



## Software Technology Parks of India

1st Floor, Plate-B in Block No.-1, NBCC Building, East Kidwai Nagar, New Delhi – 110023  
Phone: 011-20815076

### REQUEST FOR PROPOSAL FOR “PUBLISHING OF COFFEE TABLE BOOK”

Software Technology Parks of India invites proposal from the prospective bidders for Publishing of Coffee Table Book. The details of RFP are as under:

1.	RFP No. & Date	STPI/HQ/PDC/01/64 & 05.09.2019 16:00 Hrs
2.	Scope of work/job	<b>PUBLISHING OF COFFEE TABLE BOOK</b>
3.	Mode of RFP	e-Tender (online) on URL <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> In Two-Bid System as follows: a) Technical Bid b) Financial Bid
4.	Issue of RFP document	The bidder can download RFP document from <a href="http://www.stpi.in">www.stpi.in</a> & <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
5.	Tender Fees	Rs.2000/- through RTGS/NEFT
6.	Earnest Money Deposit	Rs. 1,00,000/- through RTGS/NEFT
7.	RTGS/NEFT Details	Account No. : 1098101101244 IFS Code : CNRB0001098 Bank Name : Canara Bank Bank Address : Parliament Street, Delhi
8.	Pre Bid Meeting	13.09.2019 11:00 Hrs
9.	Bid submission start date & time	15.09.2019 11:00 Hrs
10.	Last date & Time for submission of proposal	30.09.2019 15:00 Hrs
11.	Date & Time for opening of proposal	03.10.2019 15:30 Hrs
12.	Validity of proposal	180 Days from the last date of submission of proposal

Interested bidders may submit their online proposal on URL <http://eprocure.gov.in>.

## Introduction

### 1. About STPI

Software Technology Parks of India is established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Ministry of Electronics and Information Technology, Government of India with an objective to implement STP/EHTP Scheme, set up and manage infrastructure facilities and provide other services like technology assessment and professional training. STPI has been the critical support agency for the Indian Information Technology & Hardware Industry for the statutory services, technology services, incubation services, industry promotion and government interfacing services. STPI's Industry Promotional and Service Provider role has been one of the key ingredients in the success story of Indian IT industry.

The objectives of STPI are:

1. To promote the development and export of software and software services including Information Technology (IT) enabled services/ Bio-IT.
2. To provide statutory and other promotional services to the exporters by implementing Software Technology Park (STP)/ Electronics and Hardware Technology Park (EHTP) Schemes and other such schemes, which may be formulated and entrusted by the Government from time-to-time.
3. To provide data communication services including value-added services to IT / IT enabled Services (ITES) related industries.
4. To promote micro, small and medium entrepreneurs by creating conducive environment for entrepreneurship in the field of IT/ITES.

### 2. Objective

STPI has been the driving force behind the global success of Indian IT Industry; however, its enormous contribution to the Industry is often eclipsed by the stupendous success of IT companies that germinated under the aegis of STPI. Today, the media, the public and the beneficiaries have virtually forgotten the formative days of this Industry when STPI stood resilient and fostered the IT companies to boost IT/ITES exports by enabling a vibrant ecosystem, which facilitated state-of-the-art infrastructure, Datacom services and statutory services. Today, the \$177 billion IT Industry with 4.14 million direct employment and over 10 million indirect employment is the largest contributor to the export growth of nation. While the success of this industry has been so edifying, STPI envisioned such tremendous growth three decades before remained pragmatic and persistently endeavoured charting the growth of this industry without eyeing for publicity.

While STPI has been driving such mammoth vision of the government in ensuring a New India with self-reliance in technology development and innovation and indigenization of technology especially in strategic areas, the story of STPI has not yet caught the attention of larger audience of the world. In Digital India, time is opportune to let the world know about the glorious story of STPI that has successfully nurtured the IT industry from

very nascent stages and transformed India into a global superpower in IT and software exports and the most preferred destination for IT outsourcing.

While there are many ways to depict the stupendous journey of STPI, a Coffee Table Book (CTB) is one such powerful option to sashay the intriguing voyage through a mélange of mesmerising visuals entwined with strings of snippets. The book will go extra mile in envisioning how the emerging technologies will be the mainstay of futuristic growth of Industry by syndicating IT veterans to share their vision through thought leadership articles.

To create the CTB, STPI intends to hire a professional expert agency to deliver results as per the Terms of Reference.

**PART - I**  
**Scope of Work**

1. Creation/ drafting of content and its editing based on the primary inputs provided by STPI.
2. Designing of the CTB with contents, photographs & data provided by STPI and/or suggested by the bidder.
3. High Quality 4+4 Colour Offset Printing of the CTB with the following specifications:
  - a. No. of CTB required – 600 Nos.
  - b. Size of CTB: 10” x 13” (HxW)
  - c. No. of Page: 120 + cover
  - d. Paper Type/Quality: Inner pages - Imported Art Paper of at least 150 gsm (Including a couple of double gate folds in inner pages)
  - e. Binding: Landscape - PLC Hardbound with Jacket of 200 GSM imported art paper with 4+4 colour offset printing on hard binding and jacket both.
  - f. Spot UV: **Spot UV on hard bound Cover and Jacket**
  - g. Lamination: Thermal matte lamination on cover & jacket and varnish in inner pages
  - h. Language: English and Hindi
4. Timeline for completion of work: The work should be completed **within two months** after finalizing all contents, photographs, data etc. receiving all primary inputs, creatives etc. by STPI.
5. The bidder should provide a dedicated professional as a single point of contact for coordination for publishing of CTB.
6. Bidder should provide one sample CTB on STPI of at least 10 inner pages with hard bound cover and jacket as per above requisite specifications for technical evaluation purpose.
7. Bidder should provide original print file (softcopy) to STPI after final printing of coffee table book.

**Note:**

1. Base price of the book should be quoted for 120 pages+cover & jacket. In case, the internal pages exceed beyond 120, then the rates should be mentioned for every Forma (4 pages is 1 Forma).
2. Bidder may consider that there might be multiple iterations/ changes in design/ contents before final printing.

## PART - II

1. RFP documents may be downloaded from web site [www.stpi.in](http://www.stpi.in) or <https://eprocure.gov.in>. Bidder has to pay the cost of RFP i.e. Rs.2000/- & Earnest Money Deposit (EMD) of Rs.1,00,000/- through RTGS/NEFT as per following details.

Account Holder Name : Software Technology Parks of India  
Account No. : 1098101101244  
IFS Code : CNRB0001098  
Bank Name : Canara Bank  
Bank Address : Parliament Street Branch, Delhi

2. Interested bidders are expected to examine the RFP carefully. Failure to furnish all information required as per the RFP may result in the rejection of bid.
3. **Performance Security:** Within 5 days of notification of award of the work, the successful bidder shall furnish Performance Security to STPI @ 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee (BG) from a reputed Nationalized Bank in favour of Software Technology Parks of India. This BG must be valid for minimum twelve months duration to cover the risk of STPI which may be extended further as per requirement of STPI. The proceeds of the BG shall be payable to STPI as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the terms and conditions of the work. The BG will be discharged by STPI and returned to the successful bidder not later than 30 days following the date of completion of the successful bidder's performance related obligations under the terms & conditions of the work.
4. EMD of unsuccessful bidders shall be returned after selection of successful bidders.
5. EMD of the successful bidders shall be returned after submission of BG.
6. Eligibility Criteria:
  - (a) Bidder should have a valid PAN & GST registration
  - (b) Bidders should have a minimum turnover of INR 1 Crore in each of the last three financial years i.e. 2018-19, 2017-18 and 2016-17
  - (c) Bidder should have at least 5 years experience in printing of annual reports/ brochures/ coffee table books/ other books etc.
  - (d) Declaration in Form-A by the authorized signatory to the effect that all conditions contained in the RFP are acceptable
  - (e) Scanned copy of Declaration in Form-B that bidder is not blacklisted from any Government/Ministry/ Department/PSU
7. The bid has to be submitted online on URL <https://eprocure.gov.in> along with the standard formats prescribed in the Tender documents displayed on the said URL. The following documents to be uploaded with the Technical bid (Form - C):

- (i) Proof of online payment of tender fees & EMD along with UTR number
- (ii) Copy of PAN registration
- (iii) Copy of GST registration
- (iv) Scanned copy of Registration of the company/ partnership deed etc.
- (v) Scanned copy of audited Balance Sheet or CA certified statement depicting the revenue for last three Financial Years i.e. 2016-17, 2017-18 and 2018-19
- (vi) Declaration in Form-A by the authorized signatory to the effect that all conditions contained in the RFP are acceptable
- (vii) Scanned copy of Declaration in Form-B that bidder is not blacklisted from any Government/Ministry/ Department/PSU
- (viii) Documentary proofs showing the experience of the bidder as requisite at Sl. No. 6(c)
- (ix) Bidder should have atleast 10 full-time qualified professionals for content writing, editing, designing and printing as on date of submission of the bid. A Self-Certificate containing the list of qualified professionals, their qualifications and experience shall be furnished on the letterhead of the bidder duly signed by Authorized signatory with stamp.
- (x) Other documents required as per the RFP

8. The bid should be signed by the authorized signatory on each page including enclosures.

9. The complete bid must be submitted online at <https://eprocure.gov.in/eprocure/app>.

10. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, shall be done & initialed by the authorized signatory after striking out the original words / figures completely.

11. Bids sent through Telex/Telegrams/Fax/Email/Post/Or any other mode except online submission shall not be acceptable.

12. All communications shall be addressed to:

**The Chief Administrative Officer  
Software Technology Parks of India,  
1<sup>st</sup> Floor, Block Plot No.-B,  
NBCC Building, East Kidwai Nagar, New Delhi- 110023**

13. **Clarification regarding RFP:**

- a. A prospective bidder requiring any clarification about the RFP may email the same at [bco.hq@stpi.in](mailto:bco.hq@stpi.in) before pre-bid meeting.
- b. The RFP and corrigenda, if any, shall be hosted on STPI and CPP portals.
- c. STPI at its discretion may extend the last date for the receipt of bids.
- d. At any time prior to the last date of submission of bids, STPI may modify the RFP.
- e. STPI reserves the right to reject/cancel any bid or all bids or the RFP without assigning any reason thereof.

14. Bids once submitted cannot be amended by the bidder.
15. All the bid documents and the correspondence between the bidder & STPI will be in English.
16. Prices shall be quoted in Indian Rupees (INR).
17. The bids shall remain valid for 180 days after the last date of bid submission. A bid valid for a shorter period may be rejected by STPI. During the period of validity of Bids, the rates quoted shall not change. In exceptional circumstances, STPI may ask for extension of the period of validity. STPI's request and the response to such a request by various bidders shall be in writing. However, there will not any change in quoted rates.
18. Any bid received offline and/or after the deadline for submission will summarily be rejected.
19. Bids cannot be withdrawn after submission and before the expiry of bid's validity.
20. The bids shall be opened at the schedule date & time. Changes, if any, shall be notified through STPI website and CPP portal. Bids shall be opened in the presence of representatives of the bidders who may choose to attend the proceedings.
21. The companies/ agencies those are eligible to get exemption from submission of tender fee/ EMD shall be granted exemption subject to furnishing of exemption certificate from Ministry of Commerce/ NSIC etc.
22. **Commercial Bids:** The bidders are required to submit their Commercial Bid in Form-D. Commercial Bids of only those bidders will be opened who are technically qualified.
23. **Negotiations:** No Negotiations are permitted. STPI shall evaluate the bids & award the work without any negotiations.
24. **STPI's Right to accept or reject Bids:** Notwithstanding anything else contained to contrary in this RFP, STPI reserves the right to accept or reject any bid or to annul the bidding process fully or partially or modifying the same and to reject all bids at any time prior to the award of work without incurring any liabilities in this regard whatsoever.
25. **Notification of Award:** STPI will notify the successful bidders in writing that it has been selected as a successful bidder for award of work. The liability of the successful bidder to perform the services will commence from the date of this notification.

26. **Delay in performance:**

- (i) Delivery of services shall be made by the empaneled agency in accordance with the time schedule specified by STPI. However, STPI may relax this time limit in standard force majeure conditions.
- (ii) In case of delay in performance for reasons attributable to the selected agency, such liquidated damages shall be imposed @ 1% of commercial quote per week of delay (upto a maximum of 10%).

27. **Payment Schedule:**

- (i) Bidder is not entitled for any advance payment of the work assigned by STPI.
- (ii) Bidder will raise the invoice as per approved rates on completion of assigned order and submit the same in triplicate to HQ along with copy of challan through which the material was provided.
- (iii) STPI shall be responsible only for payment of approved rates only subject to deduction of applicable taxes and penalties (if any). No other charges will be admissible for payment.
- (iv) 100% payment will be released by STPI within 15 working days after successful completion of supply of CTB and handing over of original print file (softcopy) to STPI. However, STPI will not be liable for payment of any interest in case of any delay in payment.

28. **Termination for Default:**

- (i) STPI may without prejudice to any other remedy for breach of terms and conditions, including forfeiture of Performance Security by written notice of default sent to the successful bidder, terminate the work / task in whole or in part after sending a notice to the empaneled agency in this regard if:
  - (a) The Agency fails to deliver or complete the job assigned in the terms and conditions within the stipulated time period.
  - (b) The Agency fails to deliver satisfactory performance.
  - (c) The Agency fails to perform any other obligations under the terms and conditions.
- (ii) STPI reserve rights to terminate the contract at any point of time without providing any reason with an advance notice of 15 days.

29. **Confidentiality:** Any information pertaining to STPI or any other agency involved in the project that comes to the knowledge of the bidders in connection with this contract will be deemed to be confidential and the bidders will be fully responsible for the same being kept confidential and held in trust as also for all consequences of its concerned personnel failing to do so. The bidders shall ensure due secrecy of information and data not intended for public distribution.

30. **Ownership of Documents:** All documents and reports prepared or obtained by the



Agency in performing the services shall become and remain the property of STPI, and the Agency shall, not later than upon termination or expiration of the contract, deliver all such documents to STPI.

31. **Arbitration:** All disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole arbitrator to be appointed by the Director General, STPI. All arbitrations will be held in New Delhi.
32. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of New Delhi courts only.
33. **Completeness of Bid:** The bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the RFP. Failure to furnish all information required by the RFP or submission of a bid not substantially responsive in every respect will be at the bidder's risk and may result in rejection of the bid. The bid is liable to be rejected outright without any intimation to the bidder if complete information as called for in the RFP is not given therein or if particulars asked for are not fully furnished.
34. **Pre-bid Meeting:** Prospective bidders may attend the pre-bid meeting for seeking any clarification and/or providing feedback/suggestions.
35. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid and STPI will in no case be responsible or liable for these costs, whether or not the bid is accepted/rejected.

## PART - III

### Evaluation, Empanelment and Award of Work

STPI's determination of technical qualification shall be based on objective evaluation of the contents of the bid itself and not on any extrinsic evidence. However, while determining the technical qualification of various bidders, STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final. STPI may ask the bidder for a clarification regarding its bid. STPI shall adopt **Quality-cum-Cost based (QCBS)** method of evaluation of bids.

1. The bidder should provide sample proof of coffee table book of at least 10 pages on the specifications as requisite in the Scope of Work (Part - I) at the time of giving technical presentation.
2. **Pre-Qualification Criteria** – The bidder should provide all relevant information/ documents as requisite at Sl. No. 6 of Part – II.
3. **Scoring Matrix** - All the bidders who will meet the Pre-qualification criteria shall be required to make a presentation before a duly constituted committee of STPI and a detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the bid technically qualifies to the requirements set forth in the RFP. Bids received would be assigned scores based on the parameters defined in the table below:

S.No.	Criteria	Supporting Documentation	Technical Score Matrix	Max Marks
1	<p><b>Turnover:</b> The bidder should not have an annual turnover of less than INR 1 Crore in each of the last three financial years 2018-19, 2017-18 and 2016-17</p>	<ul style="list-style-type: none"> <li>• Audited financial statements reflecting overall turnover for the last three financial years OR</li> <li>• A Certificate duly certified by the CA of the bidder clearly mentioning the annual turnover</li> </ul>	<ul style="list-style-type: none"> <li>• &lt; INR 1 Cr.: 0 Mark</li> <li>• INR 1 Cr. to INR 2.5 Cr.: 5 Marks</li> <li>• Above INR 2.5 Cr.: 10 Marks</li> </ul>	10
2	<p><b>Relevant experience:</b> The bidder should have successfully completed/ published at least five Coffee Table Books within the last 5 years</p>	<ul style="list-style-type: none"> <li>• Name of clients and their contact details for whom the coffee table books have been printed. (Copy of documentary proof shall be furnished along</li> </ul>	<ul style="list-style-type: none"> <li>• &lt; 5 coffee table book: 0 Mark</li> <li>• 5 coffee table books: 5 Marks</li> <li>• 5-10 coffee table books: 10 Marks</li> <li>• More than 10 coffee table</li> </ul>	20

		with Technical Bid)	books: 20 Marks	
3	The bidder should have at least 5 years experience in printing of annual reports/brochures/coffee table books/other books etc.	Copy of work order/completion certificate etc. in support of experience	<ul style="list-style-type: none"> <li>• &lt; 5 years: 0 Mark</li> <li>• 5 - 8 years: 5 Marks</li> <li>• More than 8 years: 10 Marks</li> </ul>	10
3	<b>Qualified Professionals:</b> The Bidder should have atleast 10 full-time qualified professionals for content writing, editing, designing and printing as on date of submission of the bid.	Self-Certificate containing list of qualified professionals, their qualifications and experience, on the letterhead of the bidder duly signed by Authorized signatory with stamp.	<ul style="list-style-type: none"> <li>• Below 10 professionals: 0 Mark</li> <li>• 10-20 professionals: 5 Marks</li> <li>• 20-30 professionals: 10</li> <li>• 30 or above professionals: 20 Marks</li> </ul>	20
4	In-house setup	Bidder has to provide the details of in-house setup owned by them alongwith its photographs during the presentation.	Marks will be awarded based on the merit	15
6	Presentation	Presentation (PPT/PPTX/PDF)	Technical Presentation <ul style="list-style-type: none"> <li>- Approach, Methodology &amp; strategy</li> <li>- Manpower</li> <li>- Client details</li> <li>- Previous projects</li> <li>- Sample coffee table book as required at Sl. No. 1 of part - III</li> </ul>	25
<b>Total</b>				100 marks

4. A bidder shall have to score at least 70 marks in Technical Score (St) as per “Scoring Matrix” for being eligible for opening of commercial bid.
5. The lowest evaluated Commercial Bid shall be awarded the maximum financial score (Sf) of 100. The financial scores (Sf) of all other bids shall be calculated as follows:
  - $Sf = 100 \times Fm / F$ , in which “Sf” is the financial score, “Fm” is the lowest quote, and “F” the quote of the bid under consideration.
  - The weights given to the Technical (T) and Commercial (P) Bids shall be: T = 60%, and P = 40%
  - Bids will be ranked according to their combined technical (St) and financial (Sf) scores using the weights as follows:
 
$$\mathbf{S = St \times T\% + Sf \times P\%}$$
6. STPI’s decision on the scores will be final and binding on all the bidders and no representation in this regard will be entertained.
7. The bidder will be ranked as S1, S2, S3 etc. as explained above. An example ranking is mentioned below:

Technical Score (St)	Financial Score (Sf)	St * T (60%)	Sf (on a scale of 100)	Sf * P (40%)	Combined Weighted Score	Ranking
85	86	51	81.39535	32.55814	83.55814	S2
80	70	48	100	40	88	S1
75	81	45	86.41975	34.5679	79.5679	S3

8. The S1 bidder shall be the successful bidder.

**FORM- A**

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS**

Date: \_\_\_\_\_

To

**The Chief Administrative Officer  
Software Technology Parks of India,  
9<sup>th</sup> Floor, NDCC-II, Jai Singh Road,  
New Delhi -110001**

Sir,

I have carefully gone through the Terms & Conditions contained in RFPSTPI/HQ/XXX/XX/2019-20/XXX dated XX/04/2019 regarding "Publishing of Coffee Table Book"

I declare that all the T&C of this RFP are acceptable. I further certify that I am an authorized signatory of my company and am competent to make this declaration.

Yours truly,

Signature & Seal of the Authorized signatory

Date:

Place:

**DECLARATION**

We declare and confirm that (i) we have not been blacklisted or deregistered by any Central/ State Government department or Public Sector. Undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI for segregation will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

Date:

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Authorized Signatory with Seal

FORM – C

**Technical Bid for Publishing of Coffee Table Book**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

1	Name of the Company/ Agency	
2	Postal Address:  (i) Telephone No.  (ii) Fax No.  (iii) Email	
3	Date of Establishment (submit proof viz. Copy of Certificate of Incorporation / Registration/ Proof of partnership/proprietary firm)	
4	Name of the CEO/MD	
5	Experience as requisite at Sl. No. 6(c) of Part – II of tender documents. Submit proof	
6	Turnover of bidder in last three Financial years (Copy of Balance Sheet or CA certificate must be enclosed with proposal)	2018-19 Rs. _____ 2017-18 Rs. _____ 2016-17 Rs. _____
7	PAN No. (Submit proof)	
8	GST No. (Submit proof)	

9	Declaration in Form-A from authorized signatory to the effect that all conditions contained in the RFP are acceptable	
10	Declaration in Form-B that the Bidder has not been debarred / blacklisted by any Government / Semi-Government agency	
11	Any other documents	

I.....(designation).....of (Name of the bidder).....do hereby declare the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my bid shall be liable to be rejected.

Authorized Signatory

**OFFICE SEAL**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_



**FORM D**

**Commercial Bid**

<b>S. No</b>	<b>Description</b>	<b>Minimum Qty. required</b>	<b>Unit Price (in Rs.)</b>	<b>Total (in Rs.)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
1.	Publishing of Coffee Table Book as per the scope of work given in RFP.	600 Nos.		
2.	Any other charges			
3.	GST			
<b>Total</b>				

Declaration: I/We will abide by all the Terms & Conditions and technical compliances as given in the bid document.

Signature & Seal of the Authorized signatory

Date:

Place:

## **Appendix - 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:  
<https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" 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 / 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.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My

Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 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. 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 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 they can upload the bid in time i.e. on or before the bid submission time.
- 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/online" to pay the tender fee / BSD as applicable and enter details of the instrument.

- 4) Bidder should prepare the EMD (Ernest Money Deposit) as per the instructions specified in the tender document.
- 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 white coloured (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) 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.
- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 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 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.