F.6-3/2019-E-Procure
07 November, 2019

NOTICE FOR

PROCUREMENT THROUGH CENTRAL PUBLIC PROCUREMENT (CPP) PORTAL

1. This is to inform all prospective bidders that IIT Bhubaneswar has switched over from manual mode to tendering to e-tendering through Central Public Procurement Portal (CPP) designed by NIC. From now onwards all tenders/NIT/EOI will be floated on CPP portal only.

All bidders are requested to register themselves in case not register on CPP portal so as to participate in all tenders floated by IIT Bhubaneswar.

2. Detailed instruction for online bid submission are as follows:-

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

2.2 More information useful for submitting online bids on the CPPP Portal may be obtained at: **https://etender.gov.in/eprocure/app**

3 REGISTRATION

3.1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://etender.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPPP Portal is free of charge.

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

3.3) 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 CPPP Portal.

3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (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.

3.5) 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.

3.6) 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.

4 SEARCHING FOR TENDER DOCUMENTS

4.1) There are various search options built in the CPPP 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 CPPP Portal.

4.2) 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 CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

4.3) 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.

5 PREPARATION OF BIDS

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

5.2) 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.

5.3) 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.

5.4) 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. 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.

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.*

6 SUBMISSION OF BIDS

6.1) 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.

6.2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

6.3) Bidder has to select the payment option as **"offline"** to pay the EMD as applicable and enter details of the instrument.

6.4) **Bidder should prepare the EMD/Bid Security as per the instructions specified in the tender document and attach a scanned copy of the same in the technical bid of the tender document. The original instrument should be posted/couriered/handed over to the tender issuing authority. In case the original instrument is not received before the date of opening of the bid, the uploaded bid shall be rejected, whenever applicable.**

6.5) 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 (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.

6.6) 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.

6.7) 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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6.9) 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.

6.10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

6.11) 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.

6.12) Bidders should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on **IIT-Bhubaneswar** shall not be responsible for any of these factors.

7 ASSISTANCE TO BIDDERS

7.1) 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.

7.2) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://etender.gov.in/eprocure/app.

Sd
Registrar