



भारत सरकार / Govt. of India

आयकर भवन / Income Tax Department

प्र. मुख्य आयकर आयुक्त कार्यालय, उ. प. क्षेत्र, आयकर भवन, सेक्टर -17ई, चण्डीगढ़ -160017

The Principal Chief Commissioner of Income Tax (NWR), Aayakar Bhawan, Sector-17E, Chandigarh

F.No Pr. CCIT/CHD/Tender Notice/2022-23/338

Dated: 17.03.2023

Notice Inviting Tender

SUBJECT: NOTICE INVITING E-TENDER FOR REPAIR AND RENOVATION WORK IN THE ROOM OF HON'BLE PR. CCIT, NWR, CHANDIGARH

1. E-Tenders are invited under two bid system (both technical and financial) from reputed parties/firms/Service Providers/Organization based in Tricity for the same work on contract basis at Aayakar Bhawan Building, Sector 17-E, Chandigarh. The Eligibility documents shall be opened first for evaluation of Technical Bid on due date and time as mentioned below. The Financial bids of only those bidders shall be opened who are found to be successful in their Technical bids.
2. The tender documents along with the instructions and terms & conditions can be downloaded from the Department's web site www.incometaxchandigarh.org. The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender.
3. The tenderer should register and apply through online mode only on the e-Tendering portal www.tenderwizard.com/INCOMETAX. No other mode of application for tender will be entertained.
4. The estimated cost of the work is 15 Lakh excluding GST. The tenderer needs to deposit interest free refundable EMD for an amount of **Rs. 30,000/-** (Rupees Thirty Thousand only) in the form of Demand Draft drawn in favour of the Zonal Accounts Officer, CBDT, Chandigarh and payable at Chandigarh. The Demand Draft for EMD must be enclosed in a sealed envelope and addressed to the Pr. Chief Commissioner of Income Tax, N.W. Region, Chandigarh, Aayakar Bhawan, Sector 17-E, Chandigarh and should reach the addressee on or before the closing date and time of bid submission. The online bids can be submitted through the e-Tendering portal www.tenderwizard.com/INCOMETAX upto 27.03.2023 till 12:00 hrs.

5. Tender Critical Date Sheet

Tender Publishing Date	17.03.2023
Bid Submission Start Date	17.03.2023
Bid Submission End Date & Time	27.03.2023; 12:00 hrs
Technical Bid Opening Date & Time	27.03.2023; 13:00 hrs
Pre Bid Meeting Date(for clarifications, if any)	21.03.2023

6. The decision upon the bids received shall be taken upon by the Competent Authority tentatively within 15 days and the same shall be communicated to the bidders through online e-Tendering portal only. This office reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any/ or all the tenders without giving any notice or assigning any reason. The decision of the Pr. Chief Commissioner of Income Tax, Aayakar Bhawan, Sector 17E, Chandigarh in this regard shall be final and binding on all.

DCIT (Hq.) (Vig.)-cum-
Secretary, Local Purchase Committee & Tender Committee,
O/o the Pr. Chief Commissioner of Income Tax,
NWR, Chandigarh.



भारत सरकार / Govt. of India

आयकर भवन / Income Tax Department

प्र. मुख्य आयकर आयुक्त कार्यालय, उ. प. क्षेत्र, आयकर भवन, सेक्टर -17 ई, चण्डीगढ़ -160017

The Principal Chief Commissioner of Income Tax(NWR), Ayakar Bhawan, Sector-17E, Chandigarh

NOTICE INVITING E-TENDER FOR REPAIR AND RENOVATION WORK IN THE ROOM OF HON'BLE PR. CCIT, NWR, CHANDIGARH

NIT No. : Pr. CCIT/CHD/Tender Notice/2022-23/338

NIT Issue Date : 17/03/2023

Date, time & venue for doubts/
clarifications : 21/03/2023

Last Date and time of Bid
Submission (online & in original) : 27/03/2023; 12:00 hrs

Due Date, time of opening
of Technical Bids : 27/03/2023; 13:00 hrs .

GUIDELINES FOR SUBMISSION OF TENDER

The tender shall be submitted in accordance with these guidelines and any tender not confirming the guidelines as under is liable to be rejected. These guidelines shall form the part of the tender and contract.

1. GENERAL

- a) Each and every page of the bid must be signed by the bidder himself, if the bidder is a proprietorship firm and in case of a partnership firm, by a partner. However, in such case, there must be an authorization from all the partners to the effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
- b) If the bidder is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
- c) Any bid not signed on each page and without authorization may be rejected.
- d) Any overwriting or cutting in the bid document must be avoided. However, if any overwriting or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
- e) The tenderer is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
- f) The bidder whose bid is accepted, shall submit a Rs.100/- non- judicial stamp paper at its own cost for preparing the contract agreement to be signed by the both the parties.
- g) Prices of all items in Financial Bid must be quoted in Indian rupees.

2. ELIGIBILITY CRITERIA

- a) The bidder should have Average annual turnover of 20 Lakh during the last three years, ending 31st March 2022.
- b) The bidder who has an experience of minimum **Three years** of similar work in Central/State/UT Government Department/Ministry and/or Public Undertaking located **in Tricity**, may apply along-with sufficient proof of its experience/ability of completion of such similar repair work and also have completed such work atleast of amounting to Rs. 10 Lakhs.
- c) The bidder must have PAN Number and GST number.

3. SUBMISSION OF TENDERS - TIME LIMIT/MODE

- a) The tender should be submitted ONLINE through the website www.tenderwizard.com/INCOMETAX only. Both the bids i.e. Technical and Financial should be in English only and prices should be written/quoted in both figures and words. In case there is difference in rates quoted by a tenderer in figures as well as in words, the quoted rates in words shall only be considered for evaluation and other purposes.
- b) The tenderer should ensure that all the scanned copies required to be uploaded online should be of original/true copies of documents which are duly attested/sealed and signed.
- c) The prospective tenderer should ensure that the documents uploaded on the e-portal are clearly typed and scanned and should be clearly legible.

d) Tender(s) received beyond the last date and time of submission shall be summarily rejected and no claim of tenderer shall be entertained in respect of receipt of tenders at a later stage. No tender will be entertained by E-mail or FAX.

e) The prospective tenderers may visit this office at Room No. 127 & 128, 1st Floor, Aayakar Bhawan, Sector-17E, Chandigarh on **21.03.2023 b/w 1100 hrs and 1700 hrs** in case of any doubts/clarifications in respect of this tender document. No further issues raised by the parties shall be entertained later on.

3. DOCUMENTS MUST BE SUBMITTED IN THE TECHNICAL BID:-

- a) Income Tax Registration Certificate/PAN No.
- b) Firm/Company Registration Certificate.
- c) GST Registration Certificate/No.
- d) Other Statutory Registrations/Licenses, if any.
- e) Audited balance sheet and profit and loss accounts along with gross turnover and profit for the last three financial years.
- f) Authority/Resolution in favor of the person signing the bid on behalf of the firm submitting the tender.
- g) DD of Rs. 30,000/- (Thirty Thousand Only) towards EMD.
- h) Address proof.
- i) Aadhar Card of individual applicant/person signing the bid.
- j) Proof of experience issued by Govt. department.
- k) Other documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

Note:- The Department reserves the right to:-

- (i) Accept or reject any or all the Technical and Financial Bids without assigning any reasons.
- (ii) Withdraw/Cancel/Postpone the tender process without assigning any reasons thereto.
- (iii) Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.

4. EARNEST MONEY:

The tenderer shall deposit a sum of **₹ 30,000/ - (Rupees Thirty Thousand only) as Earnest Money** along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to the Income Tax Department. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.

The deposit as referred above shall be made by Demand Draft only drawn in favour of the Zonal Accounts Officer, CBDT, Chandigarh payable at Chandigarh and valid for the period of validity of the tender.

5. OPENING OF BIDS:

The process of opening the bids shall be done on e-Tendering portal only. The prospective tenderers are not required to be present in this office during the analysis of the bids. The Technical bids of only those parties will be analyzed who have submitted the attested/signed documents along with the EMD of requisite amount as discussed above. Any bids which are not as per the instructions discussed above will be liable to be rejected. Communication in this regard will be made to the bidders through e-portal only.

The Financial bids of only those bidders shall be analyzed who are found to be successful in their

Technical bids.

The decision towards finalization of the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only.

6. PREVIOUS EXPERIENCE:

The bidder must have an experience of minimum **Three Years** of similar work in Central/State/UT Government Department/Ministry and/or Public Undertaking located in **Tricity**.

7. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of 120 Days from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

8. ACCEPTANCE OF TENDER:

The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of Income Tax Department which does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

Acceptance of tendered rates shall be communicated to the firm through e-tendering portal after the whole process is finalized.

All the tender documents submitted by a tenderer shall become the property of Income Tax Department and the Department shall have no obligation to return the same to the tenderers.

Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then Income Tax Department reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

9. EXECUTION OF AGREEMENT:

The firm whose tender is accepted shall be required to execute an Agreement within fifteen (15) days of the date of issue of communication from this office and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract.

The tenderer shall treat the contents of the tender documents as private and confidential.

10. POSTAL ADDRESS FOR COMMUNICATION:

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

11. JURISDICTION

All disputes are subject to the jurisdiction of courts in the Union Territory of Chandigarh and the agreement will be governed by and be construed in accordance with the laws of India.

Deputy Commissioner of Income Tax (Hq.)(Vig.)
-cum- Member Secretary, Purchase Committee, Chandigarh

GENREAL INSTRUCTIONS TO CONTRACTOR:-

1. The Contractor must have an experience of minimum three years in a Government or a public undertaking.

a. Inspection of sites: The contractor shall visit and examine the site and satisfy as to the nature and correct dimensions of work and facilities for obtaining material and shall obtain generally his own information on all matters affecting the execution of work. All expenses incurred by the contractor in connection with obtaining information for submitting this tender including his visit to site and efforts in compiling the tender shall be borne by the tenderer and no claims for reimbursement thereof shall be entertained.

b. Compliance to local Laws: The contractor shall conform to the provisions of any Act of the Legislature relating to the work and to the Regulations of Bye Laws of any authority. He shall also obtain the permission of the Municipality or any Authorities if required under the existing rules.

c. Site Cleaning: All the rates quoted are inclusive of removal of rubbish/debris collected during the progress of work, rejected material and clearance of site before and after the work is completed. If the contractor fails to remove the same then, expenses shall be recovered from the contractor and he will not dispute for the expenses so incurred.

d. Voucher/ Bills: Contractor shall upon the request of this office, furnish bills, invoices, accounts, receipt and other vouchers for all materials brought on site that the material purchased are as mentioned in the specifications.

e. Dismissal From work: The contractor shall upon the written request of this office immediately dismiss from the work any person employed by him thereon, who may in the opinion of the authority be incompetent or misconduct himself and such person shall not be again employed on the work, without the permission of this office.

f. Commencement of work: The work must be started within 3 days upon accepting the work and the program for carrying out the various jobs shall be drawn out. Adequate labour force shall be provided to complete the work within the specified period. Proper security aspects be taken care of by adequate vigilance in view of the importance of the building.

g. Subletting the work: The contractor shall not directly or indirectly sublet work to other party without written permission from this office.

h. Third Party Damage: The contractor shall be responsible for all injury to persons, any damage to building structure and shall rectify it at its own cost.

i. Insurance cover: All the workers of the contractor as well as his sub-contractor must be properly covered by an Insurance Policy under Workman's Compensation Act and Fatal Accidents Act.

j. Delay & Extension of Time: All the work should be completed within the specified period in the tender.

k. Arrangement of work: The contractor shall organize the work in such a way that the office users or the nearby public area put to no hardships and the working of the office is not affected. The contractor shall take adequate care during the progress of work to protect the office property like stationery, furniture, etc. In case of any damage, the same be made good by the contractor. In case, contractor agrees to work after office hours for which no extra cost shall be considered.

l. Stacking of material: The contractor is not to stack any of his material recklessly so as to endanger the safety of the building and cause any nuisance to the occupants and the public.

n. Protection of material and work: The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost.

n. Approval of samples: The contractor shall furnish well in time before work commence at his own cost, color samples of material that may be called by this office for approval. Rates quoted shall cover for such preliminary work.

o. Workmanship: The Work involved calls for a high standard of workmanship combined with speed. All the glass panels, electric fitting, fans, furniture records, floors etc. are to be thoroughly cleaned after work is completed. Any damage to the flooring, tiles, paneling or any other part of the building, etc. shall be made good at the cost of the contractor to the entire satisfaction of this office. Contractor shall make all arrangements for shifting of furniture/records and keeping the same in its original position after he finishes the work on daily basis.

p. Interpretation of documents/ drawings: Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawing and instruction herein before mentioned and as to the quality of workmanship or materials used for the work or as to any other question, claim, right, matter or thing whatsoever, in any instructions, order or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the Addl. Director General of Income Tax whose decision shall be final and binding on the contractor.

q. Complying I.S. Specifications: Unless otherwise mentioned in the contract, the latest Indian Standard Code for material specifications, method of work, mode or measurements shall be followed. The payment shall be made on the basis of actual measurement of work done to be submitted along with bill.

r. Rate of Include: The rate quoted shall be inclusive of all material cost, wastage, labour, loading, profit, taxes if any, transport, supervision, spot light arrangement and any other means to complete the job. Octroi, sales-tax, or any other tax present or future to be included in the rates so quoted. If there is a change in the tax structure/ duties as per state/ central Govt. order after opening of tender, this office shall reimburse difference in tax as per actual.

s. The contractor shall note that they should bring to the notice of the Authority any breakage in glass window or any other thing before starting the work. However, if any glass window is found to be broken during the repairing work, the same shall be replaced by the contractor at his own cost.

t. Conditional Tenders: Conditional tenders are liable to be rejected.

u. Incomplete quotations: Incomplete quotations shall be summarily rejected.

v. Rate of non tendered items: The successful tenderer is bound to carry out any item of work necessary for the completion of the job even though such items are not included in schedule of quantities.

w. Abandonment of work: If in any case the work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period after deducting suitable amount as penalty for non-completion of the work.

x. The Authority reserves the right to accept/ reject the lower or any or all tenders in part or in whole without assigning a reason therefore.

y. Decision of the Pr. Chief Commissioner of Income Tax, NWR, Chandigarh shall be final and binding on any matter connected with the work.

z. When the work has been virtually completed and Authority is satisfied that the work has been completed on the basis of detailed measurements and has made a final scrutiny and that there is no dispute about rates and quantities, the contractor shall be entitled to the payment of the final bill.

aa. Earnest money deposit of successful tenderer shall be treated as security deposit. The contractor should pay this amount to the authority by DD or PO at the time of submission of tender. This amount shall be retained by the authority till the work is virtually completed and all amounts relating thereto settled.

bb. If there is delay in commencement of work for any reason, this office shall not be liable for any compensation.

cc. If at any point of time during the progress, it is observed that the contractor is not progressing the work with due diligence, care and lagging much behind the schedule or fails to gear up the work despite instructions from this office, the this office reserves the right to terminate the contract within 3 days notice. In such case, the contractor shall be liable to pay this office any extra cost involved for the completion of the said work and will not obstruct in any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rated after deducting any claims, damages. In case of such termination the security deposit held by the Authority will be forfeited.

dd. Termination of contract due to contractor's default. If the contractor:

a) Abandon the contract.

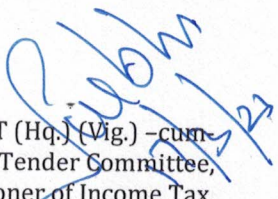
b) At any time defaults in proceedings with the works with due diligence and continues to do so after a notice in writing of three days from the Authority, or

c) Commits default in complying with any of the terms and conditions of the contract and does not remedy it within 3 days after a notice in writing is given to him by Authority.

d) Fails to remove materials from the site or to pull down and replace work after receiving notice from the Authority to the effect that the said materials or works have been rejected.

e) Fails to complete the works or items of works on or before the stipulated date (s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Authority, or

f) Assigns, transfers, sublets (engagement of labour on a piece work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be sub-letting) or attempts to assign, transfer or sub-let the entire works, or any portion thereof without the prior written approval of the employer.


DCIT (Hq.) (Vig.) - cum -
Secretary, Local Purchase Committee & Tender Committee,
O/o the Pr. Chief Commissioner of Income Tax,
NWR, Chandigarh.

ANNEXURE- A

TECHNICAL BID

Pre- qualification requirements for award of contract for Repair & Renovation work:-

Sr. No.	Details	
01	Name of the Firm/Company (enclose self attested Copy of deed if any)	
02	Address of the company with Telephone No., Fax and E-mail.	
03	Name and address of the Proprietor/Partners/Directors with Mobile No.	
04	Pan no. (Enclose attested copy)	
05	Goods and Service Tax Registration No. (Enclose attested copy)	
06	Details of experience completion of similar works	
07	Performance Certificate from existing clients.(Enclose attested copy)	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and will not have any dealing with the department in future.

Signature of the Bidder with date & seal

ANNEXURE- B
FINANCIAL BID

Sr. No.	Particulars	Area	Unit	Rate	Amount
A	(Dismantling)				
1	Existing PVC Paneling.	800.00	Sq. Ft.		
2	Dismantling of Aluminium windows.	100.00	Sq. Ft.		
3	Dismantling of 13 inch thick brick wall	LS.			
4	Civil repairs including plaster etc. This includes wall preparation for paint	1.00	No.		
5	Repair of Floor tiles.	1.00	No.		
6	Dismantling of washroom fittings including wall and floor tiles.	1.00	No.		
7	Removal of debris from site of all materials.	1.00	No.		
B	(Wood Work and Misc. Works)				
1	Providing and fixing of teak ply paneling on existing wooden doors. This includes melamine polish etc.:				
(i)	Main Door	1.00	No:		
(ii)	Retiring room door	1.00	No.		
(iii)	Washroom door	1.00	No.		
2	Replacement of hardware fittings:				
(i)	SS Handles 24 inch long	2.00	Nos.		
(ii)	Godrej Main door dead lock	1.00	No.		
(iii)	Sort door closer	2.00	Nos.		
(iv)	Motorize lock	2.00	Nos.		
3	Providing and Fixing of Wooden flooring.	890.00	Sq. Ft.		
4	Providing and Fixing of wooden blinds (Make Johnson)	218.00	Sq. Ft.		
5	Providing and making of wooden box paneling for covering of beams with 19 mm. board.	365.00	Sq. Ft.		
6	Teak ply paneling with melamine polish on the surface.	268.00	Sq. Ft.		
7	Repair of existing false ceiling.	736.00	Sq. Ft.		
8	Repair of false ceiling including replacement of tiles in retiring room.	154.00	Sq. Ft.		
9	Waterproofing in retiring room.	100.00	Sq. Ft.		
10	Providing and fixing of wooden planks with melamine polish.	15.00	Nos.		
11	Providing and making of POP Cornice.	46.00	Sq. Ft.		
12	Providing and fixing of wallpaper.	1.00	No.		
13	Providing and Fixing black glass film.	75.00	Sq. Ft.		
14	Providing and Coating of putty for base of Royal Emulsion on walls.	1,345.00	Sq. Ft.		
15	Providing and Coating of Royal Emulsion on walls.	1,345.00	Sq. Ft.		
16	Providing and Fixing of 10 mm. thick toughened glass with complete hardware.	203.00	Sq. Ft.		

C				
(Washroom Works)				
1	Providing and fixing of Wall tiles. Make Somany	148.00	Sq. Ft.	
2	Providing and fixing of False ceiling.	42.00	Sq. Ft.	
3	Providing and laying of 3/4" water line.	40.00	R.Ft.	
4	Providing and laying of 4" PVC Pipe.	1.00	No.	
5	Providing and fixing of European wall hung toilet seat.	1.00	No.	
6	Providing and fixing of washbasin.	1.00	No.	
7	Providing and fixing of Angle valves.	5.00	Nos.	
8	Providing and fixing of Basin mixture.	1.00	No.	
9	Providing and fixing of towel ring.	1.00	No.	
10	Providing and fixing of Bottle trap.	1.00	No.	
11	Providing and fixing of paper holder.	1.00	No.	
12	Providing and fixing of Health Faucet.	1.00	No.	
13	Providing and fixing of looking mirror	1.00	No.:	
14	Providing and making Geysers connections.	1.00	No:	
D				
(Electrical)				
1	Providing and fixing of Light plug sockets.	8.00	Nos.	
2	Shifting of electrical connections in plates.	1.00	No.	
3	Providing and fixing of 15 Amp. Power point with wiring.	7.00	Nos.	
4	Providing and fixing of 32 Amp. AC points.	1.00	No.	
5	Providing and fixing of LED panels.	14.00	Nos.	
6	Providing and fixing of COB Down lights with wiring.	6.00	Nos.	
7	Providing and fixing of Down lights.	4.00	Nos.	
8	Providing and fixing of Exhaust fan.	1.00	No.	
9	Providing and fixing of COB Focus light.	15.00	Nos.	
10	Providing and fixing of Red Green light with remote function.	2.00	Sets	
11	Providing and fixing of towel rod.	1.00	No.	
12	Polish of existing furniture:	1.00	No.	
13	Providing and fixing of 6mm. Glass in retiring area with rubber beading.	1.00	No.	
14	Providing and fixing of Blinds in washroom.	1.00	No.	
Total Amount (Excluding GST)				
Total Amount Including All GST				

Signature of the Bidder with date & seal

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the Tenderwizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tenderwizard Portal.

More information useful for submitting online bids may be obtained at www.tenderwizard.com/INCOMETAX.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Public Procurement Portal (URL: <https://www.tenderwizard.com/INCOMETAX>) with clicking on the link "Online bidder Registration" on the Tenderwizard Portal by paying the Registration fee charge.
- 2) As part of the enrolment process, the bidders will be required to choose an 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 with the bidder.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 7) The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the tenderwizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tenderwizard Portal.
- 2) Once the bidders have selected the tenders they are interested in, you can pay the the form fee by DD only and processing fee(NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the

respective 'IN-Progress' Tab. This would enable the tenderwizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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. 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/JPEG formats. Bid Original documents may be scanned with 100 dpi with Coloured 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 "Documents Library" available to them to upload such documents. These documents may be directly submitted from the "Documents Library" 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 "DD" 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 click "Submit tender" (i.e. after Clicking "Upload Bid and Submit tender" in the portal), the portal will give a successful Tender submission acknowledgement. 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 tender summary has to be printed and kept as an acknowledgement of the submission of the tender. 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 tenderwizard Portal in general may be directed to the 24x7 tenderwizard Portal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881, 9257209340".