



O/o the Addl. Commissioner of Income Tax (Benami Prohibition Unit), Phone No. 0172-2705011, Room No. 06, Ground Floor, Aayakar Bhawan, Sector - 17-E, Chandigarh - 160017

F.No. Addl.CIT(BPU)/Chd./Manpower/2020-21/ 93

Dated: 12.11.2020

**E-TENDER NOTICE FOR HIRING OF DATA ENTRY OPERATORS, PEONS etc.**

On behalf of the Addl. Commissioner of Income Tax, BPU, Chandigarh online tenders are invited under Two Bid system i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Providing Companies/Firm/Agencies having valid license under contract Labour (Regulation and Abolition) Act, 1970, registered with EPFO, ESIC, GST Registration for providing 11(Eleven) unskilled manpower (Multi-Tasking Staff) subject to Enhancement/Reduction as per requirement. They will be required to perform duties in the Office of the Addl. Commissioner of Income Tax, BPU, Chandigarh. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure-VI) on or before **25.11.2020** by 11:00 A.M.

**SCHEDULE:-**

Item	Description
Name of the Hirer	Government of India, Ministry of Finance, Department of Revenue, Office of the Addl. Commissioner of Income Tax, BPU, Aayakar Bhawan, Sec-17 Chandigarh
Tender of Inviting Authority	Addl. Commissioner of Income Tax cum Chairperson Purchase Committee, BPU, Aayakar Bhawan, Sec-17 Chandigarh
Tender Name	Hiring of DATA ENTRY OPERATORS, PEONS etc.
Tender No. & Date	F.No. Addl.CIT(BPU)/Chd./Manpower/2020-21/ Dated: 12.11.2020
Method of Selection	L1
Availability of Tender Documents	Can be downloaded from the Department's website <a href="http://www.incometaxchandigarh.org">www.incometaxchandigarh.org</a>
Date and Time of Tender	12.11.2020, 12.00 PM

Notice issuance	
Last date and time for bid/Proposal submission (On or before)	25.11.2020, 11.00 AM
Bid opening Time & Date	25.11.2020, 12.00 PM
Period of hiring	1 <sup>st</sup> December 2020 to 30 <sup>st</sup> November 2021 (Subject to change)

2. The tender documents and detailed terms and conditions for the above can be downloaded from the Department's website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Aspiring bidders who have not been enrolled/registered in e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) should enroll/ register before participating through the website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-VI regarding for online bid submission.

Publish Date	<b>12.11.2020</b>
Bid Document Download/ Sale Start Date	<b>12.11.2020</b>
Bid Submission Start Date	<b>12.11.2020</b>
Bid Submission End Date	<b>25.11.2020, 11.00 AM</b>
Bid Opening Date	<b>25.11.2020, 12.00 PM</b>

3. Bids shall be submitted online only at e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). Bids Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the complete Tender document into electronic Tender on website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX).
- Tenders and supporting documents shall be uploaded only through e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX).
- Tenderer who have downloaded the tender from the e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tampered /modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

4. The tenders shall be submitted only online and in two parts viz; **Technical Bid and Financial Bid**, along with all the tender documents evidencing (i) GST Registration No. of the bidder (ii) Details of registration with PF Authorities I Details of registration with ESI and other documents as required in the Annexure II, duly signed on all the pages. The format of **Technical and Financial Bid** is mentioned in Annexure-IV & Annexure -V respectively. All the pages of bid being submitted must be signed and over-writing, if any, has to be duly initialed by the bidder and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Further, the **Terms & Conditions' (Annexure-II) & Tender Acceptance Letter (Annexure-III)** should also be duly signed on all the pages and uploaded along with other tender documents. It may be noted that, in case of non-uploading of copies of documents specified in **Annexure-II** on the **e-Tendering portal** such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the **e-Tendering portal [www.tenderwizard.com /INCOMETAX](http://www.tenderwizard.com/INCOMETAX)** shall not be considered. No correspondence will be entertained in this matter.
5. Interested Service Providers are advised to visit **e-Tendering portal [www.tenderwizard.com/ INCOMETAX](http://www.tenderwizard.com/INCOMETAX)** regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
6. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
7. Interest parties may also download the tender for the official website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)
8. The tender documents along with the instructions and terms & conditions can be downloaded from the Department's web site [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenders are advised to check the eligibility criteria thoroughly before applying for the Tender.
9. The tender should register and apply through online mode only on e-Tendering portal **[www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX)**. No other mode of application for tender will be entertained. The online bids can be submitted through the website e-Tendering portal **[www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) on or before 11.00 AM on 25.11.2020** . Offers received beyond the specified date/ time shall not be entertained.

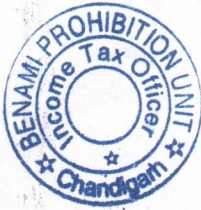
The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online

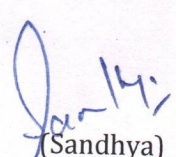
9. The tender should register and apply through online mode only on e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for tender will be entertained. The online bids can be submitted through the website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) on or before 11.00 AM on 25.11.2020. Offers received beyond the specified date/ time shall not be entertained.

The decision upon 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. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Addl. Commissioner of Income Tax, BPU, Chandigarh in this regard shall be final and binding on all.

Enclosures:-

- (i) Annexure-I (General Instructions)
- (ii) Annexure-II (Terms and condition)
- (iii) Annexure-III (Tender Acceptance Letter)
- (iv) Annexure-IV (Technical Bid Format)
- (v) Annexure-V (Financial Bid Format)
- (vi) Annexure-VI (Instructions for Online Bid Submission)



  
(Sandhya)  
ITO cum Member to the Purchase/ tender Committee  
for O/o Addl. CIT, BPU  
Chandigarh

(सन्ध्या)  
आयकर अधिकारी  
बेनामी निषेध इकाई, चण्डीगढ़



O/o the Addl. Commissioner of Income Tax (Benami Prohibition Unit), Phone No. 0172-2705011, Room No. 06, Ground Floor, Aayakar Bhawan, Sector - 17-E, Chandigarh - 160017

F.No. Addl.CIT(BPU)/Chd./Manpower/2020-21/ 94

Dated: 12.11.2020

**NOTICE INVITING TENDER FOR HIRING OF MANPOWER FOR THE OFFICE OF THE ADDL. COMMISSIONER OF INCOME TAX, BPU, CHANDIGARH**

NIT No. : F.No.Addl.CIT(BPU)/Chd./  
Manpower/2020-21/  
NIT Issue Date : 12.11.2020  
Date, time & venue for doubts/ : 12.11.2020 to 23.11.2020 b/w 11:00 am  
to 05.00 pm at Aayakar Bhawan, Sector-  
17, Chandigarh.  
Last Date and time of Bid: 25.11.2020 at 11:00 am Submission  
(online & in original)  
Due Date, time & venue of opening : 25.11.2020 at 12:00 pm Opening of  
Technical Bids



(Sandhya)  
ITO cum Member secretary to the Purchase/ tender  
Committee for O/o Addl. CIT, BPU  
Chandigarh

(सन्ध्या)  
आयकर अधिकारी  
बेनामी निषेध इकाई, चण्डीगढ़

## **HIRING OF DATA ENTRY OPERATORS & PEONS**

Online tenders are invited for and on behalf of the President of India from experienced and reputed Manpower Agencies for outsourcing of the following services: for work in the O/o Addl. Commissioner of Income Tax, BPU, Chandigarh at Aayakar Bhawan, Sector 17, Chandigarh as detailed below:-

Sr. No.	Office	No. of Persons	
		Data Entry Operators	Peon (MTS)
1.	O/o Addl. CIT, BPU Chandigarh	02	03
	Total	02	03

I. **Eligibility and Qualification Criteria to be meet by the contractor for Providing Requisite Services:-**

**A. General Requirement**

Sr. no.	Requirement	Qualification
1.	Data Entry Operators No. of Posts -02	Graduate from a recognized Board of university with good knowledge of English and proficient in computer operations with knowledge of MS Word. MS Access. MS Excel, Internet etc. Candidates should have Typing Speed of 30 wpm. Preference will be given to those candidates who have taken formal education at least one year in IT/computers as a subject at 10+2 or at higher level. Candidates will be paid wages in accordance with the minimum wages fixed by the Dy. Commissioner of Chandigarh/Panchkula.
	Peon (MTS) No. of Posts -03	Matric/10 <sup>th</sup> wages will be paid in accordance with the minimum wages fixed by the Government of Chandigarh/Panchkula.
	Age	Not below 18 years
	Experience	Minimum 01 year. Candidates who have worked in government organizations shall be preferred.
2.	Security Consideration: The persons deployed by the Agency should not have any adverse police record/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they deploy.	
3.	The Contract is likely to be commencing from the date of acceptance and would continue for a period of one year. The period of the contract may further be extended after satisfactory completion of contract. However in the interim the man powers may be enhanced or curtailed as per operational requirement of office of the Addl. Commissioner of Income Tax (BPU), Chandigarh on the discretion of the Competent Authority. The office of the Addl. Commissioner of Income Tax (BPU), Chandigarh reserves the right to terminate the initial contract at any time after giving one month's notice.	
4.	The manpower will have to be supplied by the Agency within 7 days of award of contract.	

**B. Technical Requirements:-**

1.	<p>The Tendering company/Firm/Agency is required to enclose photocopies of following documents, duly self attested:-</p> <p>a) The Manpower Agency should have an experience of not less than five years for supply of such kind of manpower in Centre/State Govt./PSU. It should be registered with the concerned Government Authority and a copy of the registration should be attached with the Technical bid.</p> <p>b) It should have PAN, GST, ESI and EPF Registration Number. A photocopy of which should be attached with the Technical bid.</p> <p>c) It should not have been blacklisted by any organization. Necessary declaration to this effect should be attached with the Technical bid.</p> <p>d) It should be willing to take up the contract on the terms and conditions mentioned at Annexure-1.</p> <p>e) Copy of ITRs for last 3 years along with copies of audited Balance sheets alongwith its enclosures.</p> <p>f) The Service Providers Company/Firm/Agency should have completed at least one service contract of value no less then Rs. 1 Cr. Per annum. during last three financial years.</p> <p>g) The Registered Office or of the branch office of the service provider Company/Firm/Agency should be located within Chandigarh/Panchkula only.</p> <p>h) The Service provider Company/Firm/Agency must have ISO9001 certification.</p> <p>i) GST has to be charged as per applicable rates as per the GST Act. Any others statutory or legal liability should be in compliance with Labour Law, EPF/ESI/Act and any other Central/ State Laws as applicable. In case of any deviation the tender will be rejected.</p>
----	--

**C. Financial Condition:-**

1.	An Earnest Money Deposit of <b>Rs. 30,000/- (Thirty thousand only)</b> in the form of demand draft drawn in favour of the Zonal Account Officer CBDT, Chandigarh must be submitted alongwith the technical bid, failing which the bid shall not be considered valid.
2.	The "Financial Bid" should contain only rates for supply of 02 Data Entry Operators and 03 Peon(MTS) on monthly basis for normal duty of 8 hours per day (excluding lunch of half hour) per person for five days a week (Annexure-V).
3.	The Manpower shall be paid as per the prevailing wages fixed by DC Rate Chandigarh. Any change in the basic minimum wages by the DC Chandigarh will automatically change the wages payable under this contract.
4.	The contractor/bidder will have to specify the amount to be charged by it towards service charges. It may be noted that in order to eliminate frivolous bids and disguised charges/ deduction from salary of personnel, service providers bidding at 0% service charges shall be disqualified.
5.	All the rates must be written both in figures and words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

6.	Rates/Quotations should be submitted and signed by the firm with its current business address.
7.	The Bidder must comply with the rates/Quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the department.

## II Mode of submission of Tender and conditions there of:

1.	<b>The tender should be submitted online only at e-Tendering portal <a href="http://www.tenderwizard.com/INCOMETAX">www.tenderwizard.com/INCOMETAX</a>.</b>
A.	The "Technical Bid", may submit their bids online and should contain the following documents:-
(i)	<i>The Proforma at Annexure-IV, duly filled in alongwith self-attested relevant document/information.</i>
(ii)	<i>Agency profile including previous experience of manpower supply to Govt. Department, etc.</i>
(iii)	<i>Acceptance of terms conditions at Annexure-1.</i>
(iv)	<i>Demand draft of earnest money deposit.</i>
(v)	<i>All other required documents.</i>
B.	The "Financial Bid" may submit their bids online and should contain only rates for supply of 02 Data Entry Operators and 03 Peon(MTS) on monthly basis for normal duty of 8 hours per day (excluding lunch of half hour) per person for five days a week (Annexure-V).
2.	It should be bodily submitted only online portal as TECHNICAL BID AND FINANCIAL BID and both the Bids may submit only online which should contain of 02 Data Entry Operators and 03 Peon(MTS). Bids shall be submitted online only at e-Tendering portal <a href="http://www.tenderwizard.com/INCOMETAX">www.tenderwizard.com/INCOMETAX</a> . Bids Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
3.	The technical bids will be opened online by the tender committee at 11:00 A.M on <u>25.11.2020</u> in the Office of the Addl. Commissioner of Income Tax, BPU, cum Chairperson Purchase committee, Aayakar Bhawan, Sec-17, Chandigarh. The technical evaluation committee will assess the ability of agencies to supply requisite number of personnel in different category based on its record, profile and on such others criteria as it may fix and only those found fit will be eligible for financial bid opening. The financial bids shall be opened immediately after announcement of successful candidate at the stage of evaluation of technical bids and the Prospective tenderers are not required to be present in this office during the analysis of the bids
4.	The Department has right to relax Technical Qualification in case of sufficient number of quotations would have not received.
5.	This office reserves the right to postpone/and/ or extend the date of receipt/ opening of rates/quotations or to withdraw the same without assigning any reason thereof.
6.	The service provider are required to submit the complete rates/quotations only after satisfying each and every conditions laid down in terms and conditions.
7.	The Bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
8.	Bids received later than the stipulated date and time will not be considered under any circumstances. Late bids will be returned unopened.
9.	Earnest money deposit of Rs. <u>30,000/-</u> of the Bid Amount in the form of Demand Draft of Scheduled Bank in favour of ZAO, CBDT, Chandigarh, shall accompany the bid. Bids without EMD will be rejected; EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraw or the details furnished in Annexure – A B are found to be incorrect and false during the tender selection process. No interest shall



	be paid on the EMD and EMD of selected bidder will be returned on furnishing performance guarantee.
10.	No Bid will be considered unless and until all the pages/documents comprising the Bid are properly signed and stamped by the persons authorized to do so on behalf of the Bidder.

**ANNEXURE-III(TENDER ACCEPTANCE LETTER)**

To

The Addl. Commissioner of Income Tax (BPU)-Cum  
Chairperson Purchase committee,  
BPU, Chandigarh

Sir/Madam,

Subject:- Acceptance of Terms & Conditions of tender.

Tender Reference No: \_\_\_\_\_

Name of Tender/Work: \_\_\_\_\_

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s) the pages of the terms & condition. I/we shall abide by the terms/conditions/ clauses therein.
3. The corrigendum(s), issued from time to time by your department have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that we have not been blacklisted/ debarred by any Gov. Department/ Public sector undertaking.
6. I/We certify that all information furnished by me/us/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Your Sincerely

Name & signature with stamp (if any) of Bidder.

**Annexure-IV**

(To be uploaded in attached excel file only)

<b>Sr.No.</b>	<b>Particulars</b>	<b>To be filled by the Tendered</b>
1.	Name of the Agency	
2.	Details of EMD	
	Amount	
	Draft No.	
	Date	
	Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
5.	Whether registered with all concerned Government Authorities (copy of all certificates of registration to be enclosed)	
6.	PAN(copy to be enclosed)	
7.	GST Registration Number (copy to be enclosed)	
7A.	Registration/License No. under Contract Labour (Regulation & Abolition) Act, 1970	
8.	Whether the firm is blacklisted by any government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If No, an undertaking to this effect is to attached in this regard)	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Departments (indicate the names of the Department and years of dealing with those Departments and attach copies of contracts orders placed on the agency).	
11.	Whether a copy of their terms and conditions (Annexure-1, duly signed, in token of acceptance of the same, is attached.	
12.	Whether agency profile is attached?	
13.	List of other clients.	
14.	Certified copie of ITR,P/L Account, Balance Sheet, Audit report and Certificate for Last 3 financial Year.	
15.	Total Turnover for F.Y.2019-.20 F.Y. 2018-19 F.Y. 2017-18	

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

\*Please note that of any of the above mentioned documents is not found enclosed with this Annexure, the Technical Bid shall be summarily rejected.

(To be uploaded in attached excel file only)

<b>ANNEXURE-V</b>		
<b>FINANCIAL BID</b>		
<b>Sr.No.</b>	<b>Particulars</b>	<b>To be filled by the Tendered</b>
1	Name of the Agency	
2	Details of EMD Rs. 30,000/-	
3	Amount	
4	Draft No.	
5	Date	
6	Issuing Bank	
7	Component of Rate-Rates per person per month (8 hours excluding 1/2 hour lunch)	
8	Daily wage rate (Not less than minimum wages as per MWA, 1948.	
9	For Graduate	
10	For Matric	
11	For Middle	
12	Employees Provident Fund as per applicable rates.	
13	Employees State Insurance as per applicable rates.	
14	Any other statutory or legal liability (Please indicate)	
15	Contractors Admn. / Service charge	
16	GST as per applicable rates.	
<p>GST has to be charged as applicable as per GST Act. In case of any deviation offered bid will be directly rejected at the time of price evaluation.</p> <p>The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.</p> <p>I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.</p>		

## Annexure-VI

### INSTRUCTIONS FOR ONLINE BID SUBMISSION (On Tenderwizard Portal)

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 on the CPP Portal may be obtained at [www.tenderwizard.com/INCOMETAX](http://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 of Rs. 2360/- year 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. 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/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".