

**ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

Sreekariyam, Thiruvananthapuram 695 017 Kerala, India

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GST No.32AAAGI0165F1ZZ

फ.नं/F. No 3-(3)/2018/-StoresMinor/Petty work/BBSR. दिनांक /Date: 05<sup>th</sup> March., 2020.**ई- प्रॉक्यूरमेंट के माध्यम से निविदा आमंत्रित करने के लिए सूचना  
NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

आईसीएआर – सीटीसीआर, श्रीकरियम, थिरुवनंथपुरम-695017 में छोटे/ लघु मरामत कार्यों के लिए दो बोली प्रणाली के तहत फर्मों से ऑनलाइन निविदाएं आमंत्रित की जाती हैं। परम्परागत (मैन्युअल) निविदाएं स्वीकार नहीं की जाएंगी।

निविदा दस्तावेज सीपीपीपी की ई-प्रोक्योरमेंट वेबसाइट से डाउनलोड किए जा सकते हैं। <https://eprocure.gov.in/eprocure/app> नीचे दिए गए कार्यक्रम के अनुसार;

Online Bids are invited from the firms under Two bid system for Minor/Petty work at ICAR-CTCRI Regional Centre LOCATED AT Dumuduma Housing Board P.O, Bhubaneswar, Odisha. Manual bids will not be accepted.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-

निविदा क्रमांक/ Tender No	3-20(1)/2019/Minor/petty work
जारी/ प्रकाशन करने की तिथि और समय Date and Time for Issue/Publishing	06.03.2020 at 4.30.00pm
दस्तावेज डाउनलोड/ बिक्री प्रारंभ दिनांक और समय Document Download/Sale Start Date and Time	07.03.2020 at 12.00pm
निविदा प्रस्तुत की शुरुआती दिनांक/समय Bid Submission Start Date and Time	07.03.2020 at 4.30pm
निविदा प्रस्तुत करने की अंतिम तिथि और समय Bid Submission End Date and Time	10.03.2020 4.30 PM
निविदा खोलने की तिथि और समय Date and Time for Opening of Bids	27.03.2020 at 3.00pm
पत्राचार के लिए पता Address for Communication	Director ICAR-Central Tuber Crops Research Institute Sreekariyam, Thiruvananthapuram Kerala-695017

  
सहायक प्रशासनिक अधिकारी(स्टोर)  
Asst.Administrative Officer(Store)

#### INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bid documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The ICAR-CTCRI reserves the right to accept or reject any or all the tenders.
4. The interested Firms are not required to deposit any tender fee.
5. The interested Firms are required to deposit (in original) Earnest Money (EMD) of the amount mentioned against items in the form of Demand Draft/Bankers Cheque from any of the Commercial Bank in favour of 'ICAR Unit-CTCRI' payable at Sreekariyam, Thiruvananthapuram may be addressed to the **Director, ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram, Kerala-695017** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. The contractor/firm should send the Original EMD proof addressed to The **Director, ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram, Kerala-695017** on or before bid opening date and time as mentioned in the Critical Date Sheet.
7. Bidder need not to come at the time of bid opening at ICAR-CTCRI. They can view live opened bids after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-CTCRI then they have to come with bid acknowledge slip that generates after successfully submission of online bid and identity proof.

The Firms are also required to upload copies of the following documents:-

- TECHNICAL
  - (a) Registration certificate (valid) of the firm under the work contract of the Govt. of the Appropriate Authority (**Registration under Shop & Establishment Act 1948(Mumbai)/The Indian Companies Act, 1956/or any other Act**).
  - (b) **Any experience** in the field of providing such work in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the **details in enclosed tabular form. Annexure**
  - (c) Certified Balance Sheet may be submit by the Contractor/firm for last year. .

bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-CTCRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and schedules to the Tenders an annexure, if any, should be signed by the Tenderer.

8. If tenderer does not accept the offer, after issue of letter of award by ICAR-CTCRI within 15 days, the offer made shall be deemed to be withdrawn without any notice and the EMD/Bid Security shall be forfeited.

09. The ICAR-CTCRI does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

10. The Selected contractor/Successful Tenderer has to deposited a Security Deposit @ 5% of the contract value payable under the contract through Account Payee Demand Draft within 7 days from the date of communications of the acceptance of the Tender. In the event of non-deposition of the same, the Earnest Money will be forfeited. The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the contractor/Agency will be recovered from the Security Deposit.

11. No interest on security deposit and earnest money deposit shall be paid by this office to the Tenderer.

12. Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect will be provided to the agency.

13. The GST or any other tax which is as per the rules of the Govt. shall be the liability of the Contractor/Service provider to deposit in the concerned department as per the rules/instructions made applicable from time to time by Government. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR-CTCRI will not entertain any claim whatsoever in this respect.

14. ICAR-Central Tuber Crops Research Institute, Thiruvananthapuram reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons and not mandatory to communicate to the Tenderer.

15. This ICAR-Central Tuber Crops Research Institute reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Central Tuber Crops Research Institute in this regard shall be final and binding on all.

16. In case of breach of any terms and conditions attached to this contract the performance security deposit of the contract will be liable to the forfeited by the Department besides annulment of the contract.

17. The contractor/Firm must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.

18. The contractor shall ensure that the goods, materials etc. supplied to the personnel for carrying out duties assigned to them are not damaged. If this Institute suffers any loss or damage, then the agency shall be liable to reimburse the loss to this Institute in full.

19. In case, the Contractor/Firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Institute is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the contractor/agency, to the extent of the loss or obligation in monetary terms.

20. The following documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document:-

(a) Registration certificate (valid) of the contractor/firm under the contract work of the Appropriate Authority(Registration under Shop & Establishment Act 1948 (Mumbai)/The Indian Companies Act, 1956/or any other Act) .

(b) Last three years experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form.

(c) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.

(d) Duly certified copies of the satisfactory work where the Tenderer is providing the contract for the last three years.

(e) Income Tax Permanent Account Number allotted by the Income Tax Dept.

(f) GST registration certificate issued by Govt. etc.

(g) Valid Licence for civil work of repair and maintenance of Office, Residential & non-residential building, Sewerage system etc.et. issued by the State/Central Govt.

(h) Tender acceptance letter as per Annexure-III.

**Description of work(in Annexure 1- .....**

**Scope of Work:**

1. Director, ICAR-CTCRI reserves the right to reduce work during the contract period.

2. Decision of Director, Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CTCRI. The decision of the sole Arbitrator so

- (d) Duly certified copies of the satisfactory completion where the Tenderer is providing the petty/minor work for the **last three years**.
  - (e) Income Tax Permanent Account Number allotted by the Income Tax Dept.
  - (f) GST Certificate allotted by GST department.
  - (g) Copy of Valid Licence for civil work issued by the Central/State Govt of Odisha
  - (h) Technical/Financial bid submit for Petty/Minor work as per Annexure -I
  - (j) Tender acceptance letter as per Annexure-III.
- FINANCIAL BID:
    - (a) Price Bid as BoQ\_XXXX.xls

  
Asst. Administrative Officer(Store)

## TERMS AND CONDITIONS

1. Tenders are hereby invited from experienced and eligible contractor for the Petty/minor civil work at *ICAR-Central Tuber Crops Research Institute Regional Centre, Dumuduma HB P.O, Bhubaneswar -751 019* as per the schedule of work enclosed for a period of 30days from the date of execution of the contract and may be extended for another 10days at a time subject to a maximum duration of 45 days during the period of the contract on such terms and conditions as are mutually agreed upon and also subject to the necessary approval of the Competent Authority.
2. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
3. **Amount of ₹ 25,000/-**(Rupees Twenty five thousand only) as EMD in the form of DD/Bankers Cheque in favour of '**ICAR Unit- CTCRI**' payable at Sreekariyam, Thiruvananthapuram. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/bankers cheque number and date, failing which the Tenders will not be opened. The tender will not be considered if earnest money is not deposited with the Tenders. The EMD will be refunded to the unsuccessful tenders as promptly as possible whereas in the cases of successful tender, EMD will be refunded after completion of the work without any interest etc.
4. The tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-CTCRI. In the event of the offer made the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council/ICAR-CTCRI
5. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the Annexure is considered necessary it should be communicated by means of a separate letter along with the tenders
6. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
7. In case of Partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to

appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

3. Acceptance by the Institute will be communicated by FAX/letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/letter etc. should be acted upon immediately.
4. The contract will be discontinued at the discretion of the Director, ICAR-CTCRI if the work is not up to the satisfaction.

The Director, ICAR-CTCRI, Sreekariyam, Thiruvananthapuram reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-CTCRI shall be final and binding on the contractor/Firm in respect of any clause covered under the contract.





**ANNEXURE-I**

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for CIVIL PETTY/MINOR WORK AT ICAR-CTCRI- Regional Centre, Aiginia, Bhubaneswar.

**I. Repair of roof top of farm Office at Regional Centre of ICAR-CTCRI, Aiginia, Bhubaneswar.**

Sl.No	Description of the work	Area	Per unit price* (in figure/words)As per BOQ)
1.1	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS: 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion, (i) Single socketed pipes		
1.1.1	110mm diameter	8 mtr.	
2.1	15 mm cement plaster on the rough side of single or half brick wall of mix		
2.1.1	1:6 (1 cement : 6 fine sand)	107.50 sq. mt.	
2.2	6 mm cement plaster 1:3 (1 cement : 3 fine sand) finished with a floating coat of neat cement and thick coat of Lime wash on top of walls when dry for bearing of R.R.C. slabs and beams.	380 sq.mt.	
3.1	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 meters lead as per direction of Engineer -in -charge.		
3.1.1	Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix)	19 cum	
3.2	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 metres lead	106 sq. mt.	
3.3	Grading roof for water proofing treatment with		
3.3.1	Cement concrete 1:2:4 (1 cement : 2 coarse sand :4 graded stone aggregate 20mm nominal size)	20 cum	

**II. Repair of 02 nos. Germplasm storage room at ICAR-CTCRI Regional Centre at Aiginia, Bhubaneswar.**

Sl.No	Description of the work	Area	Per unit price* (in figure/words)As per BOQ)
1.	Providing, hoisting and fixing above plinth level up to floor five level precast reinforced cement concrete work is ring courses bands, coping, bed plates, anchor blocks, plain window sills and the like, including the cost or required cantering, shuttering but, excluding cost of reinforcement, with 1:1:5:3 (1 cement :1.5 coarse sand(zone-III) : 3 graded stone aggregate 20 mm nominal size).	3.60 Cum	
1.2	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all completer above plinth level.		
1.2.1	Thermo Mechanically Treated bars of grade Fe-500D or more	420 kg	
2.1	Brick work with non modular fly ash bricks conforming to IS:12894, class designation 10 average compressive strength in super structure above plinth level up to floor V level in		
2.1.1	Cement mortar 1:6 (1 cement : Coarse sand)	7.50 Cum	
3.1	15 mm cement plaster on the rough side of single or half brick wall of mix		
3.1.1	1:6 ( 1 cement : 6 fine sand)	72 Sq.mt.	
3.2	6 mm cement plaster of mix		
3.2.1	1:3 (1 cement : 3 fine sand)	44 sq. mt.	

\*Total consolidated Rate per each work. Bidder must account for all the statutory

liabilities such as .....etc. else the bid will be rejected.

Note: The above mentioned contract civil work Bid format is provide as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CTCRI.

**ANNEXURE-II**

Name of the Contractor/Firm :

Registered/Postal Address :

1	Permanent Account Number (PAN)	
2.	Service Tax Registration No. if applicable.	
3.	BANK DETAILS	
a	Bank Name	
b	Branch Address	
c	Account No	
d	Type of Account(Current/Savings)	
e	MICR No	
f	IFSC	
g	RTGS/NEFT Code	

Date:

Name of the Authorised Signatory

Place:

Stamp & Signature

ANNEXURE-III

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of terms and conditions of tender.

Tender Reference No :

Name of tender/work \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned Tender/work 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 read the entire terms and conditions of the tender documents from Page No \_\_\_\_ to \_\_\_\_\_ (including all documents like Annexure(s), Schedules(s) etc..) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from the time by your department/organization too 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 our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

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

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

## ANNEXURE-IV

### INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are requested 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:

- 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 Enrolment" on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- Bidder then logs into 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

- 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.
- 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.
- 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**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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 Certificate 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:**

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as "Offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 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.
- Bidders are requested to note that they should necessary 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 changes. 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.
- The server time (which is displayed on the bidder's 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.

- 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.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 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:**

- 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.

- 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 Help Desk.

