

## INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in> Information and instruction for bidders shall form part of the bid document.
2. The intending bidder must read the terms and condition of NIT carefully. Bidder should submit his bid only if he considers himself eligible and he is in possession of all the required documents. The bidder would be required to register at e-tender portal <https://etenders.gov.in> For submission of the bids, the bidder is required to have digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
3. The tender form/ bid documents may be downloaded from the websites: <http://www.neist.res.in>. & <https://etenders.gov.in/eprocure/app>
4. Bids must be mandatorily submitted online through central public procurement portal <https://etenders.gov.in/eprocure/app>
5. Manual/Offline bids shall not be accepted under any circumstances.
6. Tenderers/bidders are requested to regularly visit the website: <https://etenders.gov.in/eprocure/app>. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
7. In case, the day of bid opening is declared a holiday by the government, the tenders will be opened on the next working day at the same time. No separate information will be broadcasted and no separate intimation shall be sent to the bidder in this regard.
8. Since, it is an online application/process, the tender opening or any other process may be delayed due to any technical fault/ server issue. And if any such issue arises, this will not be tantamount to process delay and CSIR-NEIST, Jorhat will not be responsible for the same.
9. On opening of quotation online, accepting the bid will not mean that the firm is technically or financially qualified. The same exercise will be done at CSIR-NEIST and be uploaded accordingly.
10. The Director, CSIR-NEIST, Jorhat reserves the right to accept or reject any or all the tenders.
11. Uploading of unnecessary or irrelevant papers/documents/photographs/catalogues/certificates etc. must be avoided. Documents should be related with claim and currency like leaflets, brochures, client list, organization certificate etc. Certificate of Financial Turn over: At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
12. Please attach a covering letter with your technical and financial bid.
13. In case of two-bid system, please include payment and other terms & conditions (except the prices) with technical bid along with covering letter.

14. The bid security/Earnest Money Deposit (EMD) should be send / submitted in its original form. Though the bid is to be submitted online, but the original bid security & Tender fee should be sent by post or submitted by hand to reach this office before the end of bid submission time. Also the scanned copies of the same may be submitted with the technical bid. But without receipt of bid security in original in time, the tender will invalid and will not be accepted for evaluation. CSIR-NEIST will not be responsible for any postal delay.

15. The bid security of unsuccessful bidder will be discharged / returned within a week from the date of opening of tenders.

16. The Successful Bidder's Bid security shall be treated as a part of security & shall be refunded after successful completion of defect liability period.

17. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002.

### **REGISTRATION OF BIDDER ON E-TENDERS PORTAL**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal <https://etenders.gov.in> by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 DSCs 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 CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.

8. The Institute will not be responsible for any type of technical issue regarding uploading of tender on website <https://etenders.gov.in> and any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

### SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she 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 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.

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

4. Upon the successful and timely submission of bids, 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.

### 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.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002.