in/eprocure/app

GENERAL INSTRUCTION TO THE APPLICANTS

1. INTRODUCTION

The New Mangalore Port Trust (NMPT) is one of the 12 Major Port Trusts in India. The Port is functioning under the Major Port Trust Act 1963 under the Administrative Control of Ministry of Shipping, Govt. of India. Port related services are subject to Income Tax, GST. The Cargo handled during 2018-19 by the Port was 42.50 Million tonnes.

The Operating income during the year 2018-19 was Rs.600.50 crores and the Operating surplus was Rs.322.36 crores. After provisions for taxation during the year amounting to Rs.63.94 crores, Profit after tax amounted to Rs.172.09 crores. The total investment held by the Port on various fund accounts and long term investments as on 31.03.2018 was Rs.1988.99 crores. The Port has implemented Oracle based E.R.P. with effect from 1-4-2011.

The Port is following Mercantile System of Accounting and complies with the various Accounting Standards issued by the Institute of Chartered Accountants of India from time to time. The Port is compiling accounts based on the report given by M/s. Billimoria & Co. Chartered Accountants and approved by the Ministry and the CAG of India. The port has also framed Accounting Policies within the framework of Billimoria Report and various accounting standards issued by ICAI.

Trained manpower in computerized environment is required to take care of accounting requirements and generate required management reports/statements, re-conciliation of bank accounts, reconciliation of subsidiary ledger with the general ledger and also compile various statements/reports. Since, the accounts compilation is done through an Oracle Finance Accounts system through ERP which is interfaced with other stand alone modules like revenue module, it requires to have a trained manpower to operate the system and to generate the management reports and further reconcile. Further, accounting compatibility with various tax requirements for proper compliance as per tax is also aimed while formulating this work order.

For the above said reasons, the Port needs to engage a Chartered Accountant Firm/ Cost Accountant firm to provide necessary supporting services on certain accounting functions on a day-to-day basis.

2. SCOPE OF SERVICES.

The applicants may refer to the Scope of Services indicated in Schedule I. Apart from that, the Chartered Accountant Firm/ Cost Accountant firm may also inspect the records / discuss, if required and ascertain the quantum of work involved before quoting their fees.

3. CRITERIA FOR SELECTION

- i. The firm should be a partnership firm/LLP in continuous existence for a period of 5 years.
- ii. There should be atleast 2 qualified Chartered Accountants/Cost accountants either as partners or permanently employed in the firm. The firm shall furnish the profile of the partners of the firm and their experience.
- iii. Only the Chartered Accountant Firm/ Cost Accountant firm having office in Mangalore city corporation limit will be considered.

4. Earnest Money Deposit

- i. The Bid security (EMD) of Rs. 1,08,560/- (Rupees One Lakh Eight thousand Five Hundred Sixty) shall be remitted through RTGS/NEFT.
- ii. In the event of bidder withdrawing his tender before the expiry of tender validity period of 90 days from the date of opening of technical bid, the tender submitted by the bidder shall be cancelled and EMD shall be forfeited.
- iii. The Earnest Money Deposit of unsuccessful bidder shall be returned on award of assignment to the successful bidder. No interest shall be payable on the amount of E.M.D in any case. The Earnest Money Deposit of the successful bidder shall be converted to security deposit on acceptance of work order if the successful bidder wishes to convert to SD.
- iv. NMPT reserves the right to forfeit the Earnest Money Deposit in respect of successful bidder, if he fails to furnish the acceptance letter within 30 days and execute Undertaking within 30 days from the date of receipt of Work order.
- v. The NMPT bank details are as follows:-
 - 1) Name of the Bank: State Bank of India, Panambur, Mangalore - 575 010.
 - 2) Bank A/C No. 10205649448
 - 3) IFSC Code: SBIN0002249
 - 4) MICR Code: 575002011

5. SUBMISSION OF OFFER

The Technical bid & price bid of the firm shall be submitted through e-tendering portal. Procedure is attached as Part I & II.

Technical bid details to be submitted:

- 1) Profile of the Chartered Accountants/ Cost accountants firm indicating the number of partners and giving evidence to the effect for the existence of the firm for a period of 5 years and having office in Mangalore city corporation limit. Self certified copy of certificate downloaded from institute website.
- 2) Details of Chartered Accountant and employees to be deployed for the above assignment along with his CV.
- 3) Payment details pertaining to EMD

Price Bid

The price bid as per Schedule III shall be uploaded as per procedure.

6. METHOD OF EVALUATION

The firms who satisfy the criteria indicated in Para 3 will be shortlisted and thereafter, the price bid quoted by the firms will be opened. The total fees quoted as per price bid will only be considered for evaluation. The firm who is quoting the total lowest fees will be considered for selection

7. PLACE AND DATE OF SUBMISSION OF THE DOCUMENT.

Hard of technical bid document **may be submitted at the Office of FA&CAO located at Room No.121, First Floor of Administrative Building, New Mangalore Port Trust, Panambur, Mangalore – 575010.**

8. CONTACT PERSON/ ADDRESS

Shri. Avinash Designation: Accounts officer Gr I Phone No. 9738439100 e-mail: avinash.mng@nmpt.gov.in	Shri. Rajagopalan V Designation: Manager (IC & TF) Phone No. 9538896213 e-mail: rajagopalan.nmpt@gmail.com
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SCHEDULE - I

SCOPE OF ACCOUNTING SERVICES/FUNCTIONS

1. Revenue section:

- a. Bank Reconciliation to be carried out in daily basis and report should be submitted on weekly basis. The differences in the Bank Reconciliation statement also to be analyzed and necessary action has to be taken in co-ordination with the concerned section officer and reconcile the differences.
- b. Fund transfer reconciliation to be carried out for all revenue bank accounts on daily basis and report should be submitted on weekly basis..
- c. Information of high value amounts which are more than 1 lakh received in the revenue section bank accounts to be sent through mail to the section in charge on daily basis.
- d. Closing balance of all bank accounts to be communicated to the section in charge on daily basis.
- e. Reconciliation: The activity to be carried out from the data received from CMS Database, Pay U and remittance bank
- f. Ledger reconciliation: The activity should be carried out for GL matching with the sub ledger data of debtors as well as reconciliation of receipts, invoices, credit memo, refund and TDS on monthly basis.
- g. TDS reconciliation with 26AS data to be done on periodical basis.
- h. Monthly analysis of revenue posting in GL codes as directed by the Section Officer.
- i. GST related issues: Helping the taxation cell for any GST related errors and rectification of revenue section.
- j. Reconciliation of accounts and correction of wrong accounts or bills.
- k. Attending observations of various Audit quarries.
- l. Monthly bank reconciliation reports should be submitted within 15 days of the closing of the month
- m. Preparing various letters for outstanding intimation receipt confirmation etc to the port users.
- n. Wharfage rate calculation of KIOCL yearly basis.

2. Books Section:

- a. Compilation of accounts on monthly basis by 7th of following month. Following work needs to be done in this regard:
 - i. Reconciliation of general ledger and sub ledgers.
 - ii. Reconciling control accounts and taking necessary action to sort out the differences.
 - iii. Analyzing pending unpaid invoices and taking necessary action.
 - iv. Preparation of schedules and reconciliation pertaining to general ledger accounts in coordination with various sections.
 - v. Scrutiny of ledgers & providing analysis report with regard to income, expenditure & Capital expenditure.
 - vi. Identification of wrong bookings in income, expenditure & Capital expenditure and corrective action.
 - vii. Submitting MIS reports in the format provided by section officer.
- b. Compilation of Annual Accounts: Assist in preparation of Balance sheet, Profit & Loss account and other schedules as per accounting policies as approved by board from time to time and also following Billimoria Format.
- c. Assist in preparation of Budget Estimates on yearly basis:
 - i. Collection of information from different Departments in the prescribed format, consolidation and Preparation of Budget Statements for each department after budget meeting with each department.
 - ii. Preparation of consolidated budget and cost statements.
 - iii. Preparation of Income budget/cash & stores budget .
 - iv. Detailed Board Note with Variance Analysis.
- d. Assisting section officer in drafting replies to C &AG and internal audit queries.
- e. Review of accounting policies as per existing accounting standards on yearly basis and advising changes.
- f. Review of internal controls, accounting systems & process and suggest changes required.
- g. Asset accounting and CWIP monitoring.

- h. Certification pertaining to financial information to various authorities such as DGFT, TAMP etc.
- i. Assisting section officer in compiling financial data for various purposes .
- j. Preparation of condensed Financial Report containing various statements for a period of ten years including that of the current year is to be compiled after the closure of accounts every year and submitted.
- k. Assisting section officer in providing data to insurance intermediary for renewal of port package insurance policy.
- l. Preparation of data for obtaining benefits under foreign trade policy.

3. Cash Section

- a. Bank Reconciliation of all banks accounts to be carried out in daily basis and report should be submitted on weekly basis. The differences in the Bank Reconciliation statement also to be analyzed and necessary action has to be taken in co-ordination with the concerned section officer and reconcile the differences.
- b. Fund transfer reconciliation all bank to be carried out on daily basis and report should be submitted on weekly basis.
- c. Information of high value amounts which are more than 1 lakh received in the bank accounts to be sent through mail to the section in charge on daily basis.
- d. Closing balance of all bank accounts to be communicated to the section in charge on daily basis.
- e. Reconciliation of ledgers, with cash book ,investment statements.
- f. Calculation of accrued interest and verification of interest on maturity of investment and reporting as per the requirement of officer.
- g. Reconciliation of 26AS in coordination with tax consultants.

4. Employee Trust fund account (P.F.,Pension,Gratuity Funds)

- a. Bank Reconciliation of all bank accounts to be carried out in daily basis and report should be submitted on weekly basis. The differences in the Bank Reconciliation statement also to be analyzed and necessary action has to be taken in co-ordination with the concerned section officer and reconcile the differences.
- b. Fund transfer reconciliation all bank accounts including RCHW, Employee trusts & Port accounts to be carried out for all revenue bank accounts on daily basis and report should be submitted on weekly basis.

- c. Preparation of Receipt & payment account, Income expenditure account and balance sheet on monthly basis and submitting the same to FA & CAO.

5. GENERAL:

The above scope of work is indicative only and not exhaustive. The Audit Firm is required to carry such of those other related works pertaining to accounting functions as may be decided by FA&CAO from time to time. The Audit Firm is required to explain and provide clarifications on the reports and throughputs provided by them to port. The audit firm is also required to provide necessary advice to improve the current system and make the system more simple and user friendly.

SCHEDULE – II

GENERAL TERMS & CONDITIONS

1. MANPOWER REQUIREMENT

a) The Chartered Accountant firm shall depute four no. of assistants having Commerce graduation degree or CA/ICWA intermediate qualification and having at least two years experience in the field of Accounting on regular basis and one no. of qualified CA to guide and supervise the work for all working days of port for carrying out the scope of work as per Schedule I. The appointment and replacement of staff should be vetted by FA & CAO. Article assistants are not allowed to be appointed under this contract.

b) The Audit firm shall nominate a Chartered Accountant exclusively to attend to all matters pertaining to scope of work as per Schedule I. The said Chartered Accountant shall personally attend to all scope of work relating to accounting functions listed in Schedule I by visiting the port at least 10 working days in a month.

c) Cost of transport and other incidental expenses shall be borne by Audit firm themselves. Non compliance will be considered as deficiency in service which may lead to termination as per clause 9 of schedule II.

d) The staff of the firm deputed shall carry out the work as per the scope on a monthly basis regularly and collect all data/records required for that purpose under the supervision of officer of NMPT.

e) Any meeting / discussion called by the Port shall be attended to only by the nominated partner.

f) Continuity of staff shall be ensured throughout the contract and change required if any can be made only with prior consent of FA & CAO.

2. DURATION OF SERVICE

The audit firm is expected to provide support services for a period of three years with effect from 01.04.2020.

3. UNDERTAKING

The Chartered Accountant firm has to execute an undertaking on a Rs.200/- stamp paper for undertaking the above assignment as per the scope given in schedule- I and complying with the terms and conditions.

4. TERMS OF PAYMENT

- i. The fees shall be quoted for month basis for the period of 3 years as indicated in the price schedule for the first year. The fees will be escalated by 10% every year.
- ii. The fees as per price bid, will be paid on monthly basis after deducting applicable taxes on receipt of the claim after completion of the work and on submission of Monthly Performance Report.

5. TAXES AND DUTIES

The fees quoted shall be inclusive of all local traveling and conveyance, printing and stationery and all taxes and duties other than any other taxes levied by the Government in future. The Goods & Service Tax as applicable shall be quoted separately. Tax will be deducted at source as per the applicable rates while making payments. Any change in service tax will be considered only on production of necessary documentary evidence.

6. OTHER OFFICE ARRANGEMENTS

The Audit firm shall make their own arrangements for office stationery and other office equipment facilities. Four Computers and a printer shared office room (Non AC) in A.O. Building shall be provided by the Port free of cost.

7. Security Deposit

- a. Security deposit amount is Rs.1,08,560/- .
- b. The Earnest money deposit of successful bidder will be converted to security deposit on acceptance of work order if successful bidder wishes to convert it.

- c. If unwilling to convert the EMD to SD either he has to remit security deposit amount of Rs.1,08,560/- in the form RTGS/NEFT to below mentioned bank account or submit the BG for the value of SD.
- d. BG should be obtained from nationalized/scheduled bank and encashable at Mangalore. Specimen copy of BG is attached as schedule IV.
- e. In case of termination of the contract for any reason, the Security Deposit shall stand forfeited, either wholly or partly and the contractor(s) shall have no claim whatsoever against the NMPT in consequence of such termination of the contract.
- f. In the event the contractor(s) gives up the work before expiry of the contract including extension periods if opted for by the NMPT or is unable to service the contract for whatever reason, the Security Deposit shall stand forfeited.
- g. No interest shall be payable on the Security Deposit
- h. The NMPT shall also be entitled to make recoveries from the contractor's bills, Security Deposit or from any other amount due to him, against any over payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- i. The Security Deposit paid by the contractor towards satisfactory performance of the contract shall, subject to necessary deductions, if any, be returned to him after three months on expiry of the contract.

8. FORECLOSURE OF THE CONTRACT

The CA firm can foreclose the contract by giving three months notice in advance. The fees shall be payable upto the period of completed service and no compensation under any circumstances is payable on account of foreclosure.

9. TERMINATION OF THE CONTRACT

The contract is liable for termination for any deficiency in any service by giving One month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only upto the period of serving the notice of termination. The decision of New Mangalore Port Trust in this regard is final and binding.

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SCHEDULE III

PRICE BID

Description	No. of Units (Months)	Amount per unit	Total Amount
1) Professional Fee : First year	12	Bidding Amount	
2) Second Year	12	+10%over the first year	
3) Third Year	12	+10%over the second year	
Total			

Note: Rate quoted shall be inclusive of all local travelling, conveyance, printing, stationery and all other taxes and duties excluding Goods & Service tax. The applicable percentage of Goods & service tax shall be paid as applicable.

PART II

General Information and Instruction for the bidders

A.General Information

1. **Last date and time for submission of the Bids: 15-00 Hrs**: The bidder has to submit online bids i.e. Technical Bid and Commercial Bid through e-procurement portal <http://eprocure.gov.in/eprocure/app>
2. **Manner of submission of the Bids:** Tenders are to be submitted online through the website stated above. The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule. No manual bid will be accepted. Only Hard copy of the Technical Bid should be sent to The FA & CAO, NMPT, Panambur, Mangalore - 575010 before the due date.
3. **Earnest Money Deposit:** The Bid security (EMD) of Rs.1,08,560/- (Rupees One Lakh Eight thousand Five Hundred Sixty) shall be remitted through RTGS/NEFT as per clause no.6 of Part I.
4. **Time and date for opening of Bids:** The Technical Bid will be opened electronically on 18/02-2020 at **16.00 hrs**. Bidders can witness electronic opening of bid.
5. **Two-Bid system** : under two bid system through e-tendering only, the Technical Bid would be opened on the time and date mentioned above, date of opening of the Commercial bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the NMPT.
6. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account with address and complete postal & E-mail address of their office.

7. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the NMPT prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email, but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

8. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

9. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

10. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

11. **Validity of Bids:** The Bids should remain valid till **120 Days** from the last date of submission of bid.

B. INSTRUCTIONS FOR BIDDERS:

1. Technical bid and Price bid will be submitted concurrently, duly digitally signed in the website portal www.eprocure.gov.in/cppp. The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.

2. Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of contract Agency/Contractors they are required to upload all the tender documents along with other documents, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice.

3. The Agency/Contractor shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. The bidder needs to fill up the rates, downloaded for the financial Bid in the designated cell and upload the same in designated location of financial bid.

4. The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.

5. For submission of e-tender, bidders are requested to get themselves registered with www.eprocure.gov.in website along with class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.

6. For complete details, refer website www.eprocure.gov.in at CPP portal.

7. The NMPT may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by NMPT. The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the NMPT shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site. Tender Document can be downloaded from NMPT website www.newmangaloreport.gov.in and <https://www.eprocure.gov.in/eprocure/app>. The contractors shall visit these sites from time to time to see these amendments/errata.

8. The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.

9. NMPT reserves the right to postpone and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from NMPT.

Part-III

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 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 / 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.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

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 form
at 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 colored (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 opener's 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.