



**दिल्ली मेट्रो रेल कॉरपोरेशन लिमिटेड  
DELHI METRO RAIL CORPORATION LTD.**

**CONTRACT NO: CCM-08/2016**

**Maintenance of civil works at Gurgaon staff Quarters  
situated in Line-2.**

**Notice Inviting Tender (NIT)**

**Instructions to Tenderer (ITT)**

**General Conditions of Contract (GCC)**

**Special Conditions of Contract (SCC)**

**DELHI METRO RAIL CORPORATION LTD.**

**7<sup>TH</sup> FLOOR, C-WING, METRO BHAWAN,  
FIRE BRIGADE LANE, BARAKHAMBA ROAD,  
NEW DELHI 110001**

**SECTION 1  
NOTICE INVITING TENDER**

**1.1 GENERAL**

- 1.1.1 Delhi Metro Rail Corporation (DMRC) Ltd. invites open e-tenders in two bid packet system (Technical & Financial) for “**Maintenance of civil works at Gurgaon staff Quarters situated in Line-2.**” of DMRC LTD.
- 1.1.2 Delhi Metro Rail Corporation (DMRC) Ltd. invites open e-tenders in two bid packet system for the above-mentioned work (clause 1.1.1).

<b>Estimated Tender cost</b>	<b>₹ 1,19,04,564/-</b>
<b>Tender Security Amount</b>	<b>₹1,19,046/- (EMD to be submitted in the office of AGM/C&amp;S up to 14:45 Hrs. on 23.06.2016 as per clause 12.0 of ITT)</b>
<b>Completion period of the Work</b>	<b>2 Years</b>
<b>Tender documents on sale</b>	<b>02/06/2016 to 22/06/2016 (upto 17:00 hrs) on e-tendering website <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> Tender document obtained of tenderer on the website <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>. For further information on this regard bidders are advised to contact 011-49424307, 011-49424365 or 011-23417910</b>
<b>Cost of Tender documents</b>	<b>INR 5250/- (inclusive of 5% DVAT) Non-Refundable (Demand Draft /Banker's cheque) in favour of “Delhi Metro Rail Corporation Ltd” payable at New Delhi.) Cost of tender documents i.e, D.D./Banker's cheque, in original, shall be accepted only upto 14:45 hours on 23/06/2016 in the office of AGM/C&amp;S at below mentioned address.</b>
<b>Date &amp; Time of Pre-Bid Meeting</b>	<b>09/06/2016 at 15:00 Hrs.</b>
<b>Last date of issuing addendum</b>	<b>22/06/16 up to 17:00 Hrs.</b>
<b>Last Date &amp; time of Submission of Tender Documents (Technical &amp; Financial)</b>	<b>23/06/16 @ 15:00 Hrs.</b>
<b>Date &amp; time of opening of Tender (Technical Bid)</b>	<b>23/06/16 @ 15:05 Hrs.</b>
<b>Date &amp; time of opening of Financial Bid</b>	<b>Will be informed later on after the evaluation of Technical Bid (Only to the bidders who will successfully qualify the Technical Bid)</b>
<b>Authority and place for Pre Bid meeting, seeking clarifications etc.</b>	<b>AGM/C&amp;S Delhi Metro Rail Corporation Ltd., 7th floor, C-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001</b>

The tender documents (non-transferable) can downloaded of tenderer on the website <http://eprocure.gov.in/eprocure/app>. All Demand Draft/ Bankers Cheque should be drawn in favour of “Delhi Metro rail Corporation Ltd.”, payable at New Delhi.

**NOTE:**

Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on DMRC website <http://eprocure.gov.in/eprocure/app>

### 1.1.3 **Minimum Eligibility Criteria**

#### **(a) Work Experience:**

Experience of having satisfactorily completed similar works during last 5 years period ending last day of the month previous to the one in which the tenders are invited should be either of the following:

- (i) Three similar completed works each costing not less than the amount equal to ₹47.62 lakh (40% of the estimated cost)

or

- (ii) Two similar completed works each costing not less than the amount equal to ₹59.52 lakh (50% of the estimated cost)

or

- (iii) One similar completed work costing not less than the amount equal to ₹95.24 lakh (80% of the estimated cost)

#### **Note:**

In case of joint venture/consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.

#### **(b) Financial Standing (Annual Turnover) :**

The average turnover of applicant during last three audited financial years i.e. (2012-13, 2013-14 & 2014-15) should not be less than ₹95.24 lakh.

Financial data for the last three audited financial years has also to be submitted by the tenderer (each member in case of JV) in Form T-V along with audited balance sheets. The financial data in the prescribed format shall be certified by chartered accountant with his stamp, signature and membership number. Also, if the tenderer provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected. The average annual turnover of JV will be based on percentage participation of each member.

**Example:** Let member 1 has percentage participation = M and Member 2 has percentage = N, Let the average annual turnover of member 1 is A and that of member 2 is B, then average annual turnover of JV will =  $\frac{AM+BN}{100}$

Tenderer shall submit last three years audited financial statement (2012-13, 2013-14 & 2014-15) duly attested by certified Chartered Accountant to work out net worth and turnover. The net worth must be positive.

**(C)** The tenderer should have minimum five years experience of civil works in any Central Govt./state Govt./PSU's/DMRC or any private Limited company of repute, (relevant documentary proof has to be submitted).

**(d)** Definition of similar work: Construction of building, civil, maintenance work in any Govt. department/ Railway/PSU's Govt. bodies and any private reputed organization/companies.

**(e)** Applicant must not have been black listed or deregistered by any Govt. or Public sector undertaking during last 5 years the contractor has to submit an undertaking on Rs. 10 stamp paper duly attested by notary (as Form-F of ITT).

### 1.1.4 **Eligible Applicants**

- i. The tenders for this contract will be considered only from those tenderers {proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV hereinafter)} who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.
- ii. (a) A non-Indian firm is permitted to only in a joint venture or consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in Indian under companies Act-1956 with minimum 26% participation.  
  
(b) A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer or as a partner of a J.V A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a sub-contractor while submitting a bid individually or as a partner of a JV in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- iii. A firm, who has purchased the tender document in their name, can submit the tender either as individual firm or in joint venture/Consortium. However, the lead partner in case of JV shall be one who has experience of similar work i.e., Construction of building, civil, maintenance work as per clause 1.1.3 (d) of NIT.

**NOTE:**

Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on DMRC website [www.tenderwizard.com/DMRC](http://www.tenderwizard.com/DMRC)

**1.2 POINTS TO BE NOTED**

- 1.2.1 Works envisaged under this contract are required to be executed in all respects within the period of completion mentioned above.
- 1.2.2 The mere fact that the tenderer is short listed as mentioned in sub clause 1.2.2 shall not imply that his bid shall automatically be accepted. The same should contain all technical, Financial & other details as required for the consideration of tender.
- 1.2.3 Tender document consists of the following:
  - a. Notice Inviting Tender - consisting of
    - i. Notice Inviting Tender
    - ii. Scope of Work
    - iii. Tender prices
  - b. Instructions to Tenderers
  - c. General Conditions of Contract
  - d. Special Conditions of Contract
  - e. Bill of Quantities.
- 1.2.4 The Contract shall be governed by the documents listed in para 1.2.3 above.
- 1.2.5 The tenderers may obtain further information in respect of these tender documents from the office of AGM/Civil, 7th floor, Metro Bhawan, Fire Brigade lane, Barakhamba Road, New Delhi-01
- 1.2.6 The tender documents (non-transferable) can downloaded of tenderer on the website <http://eprocure.gov.in/eprocure/app>. If needed they can be imparted training on

- 'online tendering process'. Tenderer can participate in tendering process and can witness various activities of the process.
- 1.2.7 The authorized signatory of intending bidder, as per Power of Attorney (POA), must have valid class-III digital signature. The tender document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.
- 1.2.8 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and other documents as stated in the tender document.
- 1.2.9 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.2.10 All Tenderers are hereby cautioned that tenders containing any material deviation or reservation as described in Clause 24.0 of "Instructions to Tenderers" and / or minor deviation without quoting the cost of withdrawal shall be considered non-responsive & shall be summarily rejected.
- 1.2.11 DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the DMRC for rejection of his proposal.
- 1.2.12 All the uploaded files in tender submission should be named properly and arrange systematically.
- 1.2.13 The bidders are advised to keep in touch with e-tendering portal <http://eprocure.gov.in/eprocure/app> for updates.

AGM /Civil

DMRC, New Delhi

## SECTION 2

### SCOPE OF WORK

- 2.0 The contractor will execute the work i.e. "**Maintenance of civil works at Gurgaon staff Quarters situated in Line-2**" Contractor shall prepare the drawing for the approval of the DMRC as per requirement.

#### 2.1 Brief Scope

The above work shall cover the following:

- a) Provision of all necessary labours, construction equipment, instruments and appliances in connection with all above mentioned work as specified or as directed by Engineer-in-Charge or the representative of Engineer.
- b) In case of major addition/alterations the drawings including details of structural drawings may be supplied by agency.
- c) Any other item of work as may be required, to be carried out as per CPWD specifications, for completing the job in all respects in accordance with the provisions of contract and or to ensure the structural stability and safety of the work during and after construction.
- d) CPWD Specifications will be applicable for methodology of execution of work for all DSR items. For NDSR items methodology as per relevant IS codes or structural drawing with method statement shall be provided by Engineer in charge.
- e) Clearing site after completion of work and handing over of all the works, as specified and directed by Engineer in charge.
- f) Damage caused to properties of DMRC if any, during execution of above work shall be rectified by the contractor at his cost failing which the cost of rectification shall be recovered at market cost of such items from the next R/A Bill / Final Bill of the work contract.
- g) The work shall be carried out as and when required by DMRC with all safety precautions. The contractor shall ensure all his workers shall have Personal Protective Equipment's (PPE's) at his cost (not to be charged to the worker) and ensure safety of site by providing Barricades for restricting movement of public to work area. The barricade arrangement shall be approved by Engineer in charge keeping in view the overall circulating pattern of the commuters in the station.
- h) Time period is 365 days from the stipulated date of commencement of work.
- i) Defect liability period (DLP) shall be one year from the date of issue of completion certificate, for all the items supplied and works carried out.
- j) All regular minor and major repairs at stations i.e. upkeep will be contractor's responsibility and it should be ensured by deploying his staff with instruction for frequent inspection. Further before attending the deficiencies he should inform concern JE/ASE/SE/SSE/XEN so as to ensure quality and timely billing of work done.
- k) Any addition / alteration / construction work carried out in the Bill of Quantities.

- l) **The scope of the contract includes periodical inspection of the premises by the contractor himself, identifying the defects, make a proposal to the engineer, obtain his approval and carry out the work. In general, responsibility of the station building kept cleaned and updated position will rest with the contractor.**

In addition, the defects noticed by DMRC officials will also be endorsed in the Complaint Book being maintained at the Station Controller's office which should be acknowledged by the representative of the contractor along with the indication of time which it would be attended to. Complaints of regular nature, if continues, will be considered as discredit to the contractor.

In addition, the monthly joint inspection will be carried out by DMRC officials and items identified should be informed to the contractor along with the specified time during which it can be attended. This will be an item of the regular check during the next monthly inspection. These items shall be recorded in Site Order Book / Complaint and Progress Monitoring Register maintained at field office.

The value of work shall be on items of rates accepted and/or percentages above/below/par on Delhi Schedule of Rates 2014. Letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract.

## **2.4 Material**

### **2.4.1 Quality**

All materials used in the works shall be of the quality of their respective kinds as specified in CPWD specifications, obtained from sources and suppliers approved by the Engineer and shall comply strictly with the tests prescribed in the Technical Specifications/Codes of Practice.

**All materials used in DMRC stations during construction stage are approved materials.** In addition, to materials used to construct DMRC stations. Some of the additional approved sources/vendors of materials are as follows:

### **VENDOR LIST**

<b>S.No.</b>	<b>Details of Materials/ Products</b>	<b>Manufacturer's Name / or Equivalent specification</b>
1.	Adhesive	Pidilite, Araldite ,
2.	Flush Doors	Samrat,Kanchan Prima Swastik, Kutty, Diamond, Raveela, Alpro.1
3.	Gypsum Board	India Gypsum Limited , GYPROC, Saint Gobain or equivalent
4.	Aluminium Sections	Indian Aluminium Co./Hindustan Aluminium/Jindal
5.	Float Glass	Float Glass India Ltd/Asahi Float/Modiguard Reliable Safety Glass Ltd/Glaverbell/Saint Gobain/Tata Float.
6.	Powder Coatings	Berger/Nerocoat/Jenson and Nicholson
7.	Tile Joint Filler	Bal Adhesives and Grouts/"Roff Rainbow Tile Male" of Roff Construction Chemicals Pvt. Ltd/Winsil 20/Silicon Sealant of CE Bayer Silicon/"Zentrival FM" or MC Bauchemie (India)Pvt.Ltd/Laticrete, Ferrous Crete.
8.	Ceramic Tiles	Kajaria/Bell/Johnson/Nitco/Naveen/Somany/ Orient

9.	Vitrified Tiles	"Naveen Diamontile" of Murudeshwar Ceramics Ltd./"Granamite of Restile Ceramics Limited/"Marbo Granit" of Bell Granito Ceramica Ltd./Kajaria, NITCO.
10.	Synthetic Enamel	ICI Dulux Gloss/Berger/Asian/Nerolac/Jenson and Nicholson
11.	Interlock Paving Tiles	Unistone/CCC Builders Merchant Delhi Pvt. Ltd./Nimco Prefab.
12.	Door Fittings	Dorma, Hafele, Doorset, Dline./Godrej/Classic
13.	Cement	L&T, ACC, GRASIM, Gujrat Ambuja, Birla (Ordinary Portland Cement of Grade 43.
14.	Reinforcement Bars	TISCO,SAIL,RINL,IISCO
15.	Admixture	FORSOC, MBT,Asian Lab, MC Bauchemie,Chembond.
16.	Structural Steel	TATA, SAIL,ESSAR, JINDAL,RINL,IISCO
17.	Welding Electrodes	ADVANI,ESAB-MODI-ARC/Weld Excel India
18.	Ready-Mix Concrete(RMC)	ACC, Unitech, Grasim, LandT, Jindal
19.	Internal and External Paints	Berger/Asian/Nerolac/Jenson and Nicholson.
20.	PVC Doors	M/s. Rajashri Forex Ltd. or equivalent, SYNTEX, CACTUS.
21.	Plastic Emulsion Paint	Berger, Asian, Nerolac, Jenson and Nicholson, ICI , Dulux
22.	Sanitary Installations	Hindustan Sanitary Wares and Industries Ltd, CERA
23.	G.I. Pipes	Jindal Pipes Ltd, TATA, Prakash ,Surya
24.	G.I. Pipe Fittings	UNIK make or equivalent.
25.	Water supply Fittings	Heavy Duty Industrial fittings of Jaguar or equivalent make, Parko, Hindware, Pariware, Cera,Roca ETC

**In case of non-availability of specified materials the alternative material should be used with the prior approval of Engineer in charge. The approval should be obtained in writing. If any material is used without approval it will not be paid by DMRC.**

#### 2.5 Sampling and Testing

In addition to Test certificates, samples of all materials proposed to be employed in permanent works shall be submitted to the Engineer when called for. In such cases, materials will not be brought to the site without prior approval of the Engineer.

Samples provided to the Engineer are to be labeled in boxes suitable for storage. Materials or workmanship, not corresponding in character and quality with approved samples, will be rejected by the Engineer.

Samples required for approval and testing must be supplied at least 45 days in advance to allow for testing and approval. Delay to the works arising from the late submission of samples will not be acceptable as a reason for delay in completion of the works.

The contractor will bear all expenses for sampling and testing, whether at the manufacturer's premises at source, at site or at any testing laboratory or institution as directed by the Engineer. The payment shall be reimbursed on this account by DMRC if the test results are satisfactory. If the test results are not satisfactory, the testing charges shall be borne by contractor.

#### 2.6 Rejection

Any materials that have been found not to conform to the specifications will be rejected



forthwith and shall be removed from the site by the contractor at his own cost within 15 days

## 2.7 **Workmanship**

All works shall be true to level, plumb and square and the corner, edges and arises in all cases shall be unbroken and neat and shall be as per provisions in the relevant Technical Specifications / Standard Codes of Practices. Contractor shall also submit Quality Assurance Programme and Methods Statements for special works to be done within MC within 7 days of acceptance of tender before the start of work for approval of Engineer-in-Charge.

## 2.8 Minimum Level of inventory maintained at site office

### **INVENTORY LIST**

Minimum Quantity of following items to be kept as needs required in store of contractor's:-

<b>S.No</b>	<b>Items</b>	<b>Details</b>	<b>Quantity</b>
1	Stone(granite, kota, marble red stone etc)	All colours and thickness used in his section	10sqm each
2	Tiles- wall and floor	All colours and thickness used in his section	1 box each
3	False ceiling	All colours and thickness used in his section	10 sqm each
4	Sanitary fittings	All fixture used in his section	5 nos. each types
5	Door closer	All type used in his section	5 nos. each types
6	Door locks	All types used in his section	5 nos. each types
7	Safety equipments (PPE, CAUTION TAPE ETC)		5 nos. each types
8	G.I. Pipes	All types used in his section	5 nos. each
9	Ceramic Tiles	All types used in his section	10 sqm each type
10	Vitrified Tiles	All types used in his section	10 sqm each type
11	Synthetic Enamel	All types used in his section	20 litres each type
12	Plastic Emulsion Paint	All types used in his section	10 litres each type
13	Internal / External Paints	All types used in his section	10 litres each type
14	Sanitary Installation	All types used in his section	5 Nos each types

Issue /receipt and upkeep of store items shall be responsibility of contractor.

The colors and thickness of stone, tiles, false ceiling and type of doors, sanitary and water supply fittings shall be intimated at the time of start of work.

### **SECTION 3**

#### **TENDER PRICES AND SCHEDULE OF PAYMENT**

##### **3.1 Tender Prices**

- 3.1.1 a. Unless explicitly stated otherwise in the Tender Documents, the contractors shall be responsible for the whole works, based on the work orders issued by the competent authority and payment shall be as per accepted rates based on the items carried out as per the work orders issued by the competent authority as and when required.
- b. The rate quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

##### **3.1.2 Schedule of Payment**

The payment will be made on actual basis as per the accepted rates based on the activities carried out as per the work orders issued by the competent authority as and when required. The payment will be made as per measurement recorded in the measurement sheet & on account bill submitted by the contractor and verified by the engineer.

## **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 / 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.

\*\*\*\*