



**MEGHALAYA & ARUNACHAL PRADESH
GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA
SHILLONG**

**E-TENDER DOCUMENT
FOR
HIRING OF VEHICLES FOR FIELD DUTIES
ALONG INTERNATIONAL BOUNDARY OF INDO-
MYANMAR & INDO-BHUTAN, ARUNACHAL PRADESH &
MEGHALAYA
(Field season 2019-20)**

Tender No. : S- 2477/16-A-1 Dated 13-09-2019

To be Submitted by : 08-10-2019 (09:30 Hrs.)

Date of Opening of Bid : 09-10-2019 (10:30 Hrs.)

TOTAL PAGES : 17

The details of e-Tender with complete terms and conditions are available on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app> as well as on Survey of India website: www.surveyofindia.gov.in (for reference only) and may be read out carefully before applying the same. **The Bid should be submitted online on CPP Portal; bids received by offline mode are not acceptable.**

**DIRECTOR
Meghalaya & Arunachal Pradesh
Geo- Spatial Data Centre**

TENDER FOR HIRING OF VEHICLES WITH DRIVER
ON CONTRACT BASIS

On behalf of the President of India, the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong – 793001 (Meghalaya), invites Sealed tenders, on the prescribed Proforma for hiring of vehicles with driver for field duties of Survey of India as per the details furnished below: -

1.0 PARTICULARS OF THE TENDER

(a)	Designation and address of the authority inviting tender	:	Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong – 793 001, MEGHALAYA.
(b)	Type and number of vehicles required	:	Vehicles with Driver: Bolero Camper, Tata Sumo with carrier. (Diesel Vehicles only) for field operations to be carried out in: ARUNACHAL PRADESH, ASSAM, NAGALAND, MANIPUR, MEGHALAYA, MIZORAM, & WEST BENGAL - (Total Nos. of Vehicles: 6) Number of vehicles may be increased or decreased depending upon the actual requirement of field work.
(c)	Year of Manufacture	:	Not earlier than eight years from the date of tender.
(d)	Min. km run per litre of fuel	:	Not less than 10 kms per litre in plain areas & 08 kms per litre in hilly areas
(e)	Condition of the vehicle	:	Vehicles offered should be in roadworthy and good working condition particularly in respect of (a) Engine (b) Body (c) Paint d) Upholstery (e) Tyres etc.
(f)	Office in respect of which the vehicles hired	:	Director, Meghalaya & Arunachal Pradesh GDC , Survey of India, Malki, Shillong – 793 001, MEGHALAYA
(g)	Approximate period of hiring of vehicles	:	Up to 5 months Starting from Mid of October, 2019, which may be further extended for a period of 4-5 months, depending upon the work load.
(h)	Providing of Diesel, oil & lubricant	:	Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, will provide only Diesel for the hired vehicles.
(i)	Availability of vehicle	:	Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making their own arrangements (Lodging & Fooding). Many of the field areas are remote, hilly and forest covered.
(j)	Area of field duty	:	Working areas would be: ARUNACHAL PRADESH, ASSAM, NAGALAND, MANIPUR, MEGHALAYA, MIZORAM & WEST BENGAL
(k)	Last date and time of downloading of tender document	:	03 October, 2019 (0800 Hrs).
(l)	Last Date and Time of receiving tenders	:	03 October, 2019 (0930 Hrs).
(m)	Date and Time of opening the tenders	:	03 October, 2019 (1030 Hrs).
(n)	Total No. of pages of tender document	:	17

2.0 SCOPE OF THE WORK & ELIGIBILITY CRITERIA FOR DRIVERS:

- 2.1 Vehicle will be required for carriage of Survey of India officials with stores, instruments, luggage etc. required to carry out field survey work in the areas of **ARUNACHA PRADESH, ASSAM, NAGALAND, MANIPUR, MEGHALAYA, MIZORAM & WEST BENGAL**
- 2.2 All the vehicles are to be provided with qualified Drivers. The Drivers should be of Indian nationality, male with more than 18 years of age and minimum 8th Pass with sound health and vision.
- 2.3 The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas as the case may be (photocopies must be submitted at the time of inspection).
- 2.4 The drivers should be ready to drive the vehicle in the areas of ARUNACHA PRADESH, ASSAM, NAGALAND, MANIPUR, MEGHALAYA, MIZORAM & WEST BENGAL as per the requirement of officials of Megh. & Ar. P. GDC

3.0 TERMS AND CONDITIONS :

- 1) **The tender should be submitted online on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app>.** The scanned copies of all documents as desired including all Annexures to be uploaded/submitted on the CPP Portal. Only one electronic bid is allowed to be submitted by each bidder.
- 2) Bidder must note that the bid once submitted on CPP portal, can be altered only on CPP portal before last date of bid submission. CPP Portal will not allow any alteration after last date of bid submission.
- 3) The tender document can be downloaded from Survey of India website www.surveyofindia.gov.in **(for reference only)**
- 4) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rates quoted shall remain valid for a period of 120 days after the date of opening of the bids.
- 5) The rates quoted should be firm & final till completion of the contract period. **Hiring charges should include cost of repairs of the vehicles (supplied), all taxes leviable by the Central/ State Government(s)/Toll taxes/Check post fee, Inter State move expenditure and driver's pay and allowances including his lodging, food, boarding etc. and also including overall GST.**
- 6) The firm should be registered with an appropriate Govt. Agency and must possess valid Registration certificate.
- 7) The tenderer should have valid **GST Registration & PAN/ TAN Number.**
- 8) Bidder having good track record, manpower capacity and relevant experience as said above are only eligible to apply and preference would be given accordingly under the extant rules.
- 9) Bids with over writing, corrections without authentication initials, will be summarily rejected.

- 10) **Tenders to be submitted for supplying the vehicle(s) for all the Seven states viz. ARUNACHA PRADESH, ASSAM, NAGALAND, MANIPUR, MEGHALAYA, MIZORAM & WEST BENGAL. Accordingly, the tenderer is required to submit duly filled and signed Annexure-A as applicable.**
- 11) Rates must be quoted only for - Bolero Camper, Tata Sumo with carrier.
- 12) Successful tenderer shall ensure that sufficient cash is available with the drivers all the times to meet essential contingent expenditure and urgent repairs.
- 13) Vehicles should be **Diesel version** only.
- 14) It will be the responsibility of the tenderer to place the vehicle(s) for inspection if called for at his cost.
- 15) The vehicles offered for hiring should have necessary RTO clearance and should be registered as Commercial Vehicle. The Director, Meghalaya & Ar. P GDC, Survey of India will not be responsible for any RTO regulatory matters relating to the registration of vehicles.
- 16) Survey of India shall not be responsible for any claim that arises due to damages /injuries, pilferage to the tenderer's vehicle(s)/property under any circumstances while the vehicle(s) is/are engaged on Survey of India duty.
- 17) Vehicles must have valid registration certificate at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).**
- 18) Vehicles must have valid comprehensive insurance policy at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle). If expired, it is to be renewed, well before by the Tenderer.**
- 19) Vehicles must have necessary permit for running in the areas of field duty at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).** Apart from the states mentioned in Para 1.0 (j), the vehicle must have permits for other states also which have to be crossed to reach the area of work from Shillong.
- 20) The tenderer must submit a declaration/ undertaking to the effect that the vehicles being offered for hire are not involved in any accident/dispute/court case etc.
- 21) Vehicles must have valid fitness throughout the field work for at least One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).**
- 22) Repairs of the vehicle(s) to be carried out by the contractor immediately during the period of hire, **or** replacement is to be provided within 24 hours. **Otherwise the proportional cost would be deducted from the hiring charges/claims.**
- 23) Due to illness of driver or not performing the duty as per orders of SOI officials, the tenderer himself provide suitable replacement of driver within in 24 hours. **Otherwise the proportional cost would be deducted from the hiring charges/claims.**

- 24) In the event of any accident or damages while the hired vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of any nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in his employment including any third party claims. However, if damage or loss is incurred to Survey of India Instruments/Equipments/Stores and/or its employees as a result of any accident or any other reason involving failure of vehicle(s)/driver, the tenderer shall reimburse the same on demand and without any demur, the compensation/damages.
- 25) In case of major breakdown/accident of any vehicle the replacement of the same must be provided by the contractor within 24 hours of such breakdown/accident, failing which the Director, Meghalaya & Ar. P GDC, Survey of India shall have the right to hire any other vehicle(s) against breakdown vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay further such sum as will be sufficient to meet the difference of cost between the rate tendered and that at which the hiring is actually made if it is higher.
- 26) Earnest money amounting to Rs 20,000 (Rs Ten Thousand only) in the shape of A/c payee Demand Draft/Fixed Deposit Receipt from a **Commercial Bank** in favour of the "**Establishment & Accounts Officer, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong**" payable at **Shillong** should be furnished along with the tender. Tenders received without the Earnest Money Deposit will be summarily rejected. **The Bank Draft should be from a Nationalized Bank only and should not be 'Account payee'**.
- 27) Successful tenderer will have to submit the Security deposit/ Performance Security @ 10% of the Tender value in the shape of an A/c payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of "**Establishment & Accounts Officer, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong**" payable at Shillong within period of **7 days** after awarding of contract as mentioned as **Annexure-'F'**.
- 28) If the successful tenderer fails to furnish the Security deposit, the whole earnest money shall be forfeited without any reference to the tenderer.
- 29) Earnest money of all unsuccessful tenderers will be returned within 60 days of the award of Contract and supply of the vehicles for Hiring.
- 30) The tenderer should furnish a certificate to the effect that "**All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation**".
- 31) The Director, Meghalaya & Ar. P GDC, Survey of India reserves the right to reject any or all tenders without assigning any reason.
- 32) In case of payment of hiring charges is to be made for a period less than one month, the payment will be made on pro-rata basis for number of days the vehicle is used. The same is to apply with respect to deductions (if any), in cases of absent of driver, breakdown of vehicles, as per the conditions mentioned in the preceding paras.

- 33) **Payment will be made to the successful tenderer by the Director, Meghalaya & Ar. P GDC, Survey of India, on monthly basis only after successful completion of field duties for that period. The claim along with the requisite documents including (Tax payments) are to be submitted promptly within the First week of the next month, succeeding the month for which claim is being made.**
- 34) **Income tax as applicable will be deducted by the office from each bill as applicable for which necessary PAN is required to be provided. Self Attested photocopy needs to be submitted.**
- 35) **The tenderer must produce GST paid certificate along with the monthly submission bill otherwise necessary action will be initiated by this office.**
- 36) In case of minimum average run per litre of fuel as specified under Para 1(d) of particulars of the tender is not achieved by any vehicle, the extra cost of fuel consumed by the vehicle on the basis of actual km run per litre of fuel will be deducted from the bill/claim of the successful tenderer.
- 37) Non-pollution certificate from concerned authority is to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificates from time to time during the period of hiring.
- 38) All vehicles offered for hire shall be placed at the disposal of the Director, M. & Ar. P. GDC, Survey of India.
- 39) The Car diaries of the vehicles will have to be maintained by the driver. It shall be his sole responsibility to get the Car diaries signed by the Survey of India officer using the vehicle. Monthly statement is to be prepared for payment at the end of the month. After the expiry of hired period the Car diaries duly signed shall be deposited with the Director, M. & Ar. P. GDC, Survey of India.
- 40) The number of vehicles demanded by the Survey of India should be supplied at once on the specified date, at the Office of the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong, from where they will have to move to the areas of field duty, as named in Para 1(j) above.
- 41) An agreement will have to be executed on 100 rupees Non-Judicial Stamp Paper by successful tenderer at his own expenses as mentioned in **Annexure-‘E’**.
- 42) The contractor shall not sublet, transfer or assign the contract or any part thereof to any other party.
- 43) **The contractor will provide the required vehicles for a shorter period also, in case of requirements of field duties as per the requirement of this office and payment will be made for this shorter period on pro-rate/proportionate basis only.**
- 44) The contractor shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on

receipt, on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.

- 45) Driver provided by the tenderer will have no claim for Govt. job under any circumstances, as it is purely on Contractual/hiring basis.
- 46) In case of any dispute arising out of non-observance of any Terms & Conditions, as stipulated in this tender document, the Surveyor General of India will be Arbitration Authority and his decision will be final and binding on both the parties.
- 47) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India.
- Registration Certificates of Vehicles.
 - Valid Comprehensive Insurance cover policy in r/o each vehicle.
 - Road Permit for the vehicles in the Area of field duty and other states which are required to be crossed to reach the area of duty.
 - Valid Commercial Driving License of the drivers of the vehicles.
 - Non-pollution certificates for the vehicles from the Govt. Approved Agency.
 - Purchase details of the vehicles.
 - Valid fitness certificate of the vehicle.
 - In addition to the above, other Certificates /undertakings as mentioned in the above paras of this tender document, as applicable.

4.0 DOCUMENTS TO BE UPLOADED ON THE CPP PORTAL ARE AS UNDER:

Scanned Copies of the documents as given below to be uploaded on CPP Portal

- Scanned copy of Demand Draft for Earnest Money Deposit (Original Demand Draft for Earnest Money Deposit to be submitted on or before opening date of the tender by registered post or by hand to “**Establishment & Accounts Officer, Meghalaya & Arunachal Pradesh GDC, Survey of India**”)
- GST registration certificate.
- Tender Acceptance Letter as per Annexure ‘B’
- The FINANCIAL bid shall be filled on-line as per Annexure ‘A’: **BOQ** (Bill of Quantity) for each type of vehicle and inclusive all charges in the excel sheet.
- Details of Firm as **Annexure-‘D’**
- Undertaking for non-blacklisting firm and non-registration of criminal case.
- PAN/TAN number
- Bank Account details (Photo copy of Bank Pass Book or Crossed Cheque Leaf)
- Affidavit regarding correctness of information furnished with bid document.



Director

Meghalaya & Arunachal Pradesh GDC
Survey of India, Shillong

ANNEXURE 'A': BOQ**PERFORMA FOR FINANCIAL BID**

Performa for FINANCIAL BID has been uploaded separately in the given format in xls (**BOQ**) file on the CPP Portal which shall be downloaded and same should be uploaded after filling the relevant columns.

ANNEXURE 'B'

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

Date.....

To,
 The Director,
 Meghalaya & Arunachal Pradesh
 Geo- Spatial Data Centre
 Survey of India, Malki
 Shillong-793001

Sub:HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA -
ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

(Tender Reference No: S-2477/16-A-1 Dated 13/09/2019)

Dear Sir,

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents all pages i.e. from Page No.1 to 17 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

I/We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted in Annexure 'A': **BOQ/** Price Schedule enclosed with bid and that we shall perform all the incidental services.

If our tender offer is accepted, I/we will submit a Bank Guarantee/Security deposit for a sum of 10% of the Contract Value as performance security for due performance of the Contract within 7 days of award of contract.

I/We hereby agree to abide by this Tender offer for 1(One) year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

I am /We are aware that you are not bound to accept the lowest or any offer you may receive and also aware that, you (i.e. The Director, Meghalaya & Arunachal Pradesh GDC, Survey of India) reserves the right to reject any or all tenders without assigning any reason.

Name of Firm _____

Address _____

Phone No. _____ Fax No. _____

Mobile No. _____
 Name of Bank _____
 Bank's Account No. _____
 IFSC Code _____
 MICR No. _____
 Income Tax Registration No. _____
 GST Registration No. _____

Signature of Authorized Signatory
 Stamp of Firms

Annexure 'D'

PROFORMA : Details of Firm		
SL. No.	PARTICULARS	To be filled by the Bidder
1	Name of the Agency	
2	Date of Establishment of the Agency	
3	Name of the contact person , Mobile no. and detailed office address of the agency with office telephone No., Fax No	
4	Bank account detail for e-payment	Account No. Account type Name of Account holder Name of Branch Address of the Branch IFSC Code
5	GST/PAN/TAN No. (Copy to be enclosed/uploaded	

**Signature and Seal
of the bidding firm/agency**

Annexure 'E'

CONTRACT AGREEMENT

(Agreement to be executed on a Non-Judicial Court Stamp of Rs.100/- value)

Agreement made on this ----- day of ----- Two Thousand Nineteen between _____ (hereinafter called the Service Provider or Contractor”) on one part and the Director, Meghalaya and Arunachal Pradesh Geo- Spatial Data Centre, Shillong (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Government for providing vehicles for field duties of Survey of India as per the instructions given at the prices or rates mentioned in the Annexure-A: **BOQ** and whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. _____ (in words _____) as performance security/Security deposit for the fulfillment of this agreement.

Now, it is hereby agreed between the two parties as follows:-

- 1) The contractor has accepted the contract on all the terms and conditions listed in the Tender Document No. S-2477/16-A-1 dated 13.09.2019 (all pages enclosed with is agreement as Annexure-I) which will hold good during the period of this agreement.
- 2) Upon breach by the contractor of any of the conditions mentioned anywhere in the Tender Document, the Government may issue a notice in writing, and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the Service Provider/Successful bidder/Contractor and also to reasonable compensation for the loss caused by the failure of the contractor to fulfill the agreement as certified in writing by the Government whose certificate shall be the conclusive evidence of the amount of such compensation payable by the contractor to the Government.
- 3) The Service Provider has deposited with the Government a performance Security Deposit of Rs. _____ as security for compliance and performance in accordance with the contract. Upon the completion of the contract, the Performance Security Deposit shall after the expiry of 3(Three) months from the date of signing this agreement will be returned to the Service Provider, without interest, and after deducting any sum due by the Service Provider to the Government under the terms and conditions of this agreement.
- 4) This agreement shall remain in force until 3(Three) months after the expiry of the contract period.

5) Not-with-standing anything contained herein the tender and acceptance forms contained, the Government may cancel the contract at any time upon giving one month's notice in writing without compensating the Service Provider in anyway whatsoever.

6) In consideration of the payments to be made by the Government to the Service Provider as mentioned in the Tender Document, the Service Provider hereby agree to provide to the Government the vehicle for field duty and to remedy shortcomings / deficiencies therein, if any, in conformity with the terms and conditions of the contract.

7) If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India. Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on both the parties of this contract.

8) In witness thereof the service provider _____ has set his hereto and Director, Meghalaya & Arunachal Pradesh, Geo- Spatial Data Centre, Shillong or his authorized representative has on behalf of the Government of India affixed his signature and seal thereto on the day and the year noted.

Contractor :

Survey of India

1. Witness :

1. Witness :

2. Witness :

2. Witness :

Place : Shillong

Date :

ANNEXURE –‘F’

PERFORMANCE SECURITY FORM**To**

**The Director.
Meghalaya & Arunachal Pradesh,
Geo-Spatial Data Centre
Survey of India, Shillong**

WHEREAS.....(Name of Service Provider hereinafter called “the Service Provider” has undertaken Contract No. Dated 2019 to Supply..... Description of Services) hereinafter called the Contract. ANDWHEREAS it has been stipulated by the Government in the said Contract that the Service Provider shall furnish to you a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total Amount of (Amount of the Guarantee in words of Figures) and we undertake to pay you, upon the Government’s written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limit of..... as aforesaid, without your requiring to prove or to show reasons for your demand or the sum specified therein. This guarantee is valid until theday of..... 2020.

Signature and Seal of Guarantors

Date:

Address:

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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://eprocure.gov.in/eprocure/app>

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll” on the CPP Portal and 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 / NIC/ (n)Code / eMudhra / Capricon 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 log 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

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.

3. 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.
4. 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 formats. Bid documents may be scanned with 100 dpi resolution.
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” are 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

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 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 “offline” to pay the tender fee / EMD.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. The Director, Meghalaya & Arunachal Pradesh GDC, Malki, Shillong 793001 (Meghalaya) latest by the last date of bid submission. The details of the DD/any other accepted documents, physically sent, should tally with the Details available in the scanned copy otherwise the uploaded bid will be rejected.
5. Bidders to quote their rates/ financial bid, have to fill ANNEXURE-A : **BOQ** (excel sheet) provided with this tender document. That is, bidders are requested to note that they should

necessarily submit their financial bids in online excel format (i.e ANNEXURE-A : **BOQ**) provided with this tender and no other format is accepted.

6. Bidders are required to download the ANNEXURE-A : **BOQ** provided with tender document (excel sheet) file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder etc.). **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.
7. The serve 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.
8. 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.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. 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.
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.

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 Helpdesk. The contact number for the helpdesk is Number 0120-4200462, 0120-4001002, 0120-4001005