

**भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम**  
**Indian Institute of Information Technology, Design and**  
**Manufacturing Kancheepuram, Melakkottaiyur,**  
**Chennai – 600 127, Tamil Nadu, India**



**Tender (E-Procurement Mode)**

**For**

**Supply of Compact Vacuum Sealer for Laminated Pouch Cell**

# **Notice Inviting E-Tender (E-Procurement Mode)**

**Date: 12.12.2022**

The Registrar, IIITDM Kancheepuram is interested in E-Procurement of the articles mentioned below as per the terms and conditions attached. Please submit your bid documents on <https://mhrd.euniwizarde.com> as per the due date and time. The bid documents may please be submitted on <https://mhrd.euniwizarde.com>.

<b>Item</b>	:	<b>Supply of Compact Vacuum Sealer for Laminated Pouch Cell (Specification/Quantity details enclosed as Annexure-1)</b>
<b>Tender Enquiry No</b>	:	<b>IIITDMK/2022-23/SRICCE/COMPACTVACUUMSEALER/09; Dt. 12.12.2022</b>
<b>EMD</b>	:	Bidders are to execute a Bid declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract they will be debarred for the period of one year for bidding for any tender of the institute. Further, the debarment will be intimated to all department of government of India/ governmental organizations for bidding by the firm for any tender. (declaration format enclosed as <b>Annexure-2</b> )

## **CRITICAL DATE SHEET**

<b>STAGE</b>	<b>DATE &amp; TIME</b>
Bid Submission End Date & Time	30th December, 2022- 15:00 PM
Bid Opening Date & Time	30th December, 2022- 15:30 PM
<b><u>NOTE:</u></b> <ol style="list-style-type: none"><li>1. The bidder should be a Class-I / Class-II Local Supplier meeting the requirement as per the Order No. P-45021/2/2017-PP (BE-II) issued by the Public Procurement Section, DPIIT, Ministry of Commerce and Industry, GOI dated 16-09-2020.</li><li>2. Bidders other than Class-I / Class-II Local Suppliers will not be considered and bids will be rejected outright.</li></ol>	

### **Important:**

All communications are to be addressed to in the name of The Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official purchase email id [sricce@iiitdm.ac.in](mailto:sricce@iiitdm.ac.in)

**IIITDM Kancheepuram Institute is an Educational Institution under Ministry of Education, Government of India. The rate may be quoted as applicable to Educational Institution/Universities.**

## Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.

<b>Bid-I</b>	<b>:</b>	<b>Technical Bid</b>
<b>Bid-II</b>	<b>:</b>	<b>Commercial Bid</b>

2. The tender document can be downloaded from the Ewizard Portal <https://mhrd.euniwizarde.com>. The duly filled tenders should be submitted **on or before due date 15.00 PM, 30th December, 2022**. Extension of due date will not be entertained. The instruction regarding e-bidding is enclosed as Appendix I.

3. Tenders which are submitted without following the two bid offer system will summarily be rejected.

### 4. Bid -1 : Technical Bid

**The online Technical bids should be uploaded containing the scanned copy of the following documents in (.pdf file)**

- I. The technical bid compliance sheet (**Annexure-1**)
- II. The bid security declaration form (**Annexure-2**)
- III. Certificate by Bidder – DPIIT Registration (**Annexure -3**)
- IV. Declaration of Local Content (**Annexure - 4**)
- V. Experience Certificate: Should have Supplied similar equipment (at least two Purchase Order executed on or after 01.01.2016) to reputed organizations/ research institutions/ Universities etc. (**PO copy to be enclosed as Annexure-5**)
- VI. Authorization Certificate from the Original Equipment Manufacturer (OEM) for the products is to be furnished by the supplier. Vendors without the OEM Authorization Certificate are liable to be rejected at the technical evaluation stage to be enclosed as **Annexure -6**
- VII. Item Description Leaflet **Annexure - 7**.
- VIII. Bids should have a validity of **60 days**.
- IX. **The Price Bid should not be placed in the Cover-1.**

#### **Important:**

The Technical bid consisting of all annexures and other documents should be serially numbered and to be uploaded as a single pdf file and the page number details has to be furnished in the compliance sheet. The total number of pages uploaded to be mentioned in the relevant column.

### 5. Bid-2: Commercial Bid

- i. This should contain only the price information along with commercial terms & conditions and **shall be uploaded in company letter head as PDF file through online only. The bidder can use their own format for quoting the price and it should contain all the details.** (refer clause No.8 for further details)
- ii. Submission of commercial bids by any other means shall not be accepted by the Institute in any circumstances.
- iii. Online submission of the bid will not be permitted on the portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode.

## 6. Technical Evaluation

All the technical aspects of the bids will be evaluated for suitability and specification. Further, the institute may verify from the end users specified in the technical bid about the execution and satisfactory completion of the item quoted if required.

## 7. Opening of Commercial Bids

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation.

## 8. Price

- i. The price be quoted in **INR**. The price quoted should be for FOR Destination at IIITD&M Kancheepuram, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
- ii. The packing, forwarding, freight, insurance and clearance charges, if any extra may be quoted separately in price bid.
- iii. The equipment should be delivered and installed at L009 block, Ground floor, IIITDM Kancheepuram Campus.

## 9. Delivery Period / Timelines

The deliveries and installation must be completed **within 16 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's Labs / classes.

## 10. Supply & services

- i) The items covered by this document is required to be supplied and installed at **Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai – 600 127, Tamil Nadu.**
- ii) IIITD&M Kancheepuram will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

## 11. Make in India Policy

1. This Institute is following and will abide with the Public Procurement (Preference to Make in India), Order 2017 issued from time to time. The Institute will award the Contract to the Bidder whose bid has been determined to be substantially responsive as per the Order No. P-45021/2/2017-PP(BE-II) dated 16- 09-2020 from Department for Promotion of Industry and Internal Trade (Public Procurement Section), Ministry of Commerce and Industry, Govt. of India.
2. The bidder should be a Class-I / Class-II Local Supplier meeting the requirement of minimum 20% Local Content in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP(BE-II) dated 16-09-2020.
  - i. Class I local supplier – has local content equal to more than 50%
  - ii. Class II local supplier – has local content more than 20% but less than 50%
3. Further among all technically qualified bids during the price evaluation the lowest bid will be termed as L1. If L1 is Class I local supplier the contract will be awarded to L1. If L1 is not Class I

Local supplier the lowest bidder among the class I local supplier will be invited to match the L1 price subject to class I local supplier quoted price falling within the margin of purchase preference and the contract shall be awarded to such class I local supplier subject to match the L1 price. In case the lowest eligible class I supplier fails to match the L1 price, the class I local supplier with next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and the contract shall be awarded accordingly. In case none of the class I local supplier within the margin of purchase preference matches the L1 price the contract shall be awarded to the L1 bidder (Class II Local supplier). Class II Local supplier will not get any purchase preference.

4. The margin of purchase preference for Class I local supplier is 20% from L1 price (without tax).

## **12. Restriction on Purchase on Grounds of Defense of India**

The Institute follows Ministry of Finance and Department of Expenditure OM No.6/18/2019-PPD dated 23<sup>rd</sup> July 2020 and subsequent order dated 23<sup>rd</sup> July 2020 will be binding and the evaluation will be done accordingly and the bidders are required to submit the certificate in the format given in **Annexure- 3.**

## **13. Installation**

- i) Bidder shall be responsible for installation / demonstration as applicable and for after sales service during the warranty and thereafter.
- ii) Installation and demonstration to be arranged by the supplier free of cost and the same is to be done within 15 days of the arrival of the equipment at site.

## **14. Warranty / Support**

- i) The items supplied shall carry the warranty as per the requirement mentioned in the technical specification.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary.

## **15. Indemnity**

The vendor shall indemnify, protect and save IIITD&M Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

## **16. Freight and Insurance**

The items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIITD&M Kancheepuram site.

## **17. Payment**

100% payment after delivery, installation and acceptance by IIITD&M on submission of Bank Guarantee for an equivalent value of 3% of PO value valid till warranty period plus 2 months.

## **18. Penalty for delayed services / LD**

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for

delay of every week or part thereof subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

- iii) IIITD&M Kancheepuram reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

## **19. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kancheepuram Jurisdiction only.

## **20. Force Majeure**

- a) IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.
- b) If the due date of submission of tender / tender opening is declared a holiday for the Institute, the due date for submission of tender / tender opening will be extended to same time on next working day.

## **21. Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.

## **22. Acceptance of the terms and conditions of tender document**

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

## **23. Interpretation of the clauses in the Tender Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

## **24. Integrity Clause**

No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

Sd/x  
कुलसचिव / Registrar  
IIITD&M Kancheepuram

**Annexure-1**

**Technical Compliance Sheet (to be filled and uploaded)**  
**COMPACT VACUUM SEALER FOR LAMINATED POUCH CELL – Qty (1 Nos)**

<b>Name of the Agency</b>				
<b>Office Address:</b>				
<b>Name and Mobile No. of contact person:</b>				
<b>SI No</b>	<b>Parameters and Values</b>	<b>Compliance Yes/No/N.A.</b>	<b>Deviation (If Any)</b>	<b>Remarks</b>
1	<ul style="list-style-type: none"> <li>➤ Sealing Dimensions : Max 200 mm (L) x 150 mm (W)</li> <li>➤ Sealing Width Edge : 5 mm</li> <li>➤ Sealing Blade : Hard Type</li> <li>➤ Sealing Temperature : 0-250°C adjustable with control accuracy of +/- 2°C</li> <li>➤ Heating Timer : 0-99 seconds adjustable</li> <li>➤ Vacuum Level : -100 kPa Max (Vacuum pump not included)</li> <li>➤ Sealing Pressure : -7 kg/cm<sup>2</sup> adjustable</li> <li>➤ Driven gas pressure : 60 psi.</li> <li>➤ Inert gas compatible : Highly inert gases (Ar or N<sub>2</sub>)(Compressor and inert gas cylinder not included)</li> <li>➤ Machine Dimension : Sealing unit with chamber closed : L x W x H : 470 mm x 435 mm x 485 mm. (approx.)</li> <li>➤ Control unit Dimension : 420 mm x 325 mm x 225 mm (approx.)</li> <li>➤ Max. Power : 1500 W</li> </ul>			
<b>Back-illuminated sensor to find cracks – 1 No</b>				
2	<ul style="list-style-type: none"> <li>➤ Megapixels/Sensordiagonal : 12.3 MP/ 7.9mm</li> <li>➤ Pixel size : 1.55 μm × 1.55 μm</li> <li>➤ Output : RAW12/10/8, COMP8</li> <li>➤ Back focus : Adjustable (12.5 mm–22.4 mm)</li> <li>➤ Lens standards : C-mount, CS-mount ( Including C-CS adapter)</li> <li>➤ IR cut filter : Integrated</li> <li>➤ Ribbon cable length : 200 mm</li> <li>➤ Tripod mount : 1/4"-20</li> </ul>			
<b>Clamp meter with Bluetooth and voltage probes – 1 No</b>				
3	<ul style="list-style-type: none"> <li>➤ Measurement range : 600V and 600A of AC and DC.</li> </ul>			
<b>Z Axis Slide</b>				
4	<ul style="list-style-type: none"> <li>➤ Material : Stainless steel</li> <li>➤ Slide Stroke : 150mm</li> <li>➤ Fixed Seat : M3</li> <li>➤ Pitch : 2mm</li> <li>➤ Lead : 4mm</li> <li>➤ Voltage : 12V</li> <li>➤ Current : 1.7A</li> <li>➤ Connector : 4 wire 1.8°</li> </ul>			

**X slide for micromotion – 1 No**

5	<ul style="list-style-type: none"> <li>➤ Material : Aluminum Alloy (Black Anodized)</li> <li>➤ Moving Distance Adjustment : Micrometer Differential Head</li> <li>➤ Sliding Track : Linear Guide</li> <li>➤ Rail Type : Roller Type</li> <li>➤ Table Size : 100 * 100mm</li> <li>➤ Load Resistance : 147 N</li> <li>➤ Stroke : ±12.5mm</li> <li>➤ Centimeter Card Accuracy : 0.01mm</li> <li>➤ Parallelism : 30µm</li> <li>➤ Moving Parallelism : 10µm</li> <li>➤ True Straightness : 3µm</li> <li>➤ Product Size : 145 * 135 * 20mm</li> </ul>			
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**Conveyor with pre-pouching facility – 1 No**

6	<ul style="list-style-type: none"> <li>➤ Voltage : 220V /50Hz</li> <li>➤ Power : 650 W</li> <li>➤ Sealing Speed : 0 ~ 12 m/min</li> <li>➤ Sealing Width : 8 ~ 10 mm</li> <li>➤ Temperature range : 0 ~ 300 °C</li> <li>➤ Distance from the sealing center to the conveying table : 10 ~ 40 mm</li> <li>➤ Conveyor size : L x W -840 x 153 mm</li> <li>➤ Film Thickness : 0.08 mm</li> <li>➤ Overall Dimension : LxWxH- 840 x 380 x 320 mm (approx.)</li> <li>➤ Net Weight : 3 kg</li> </ul>			
7	<b>Warranty</b> : 3 yrs or as per institute norms	YES		MANDATORY
8	<b>Delivery Period</b> : 16 weeks			

**Eligibility Criteria**

S.No	Description		Compliance Yes/No/N. A.	Page No.
1	<b>EMD</b>	Declaration Enclosed ( <b>Annexure-2</b> )		
2	<b>Certificate By Bidder</b>	DPIIT Registration ( <b>Annexure -3</b> )		
3	<b>Declaration of Local Content</b>	Local Content Certificate ( <b>Annexure - 4</b> )		
4	<b>Experience Certificate</b>	A. Should have Supplied similar equipment (atleast two purchase order executed on or after 01.01.2016 to reputed organizations/ research institutions/ Universities etc. (PO copy to be enclosed as ( <b>Annexure-5</b> ))		
5	<b>Authorization Certificate</b>	Authorization Certificate from the Original Equipment Manufacturer (OEM) for the products is to be furnished by the supplier. Vendors without the OEM Authorization Certificate are liable to be rejected at the technical evaluation stage to be enclosed as ( <b>Annexure 6</b> )		
6	<b>Compliance Chart</b>	Compliance Chart: Vendor is required to submit compliance chart duly filled in detail for all the specification points along with the technical bid.		
7	<b>Product Leaflet</b>	Data sheets of all hardware modules/devices/components shall be attached along with the technical bid for scrutiny ( <b>Annexure 7</b> )		



8	<b>Bid Validity</b>	60 Days		
9	<b>Total Number of pages uploaded in the technical bid</b>			
<b>Please Enclose Relevant Document Only.</b>				

(To be printed in the letter head of the bidder)

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**Bid Declaration form**

**To**

**The Registrar,**

**IIITDM Kancheepuram**

I/We M/s. \_\_\_\_\_ (Name) bid for the tender  
\_\_\_\_\_ (Tender No) towards supply and installation  
of \_\_\_\_\_ (Name of the item) declare that if we withdraw or modify our Bids  
either during the period of validity of bid or fail to execute the contract on award the purchase  
order/contract, we understand and agree that our firm will be debarred for the period of one  
year for further bidding of any tender of your institute. Further, we agree that your institute is  
at liberty to intimate this debarment to all departments/ organizations of government and  
governmental organizations.

**Authorized signatory with seal**

(To be printed in the letter head of the bidder)

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**CERTIFICATE BY BIDDER – DPIIT REGISTRATION**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that this bidder is not from such a country or if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed). I hereby certify that his bidder fulfills all requirements in this regard and is eligible to be considered.

**Signature with date and stamp of the bidder**

**DECLARATION OF LOCAL CONTENT**

(To be given on Company Letter Head – For tender value up to Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/ Practicing Cost Accountant/ Practicing Chartered Accountant for tender value in excess of Rs.10 Crores)

Tender No: .....

Dated: .....

To  
The Registrar  
IIITDM Kancheepuram,  
Chennai -600127

Subject: Declaration of Local Content-reg.

1. Country of origin of Goods being offered: .....
2. We hereby declare that items offered has..... % local content.

(Clarification for Local content calculation as per OM No: P-45021/102/2019-BEII-Part (1) (E-50310), dated 4th March 2021 of Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.)

3. The details of the location(s) at which local value addition is made are given in the below table;

Sl. No.	Name of the Item	Location (s) of Local Value Addition
1	2	3

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

**Important:**

"False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules 2017 along with such other actions as may be permissible under law."

Date:

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

### **PRICE BID**

***(Price bid shall be uploaded in company letter head as PDF file through online only. The bidder can use their own format for quoting the price and it should contain all the details)***

**Note:**

- I. The price be quoted in **INR**. The price quoted should be for FOR Destination at IIITD&M Kancheepuram, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.*
- II. The packing, forwarding, freight, insurance and clearance charges, if any extra may be quoted separately in price bid.*
- III. The equipment should be delivered and installed at L009 block, Ground floor, IIITDM Kancheepuram Campus.*

### **Instruction to Bidders:**

MHRD, Govt of India had implemented e-tendering system solution through the ITI limited (a government of India enterprise) and mandated to adopt the e-wizard system and the accordingly the tender documents are published in <https://mhrd.euniwizarde.com>. The tender notification is also available in the IIITDM Kancheepuram website ([www.iiitdm.ac.in](http://www.iiitdm.ac.in)).

The bidders are required to submit soft copies of their bids electronically on using valid Digital Signature Certificates.

Below mentioned instructions are meant to guide the bidders for registration on the Ewizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Ewizard Portal. For more information, bidders may visit the Ewizard Portal <https://mhrd.euniwizarde.com>.

### **Registration Process:**

- a) Bidders to enroll on the Ewizard portal <https://mhrd.euniwizarde.com> “Click here to Enroll”.
- b) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- c) 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. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

### **Tender Documents Search:**

- a) Various built in options are available in the Ewizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) 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 Ewizard Portal.
- c) 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 Ewizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- d) 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 Help desk.

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

## **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-Procurement Portal.
2. As part of the enrolment process, the bidders will be required to choose a unique user name 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 + encryption 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. For any Query contact to our helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com), MR.SURIYA – 8448288994.
8. The scanned copies (.pdf files) of all original documents should be uploaded on portal.

## **SEARCHING FOR TENDER DOCUMENTS:**

1. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
2. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fees (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the

required documents / tender schedules, Bid documents etc. Once tender fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through 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 and no separate intimation will be provided to the vendors.
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 in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored 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 Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” 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 website well in advance for the submission of the bid so that it gets uploaded well 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 “EMD Exemption” in place of EMD.
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 data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. 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 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 bid click "Complete "(i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. 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.

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