

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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

## **2.6 SUBMISSION OF BIDS**

2.6.1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

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

2.6.3) Bidder has to select the payment option as “**offline**” to pay the tender fee / EMD as applicable and enter details of the instrument.

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

2.6.5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9 ) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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

2.6.11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.6.12) The bidder may please not that there is no facility of extension of the bid submission date for what so ever reason. Therefore they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on. **IIT Bhubaneswar** shall not be responsible for any of these factors.

## **2.7 ASSISTANCE TO BIDDERS**

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

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

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

## **3. INSTRUCTIONS**

1. Bidders must submit their digitally signed bids in first Envelop contains the following documents:

### **A. Cover 1**

- EMD Details (original Instrument shall be sent to Tender Issuing Authority)
- Bid Securing Declaration Form for EMD exempted firms (Annexure – VIII)
- Technical Bid along with literature
- OEM Authorization Certificate (MAF)
- copy of your Income Tax return copies (last three years) and copy of PAN
- List of Items along with specifications.
- Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities etc.,
- Bidders details.
- Make In India declaration for local content. (as per Annexure VII.)
- All other documents as per attached Annexures (I to XI Except Price Bid BoQ)

### **B. Cover 2**

- Price Bid. (**In Second Envelop in BoQ Ms-Excel format.**)
- Price reasonability certificate in PDF format & similar Purchase Order/ company price list.
- Item & Work wise Price break up.

2. The offer must be submitted in **Two Bid - Two Envelope** only though uploading in the CPP Portal, before the last date & time for bid submission.

3. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.

4. In case, the firm quoting for above mentioned items is the Authorized Dealer / Distributor of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

5. **Original Equipment Manufacturer (OEM) and their Authorized Dealer / Distributor both shall not be participated in tendering process. In such case, OEM Bid will be considered a per CVC guidelines.**

6. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

#### **4. Pre Bid Meeting**

- ❖ A pre bid meeting will be held on **20.12.2022 during 11.30 Hrs. to 12.30 Hrs.** through for seeking clarification on the tender conditions if any. **Pre-Bid will be conducted online Mode.**
- ❖ Bidders or their authorized agents needs to demonstrate the clarifications.
- ❖ Bidders who desires to attend the Pre-Bid Meeting shall sent such intimation along with the Queries, if any by email to [skaranki@iitbbs.ac.in](mailto:skaranki@iitbbs.ac.in) on or before **19.12.2022 @ 18.10 Hrs.** **Only those bidder who has send their willingness to participate in Pre-Bid meeting before above time period will be allowed to participate in pre-bid meeting. Link will be provided 10 minutes before meeting to the willingness Bidders.**
- ❖ Participation in the Pre-bid is voluntary. However all bidders are advised to take the cognizance of corrigendum published, if any, before the submission of their bid.

#### **5. TERMS & CONDITIONS**

**The offer must comprise of the following failing which it will be treated as non-responsible hence rejected:**

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **EMD (Refundable) ₹ 1,30,000/- (Rupees One Lakh Thirty Thousand only) in favor of The SRIC, IIT Bhubaneswar, to be submitted in the form of Demand Draft (DD)/ FDR from any Nationalized/ Scheduled Commercial Bank pledged in favor of "IIT Bhubaneswar" payable at Bhubaneswar and it should be valid for a period of 45 days beyond the bid validity period. Bids received without EMD, Bank mandate form and other essential documents will be rejected.**
3. **Original Demand Draft & FDR for EMD shall to send to Stores & Purchase Section, 3<sup>rd</sup> Floor, Admin Building, IIT Bhubaneswar, Argul, Jatni, Dist. Khordha, and Odisha. 752050, before end date of Bid Submission and soft copy of the same instruments to be uploaded along with bid on CPPP in EMD details. Instrument received other than uploaded on CPPP shall not be accepted and such bid will be rejected on the basis of non-submission of EMD.**
4. **NSIC/SSI/MMSME Units are exempted for submitting the EMD/ Bid Security as per Govt. Of India order. Documentary proof to be enclosed with clearly mentioning the Category for EMD exemption.**

**EMD Exemption applicable to NSIC/SSI/ MSME Units who are actual manufactures of the Quoted Stores and not for the Quoting or Offering Stores Manufactured by other OEM. Traders/Distributors/Reseller/ Authorised Agents will not be considered for availing benefits of EMD Exemption under PP Policy 2012 for MESs as per MSE guidelines issued by MoMSME.**

5. **EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply with PO terms and fails to deliver the stores, its EMD will be forfeited.**
6. **Conditional tenders will not be accepted.**
7. **Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.**
8. **BoQ is in INR only, bidder shall quote in INR only. No request shall be entertained to add any other currency after the floating of the tender under any circumstance.**
9. **Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank. As the comparative statement will be generated by system. As system generates the comparative statement on the basis of the final landing cost. In case, any box left blank by Bidder such as taxes etc. system presumed that all break up prices included in the final landing cost.**