

**NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)**

**Tender ID: 2025\_AAI\_259686\_1**

1. Item Rate e-tenders are invited through the e-tendering CPP Portal by **Asst. General Manager (Engg.Elect), AAI, Purnea Airport, Purnea-854303 (Bid Manager)** on behalf of Chairman, AAI from the eligible contractors for the work of **“Construction of Apron, Taxiways, GSE Road (Air and City Side) and other associated works (Phase-1) at Civil Enclave Purnea, Bihar SH : Provision of High Mast for Apron Phase-1 at Purnea Airport, Purnea, Bihar”**. at an estimated cost of **Rs. 41,89,379/- (excluding GST)** with completion period of **03 (Three) Months**.

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/e procure/app> or [www.aai.aero](http://www.aai.aero). Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at CPP-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the CPP portal <https://etenders.gov.in/e procure/app> or [www.aai.aero](http://www.aai.aero). They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help desk support).

(i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below:

-  
Tel: 0120-4711508, 0120-4001002, 0120-4001005, 0120-6277787  
E-mail: [supporteproc@nic.in](mailto:supporteproc@nic.in)

International bidders are requested to prefix 91as country code.

Tenderers are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

Before submitting queries, bidders are requested to follow the instruction given in **“Guidelines to Bidders”** and get their computer system configured according to the recommended settings as specified in the portal at **“System Settings for CPPP”**.

(ii) For any further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between

| Sl. No. | Support Persons          | Escalation Matrix     | E-mail Address   | Contract Numbers          | Timings*                      |
|---------|--------------------------|-----------------------|--|---------------------------|-------------------------------|
| 1       | Technical Help Desk Team | Instant Support       | <a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>   | 01124632950<br>Ext. 3512  | 0800-2000 Hrs. (MON – SAT)    |
| 2       | JE (IT)                  | After 4 Hrs. of Issue | <a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a><br>or<br><a href="mailto:vaibhav_g@aai.aero">vaibhav_g@aai.aero</a> | 011-24632950<br>Ext. 3523 | 0930-1800 Hrs.<br>(MON – FRI) |
| 3       | Sr. Manager (IT)         | After 12 Hrs.         | <a href="mailto:shripatim@aai.aero">shripatim@aai.aero</a>   | 01124632950<br>Ext. 3509  | 0930-1800 Hrs.<br>(MON – FRI) |
| 4       | Jt. GM (IT)              | After 24 Hrs.         | <a href="mailto:Sunil.km@aai.aero">Sunil.km@aai.aero</a>   | 01124632950<br>Ext. 3506  | 0930-1800 Hrs.<br>(MON – FRI) |
| 5       | General Manager (IT)     | After 03 Days.        | <a href="mailto:gmit@aai.aero">gmit@aai.aero</a>   | 01124657900               | 0930-1800 Hrs.<br>(MON – FRI) |

\*The help desk services shall remain closed on all Govt. Gazetted Holidays.

Tender processing fee of **Rs. 1,180/- (i/c GST), non-refundable** will be required to be paid online on CPP portal only.

Earnest Money Deposit (EMD) of **Rs.1,25,681/-** will be required to be paid online on CPP portal only.

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

**CRITICAL DATE SHEET**

|  |                                       |
|--|---------------------------------------|
| <b>Publishing Date</b>                         | <b>26.12.2025</b>                     |
| <b>Bid Document Download / Sale Start Date</b> | <b>27.12.2025 from 0930 Hrs.</b>      |
| <b>Clarification Start Date</b>                | <b>27.12.2025 from 0930 Hrs.</b>      |
| <b>*Clarification End Date</b>                 | <b>02.01.2026 up to 1800 Hrs.</b>     |
| <b>Bid Submission Start Date</b>               | <b>27.12.2025 from 0930 Hrs.</b>      |
| <b>**Bid Submission End Date</b>               | <b>17.01.2026 up to 1800 Hrs.</b>     |
| <b>Bid Opening Date (Envelope- I)</b>          | <b>19.01.2026 at 1100 Hrs</b>         |
| <b>Bid Opening Date (Envelope- II)</b>         | <b>To be intimated on CPP portal.</b> |

Note: If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

**Envelope-I (Technical Bid and Pre-qualification): - Bid containing following:**

**A. Technical Bid containing the following: -**

- (i) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.
- (ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- (iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment" on Bidder's Letter Head.
- (iv) Scanned copy of Form- A - details of similar works completed during last seven years supported with completion certificate issued by client.
- (v) Scanned copy of Form- B - Financial Information.
- (vi) Scanned copy of Form- C – Net Worth.
- (vii) Scanned Copy of Self Attested ESI and EPF registration/undertaking.
- (viii) Scanned Copy of Valid Electrical License issued by State's Licensing Authority.
- (ix) Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineering-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.
- (x) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

- (xi) PQ Performa duly filled.
- (xii) Digitally Signed Tender Document.

**B. Qualifying requirements of contractors / tenderers containing the following:**

**(Applicable for tenders other than EPC, delete for EPC tenders).**

i. Should have successfully completed or substantially completed three works, each of **Rs. 16,75,752.00 (Excl. GST)** or two works, each of **Rs. 20,94,690.00 (Excl. GST)** or one work of **Rs. 33,51,503.00 (Excl. GST)** in single contract of similar nature of **“SITC High Mast (Minimum 10 mtr. height) along with light fitting & associated works.”** during last 07 (seven) years ending last day of month previous to the one in which tenders are invited.

The details of similar works completed during last seven years in the given format- **Form-A** with supporting documents issued by client.

**Note:**

1. The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.

2. The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.

3. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:

(a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.

(b) Payments received by second agency should be reflected in TDS certificates.

4. Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

5. Substantial completion shall be based on 80(eighty) percent of awarded cost or more value wise works completed under the contract.

**“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to date of bid opening (Cover-I/ Technical bid).**

Client certificate for experience should show the nature of work done, the value of work, date of start,

date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

ii) Should have Average Annual Financial Turnover of **Rs. 14,83,040.00** on construction works during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – **Form-B (2022-23, 2023-24, 2024-25)**. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

iii) The tenderer should have a minimum net worth of **Rs. 6,28,407.00** issued by certified Chartered Accountants. The Certificate should be submitted in the given Format-**Form C**.

**\*For Start-ups bidders and Sub-contractors, for repair works estimated cost of up to Rs. 30 lakhs, the requirements regarding General Construction Experience, Particular construction Experience and Available Bid Capacity may not be insisted upon provided the bidders fulfil other criteria regarding Financial/ Personnel/ Equipment capabilities. However, to avoid overstretching of their resources, no such contractors may be allowed to hold more than 2(Two) contracts under relaxed credentials, at any given time.**

#### **Envelope-II: - The Financial e-Bid through CPP portal.**

All rates shall be quoted 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

#### **3. Refund of EMD**

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned within one week from the date of opening of the financial bid. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount/ performance bank guarantee.

#### **4. Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, 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 EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

## 7. Bids Opening Process is as below: -

### **Envelope-I (Technical bid and Pre-qualification):**

Envelope-I containing documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened on date & time mentioned in **CRITICAL DATA SHEET**.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

### **Envelope-II (Financial Bid):**

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in **CRITICAL DATA SHEET**. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

9. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI. **AAI reserves the right to verify the credential**

**submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**

a) **Forfeit the entire amount of EMD submitted by the tenderer.**

b) **The tenderer shall be liable for debarment for a period up to two years from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**

10. Consortium/JV companies shall not be permitted.

11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work. Concession is not applicable in this tender.

13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Financial information (Turnover with loss/ profit), Net worth Certificate etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

14. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and

Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.

15. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. (Annexure- LBS)

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**(Vivek Kumar Singh)**  
**AGM (Engg.-Elect.)**  
**For and on behalf of Chairman,**  
**AAI, Purnea Airport, Purnea.**

**Encl.: Annexure-A (Check List)**  
**Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)**  
**Annexure-C (CPPP under GePNIC, Help Desk Services)**

**CHECK LIST (PQ Proforma)**

**(TO BE UPLOADED BY THE BIDDER ALONG WITH TENDER APPLICATION)**

**Name of Work: - Construction of Apron, Taxiways, GSE Road (Air and City Side) and other associated works (Phase-1) at Civil Enclave Purnea, Bihar  
SH : Provision of High Mast for Apron Phase-1 at Purnea Airport, Purnea, Bihar**

| S. No. | Particulars   | ATTACHMENTS/ ENCLOSURES CHECK LIST<br>(To be uploaded /enclosed)  |  |
|--------|---|---|--|
| 1.     | Name & registered office Address of the Applicant.  |   |  |
| 2.     | Name, address, telephone, Fax No., e mail address of the authorized contact person of the agency for further communication. | Name:   |  |
|        |   | Address:  |  |
|        |   | Ph. No.:  |  |
|        |   | Mobile No.:   |  |
|        |   | Fax No.:  |  |
|        | E-Mail ID:  |   |  |
| 3.     | <b>ENVELOPE-I:</b> It shall contain the scanned copy of   |   |  |
| a)     | EMD and Tender fee.   | EMD for an amount of <b>Rs. 1,25,681.00</b> and Tender Fee of <b>Rs.1,180.00</b> to be paid online through payment gateway on CPP portal. | EMD & Tender fee paid online.<br>YES/NO  |
| b)     | Tender Acceptance Letter  | Format given at Page- PR-1 (Annexure-1) of Tender document as per e-NIT   | Scanned copy of duly signed & stamped Unconditional Acceptance Letter uploaded<br>YES/NO |
| c)     | Details of PAN card   | Enclose documentary proof in support of PAN.  | Self-attested scanned copy of PAN Card uploaded.<br>YES/NO                               |
| d)     | GST Undertaking and GST Registration Certificate.   | Enclose documentary proof in support of GST Undertaking as per enclosed format.   | Copy of GST Undertaking.<br>YES/NO   |
| e)     | Scanned Copy of Valid Electrical License issued by state's Licensing Authority  | Enclose documentary proof in support of Undertaking as per NIT.   | Signed/Scanned copy uploaded. YES/NO   |
| f)     | Undertaking regarding Tools & Plants on Company's letter head.  | Enclose documentary proof in support of Undertaking as per NIT.   | Self-attested scanned copy of Undertaking uploaded.<br>YES/NO                            |

|      |   |   |   |
|------|---|---|---|
| g)   | Undertaking regarding debarment/blacklisting on Company's letter head.  | Enclose documentary proof in support of Undertaking as per NIT.   | Self-attested scanned copy of Undertaking uploaded.<br>YES/NO   |
| h)   | Companies/proprietary firms to upload Authorization letter/POA and other documents required as per NIT.                                   | Enclose documentary proof in support of Companies / proprietary firms as per NIT.   | Self-attested scanned copy of Companies/proprietary firms uploaded.<br>YES/NO   |
| i)   | PQ Performa Duly filled   | Tenderer should submit scanned copy of PQ Performa Duly filled  | Scanned copy of PQ Performa Duly filled uploaded YES/NO   |
| j)   | Work Experience Certificates from clients of having satisfactorily completed works of similar nature along with scanned copy of Form - A. | Details of similar nature works Successfully completed or substantially completed during last seven year showing the nature of work done, the value of work, date of start date of completion as per agreement, actual date of completion and satisfactory completion of works as per the e-NIT Completion Certificates should have the following details:<br>- | Scanned copy of Form – A & scanned copy of Completion Certificates with PO and BOQ /Documents in support of eNIT uploaded<br>YES/NO |
| (i)  | Name of client:-  |   |   |
|      | Name of work:-  |   |   |
|      | Completion Value: -   |   |   |
|      | Date of Start:-   |   |   |
|      | Date of completion as per agreement:-   |   |   |
|      | Actual Date of completion of work:-   |   |   |
| (ii) | Name of client:-  |   |   |
|      | Name of work:-  |   |   |
|      | Completion Value: -   |   |   |
|      | Date of Start:-   |   |   |
|      | Date of completion as per agreement:-   |   |   |

|       |   |   |  |
|-------|---|---|--|
|       | Actual Date of completion of work: -  |   |  |
| (iii) | Name of client:-  |   |  |
|       | Name of work:-  |   |  |
|       | Completion Value: -   |   |  |
|       | Date of Start:-   |   |  |
|       | Date of completion as per agreement :-  |   |  |
|       | Actual Date of completion of work :-  |   |  |
| k)    | Whether experience from private clients?  | Non-Government/ Non PSU organizations as per e-NIT  | Self-attested scanned copy of TDS certificates of stipulated value of works from clients enclosed:<br>YES/NO |
| l)    | Details to be furnished profit and loss account for the last three years duly certified by the Chartered Accountant as submitted by the applicant to the Income-Tax Department. | Scanned copy of Form - B  | Self-attested Scanned copy of Form – B enclosed.<br>YES/NO   |
| m)    | Net worth certificate.  | Scanned copy of Form - C  | Self-attested Scanned copy of Form – C enclosed.<br>YES/NO   |
| n)    | EPF Registration Number   | Agency not Possessing EPF Registration at the time of submission of application, Bidder has to submit undertaking as provided in Tender document along with the application/Bid.  | Self-attested copy of EPF indicating validity date, name(office) and registration no. uploaded<br>YES/NO     |
| o)    | ESIC Registration No.   | Agency not Possessing ESIC Registration at the time of submission of application, Bidder has to submit undertaking as provided in Tender document along with the application/Bid. | Self-attested copy of ESIC indicating validity date, name(office) and registration no. uploaded<br>YES/NO    |
| p)    | Digitally signed Tender document.   | As per e-NIT  | Digitally Signed Scanned copy uploaded YES/NO  |

|    |  |  |                    |
|----|--|--|--------------------|
| 4. | <b>ENVELOPE-II (PRICE BID FOLDER):</b> It shall contain. |  |                    |
| a) | Price/Financial e- Bid                                   | To be quoted online through CPP portal<br><a href="http://www.etenders.gov.in">www.etenders.gov.in</a> | Uploaded<br>YES/NO |

Declaration

I, ( \_\_\_\_\_ ) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited.

Place:  
Date

Signature with stamp  
Authorized Signatory of the Agency

## **ANNEXURE –B**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

More information useful for submitting online bids on the CPP Portal may be obtained at: [www.etenders.gov.in](http://www.etenders.gov.in)

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: [www.etenders.gov.in](http://www.etenders.gov.in)) by clicking on the link “Online bidder Enrolment “on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender’s schedules. These tenders can be moved to the respective “My Tenders’ folder”. This would enable the CPP portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

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

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important documents” area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### **SUBMISSION OF BID**

- 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 “online” to pay the tender fee / EMD as applicable. Detailed SOP for online payment of Tender fee & EMD is given from page NIC-GePNIC 1 to 20.
- 4) 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 colored (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.
- 5) 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.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the DATE. The DATE 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. DATE storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (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.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.  
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.