NOTICE INVITING TENDER No:
GOAW/PUR/017/2020-21

1. The Office of the General Manger, Government Opium and Alkaloid Works Neemuch invites Single-Bid online tenders (Financial Bid) for supply of FIRE SAFETY EQUIPMENTS from manufacturers/distributors or their accredited agents for supply of the under noted stores on SUPPLY ORDER basis strictly as per the specifications mentioned in Annexure ‘A’ to this Notice Inviting Tender.

<table>
<thead>
<tr>
<th>SR NO.</th>
<th>Name of item/store</th>
<th>Quantity</th>
<th>Single-Bid / Two Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LIGHT WEIGHT FIRE PROTECTIVE SUIT/DANGRI</td>
<td>10 Nos.</td>
<td>Single-Bid</td>
</tr>
<tr>
<td>2</td>
<td>HIGH PRESSURE PORTABLE HAND HELD &amp; BACK WATER MIST SYSTEM</td>
<td>2 Nos.</td>
<td>Single-Bid</td>
</tr>
<tr>
<td>3</td>
<td>HOSE BOX</td>
<td>15 NOS</td>
<td>Single-Bid</td>
</tr>
<tr>
<td>4</td>
<td>DELIVERY HOSE</td>
<td>30 NOS</td>
<td>Single-Bid</td>
</tr>
<tr>
<td>5</td>
<td>CHEMICAL SUIT</td>
<td>8 NOS</td>
<td>Single-Bid</td>
</tr>
</tbody>
</table>

2. CRITICAL DATES OF TENDER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publish Date &amp; Time</td>
<td>08.07.2020 &amp; 18:00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Sale / Document Download Start Date &amp; Time</td>
<td>08.07.2020 &amp; 18:00 Hrs</td>
</tr>
<tr>
<td>3</td>
<td>Sale / Document Download End Date &amp; Time</td>
<td>29.07.2020 &amp; 15:00 Hrs</td>
</tr>
<tr>
<td>4</td>
<td>Bid Submission Start Date &amp; Time</td>
<td>08.07.2020 &amp; 18:00 Hrs</td>
</tr>
<tr>
<td>5</td>
<td>Bid Submission End Date &amp; Time</td>
<td>29.07.2020 &amp; 15:00 Hrs</td>
</tr>
<tr>
<td>6</td>
<td>Bid Opening Date &amp; Time</td>
<td>30.07.2020 &amp; 15:30 Hrs</td>
</tr>
</tbody>
</table>

3. Tender documents may be downloaded from Central Public Procurement Portal (CPPP)
site http://eprocure.gov.in(eprocure/app as per the schedule given in time schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should enrol/register before participating through the website http://eprocure.gov.in(eprocure/app. The portal enrolment is free of cost. Bidders shall submit their quotation online on http://eprocure.gov.in/eprocure/app as per the tender document published. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.

4. The tenders shall be submitted online, in one part i.e. Financial Bid only, along with all the tender documents. The format of Financial Bid is given in BOQ. All the pages of the bid must be sequentially numbered and signed. Over writing, if any, has to be duly certified/attested by the bidder or his authorised signatory irrespective of nature of content of the documents before uploading. Bids submitted without copies of documents specified shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website https://eprocure.gov.in(eprocure/app shall not be considered. No correspondence will be entertained in this matter.

5. Interested parties are advised to visit CPPP website https://eprocure.gov.in(eprocure/app regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

6. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.

7. Interested parties may also download the tender from the official websites - www.goaf.gov.in & The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal https://eprocure.gov.in(eprocure/app on or before 03.00 PM on 29.07.2020.

8. For any clarification Shri B. R. Subramanian, Deputy Manager GOAW, Neemuch may be contacted at the office Tel. No. 07423-220614(Office) & Mob. No. 9600075759 Shri Gaurav Purohit, UDC, GOAW, Neemuch may be contacted on Mob. No. 9982086826.

(S. S. Mangal)
MANAGER
Enclosures:

(i) Annexure-A (Technical specifications).
(ii) Annexure – B (General information for the tenderers & Terms and conditions)
(iii) Annexure – C (Tender Acceptance Letter)
(iv) Annexure – D (Special Instructions for online submission of bids)
(v) Annexure- E (Amount of EMD to be deposited)
1. Scope:

Fire Retardant Overall (Dangri) for firefighting purpose, single piece, dangri style, made from inherently flame resistant fabric suitable for use by fire fighters, exposed to challenging atmosphere of Fire & Heat. Protective suit should be breathable, with smart fitting and capable of providing comfort of movement to the user during fire fighting and similar operation keeping in consideration Indian hot tropical climates.

2. Construction:

The Protective FR Overall (Dangri) shall be made from inherently flame retardant fabric having following features-

(i). The fabric used for the fabrication of the protective FR suit shall be of Nomex or Kevlar, inherently flame retardant having permanent heat and flame protection that cannot be removed or washed out throughout the life of the garment.

(ii). The fabric shall be made from a blend of meta aramid and para aramid yarn with 2-3% anti static yarn. The presence of Cotton, Wool, Carbon and non aramid fibres in the blended fabric shall not be acceptable.

(iii). The fabric shall be comfortable, breathable for reduced heat stress and ability to wick away moisture (anti sweating). The weight of the fabric should be 220 GSM (Gram per Sqm) with max tolerance of +/- 5%.

(iv). The fabric of the FR Overall (Dangri) shall be of soft comfortable finish, durable and capable of washing as well be colour fast.

3. Colour:

The Protective FR Overall (Dangri) shall be made in Royal Blue Colour.

4. Stitching:

Stitching of the FR Overall (Dangri) shall be stitched with FR aramid sewing thread to ensure that the seams have high strength, elasticity, durability, stability, finish and colour fastness.

5. Features

The Protective FR Overall (Dangri) shall be designed as per the following features-

(i). The Garment shall have high protective collar with throat guard of height 10 cm.

(ii). Epaulettes (Flap) on each shoulder shall be provided.

(iii). Overall shall be of front opening type having one central concealed heavy duty metal zipper with brass stud.

(iv). The overall should have full sleeves with single stud cuff fastening and provision of cut zipper to facilitate rolling.

(v). FR Overall (Dangri) shall be fabricated to provide five pockets as following:

1st Pocket - Radio pocket on left chest with metal button and Velcro flap closure.
2nd Pocket - Right Chest, flap style with metal button and Velcro closure
3rd Pocket - Open Pen Pocket on shoulder
4th & 5th Pocket - Trouser cargo pocket at outer side of knee level (each side) with flap secured with metal button and Velcro closure.

Elasticized Waistband additionally with loop and button shall be provided for smart fitting.

Additional Customization:

(v) 2" (50mm) wide reflective FR trim shall be positioned around arms, waist and legs. The reflective tape shall be fire retardant, triple trip design (Yellow-silver-yellow) and certified to EN 471 for high visibility.

(vi) Printing of letter wording i.e. “FIRE” etc to be printed in silver colour at the back of the FR Overall (Dangri). The height of the letters shall be 5 inches wording of the letters to be provided at the time of Order finalization.

Sizes:

The Sizes to range from Small to XXXL size chart to be provided by Vendor along with the Bid offer. Exact sizes shall be intimated at the time of placing order.

Markings/Stamping:

Labelling shall be provided on the garment showing Manufacturer Name, Size, Washing Instruction and EC Type Examination/CE certification for EN ISO 11612 and EN ISO 11611 standards etc.

Certification:

The finished FR Overall (Dangri) shall be certified to the following international governing standards-

(i) EN ISO 11611:2007
(ii) EN ISO 11612:2008

Manufacturer shall provide EC TYPE Examination Certificate from the Government (national & international) body for the offered garment in support of compliance to the above standard.

Testing:

Successful vendor shall also submit a sample drawn from the fabric of the FR garment used for fabrication of FR Protective suit. This sample length of 5 mtr shall be tested at NABL accredited textile labs in India for compliance and passing the following test parameters-

(i) Limited flame spread as per ISO 15025 -- level A1 / A2
(ii) Convection heat as per ISO 9151 -- level B1
(iii) Radiant Heat as per ISO 6942 -- level C1
(iv) Tensile strength as per ISO 13934-1 > 400 Newton
(v) Tear strength as per ISO 13937-2 > 20 Newton
(vi) Limited Flame spread as ISO 15025 -- Pass class 2
(vii) Electrical resistance as per EN 1149-2 -- Pass class 2
(viii) Impact of Spatter drop as per ISO 9150 -- Pass class 2
10. Packing:
Each complete suit shall be packed in a good quality aesthetically designed bag with zipper.

11. After Sale Support:
The manufacturer shall be an ISO 9001 QA firm with after sale service support and manufacturing facility in India for repair and wash care servicing for the offered FR Overall (Dangri).

12. Warranty:
(i). The suit shall carry warranty for a period of 02 year from the date of acceptance of the material.

13. Authorisation:
If the supplier is not a manufacturer of item, they shall submit valid authorisation letter from the original manufacturer of their Indian corporate office along with offer. The manufacturer or their Indian corporate office shall have confirmed in writing for availability of all spares and after sales service support for the entire life of the equipment from the date of supply of the above system. Without which the offer shall be rejected.

14. Pre-Dispatch Inspection:
Pre-dispatch inspection shall be carried out by the representative of management and CISF (detailed by FHQ).
PORTABLE WATER/FOAM MIST FIRE FIGHTING SYSTEM
(BACK PACK TYPE)

1. Scope:
The Water Mist based firefighting system that utilizes very fine water spray to extinguish fire. It is considered as most efficient firefighting agent with exceptionally high heat absorbing capacity and latent heat of vaporization. Water droplets with size of 1 to less than 1000 micron (µ) are referred to as mist (1mm = 1000 micron). It creates a blanket thus making the atmosphere inert around the fire and extinguished the fire efficiently and promptly.

2. General requirements:
(i). Back Pack system shall be suitable for Class A, Class B & live electrical fires up to 1000V/1m distance.
(ii). The equipment shall be capable to form water droplet of size above 250 microns and delivered to the fire with Kinetic Force strong enough to overcome the convection currents of fire.
(iii). The Water Mist system shall be capable of carrying 10 liters of water which can discharge in the form of fine mist through a discharge gun using compressed air.
(iv). The system shall also be capable to operate in a combination of water with foam for fighting petrol/ diesel fires as well as for solid fire of class A, B and electrically generated fire.
(v). The material of the vessel shall be light weight anti corrosive alloy aluminium or composite alloy. The filling port with cap shall be on the top of the vessel.
(vi). Compressed air cylinder shall be of 02 litres (Water Capacity) charged at 200 bar. The cylinder and valve shall have approval of CCE Nagpur.
(vii). Extinguishing gun-
Weight of gun and nozzle shall not be more than 1000 gm. Single gun shall be useful for A, B & Electrical fire.
(viii). Launching distance-
Approx. 12m or more.
Electrical Fires - up to 1000 V/ 1 m distance as per EN 3 standard
Operating time- 20 to 25 sec.
Flow rate - 24 litres/min
(ix). Rating:
Class A - 55 A
Class B - 233 B
Electrical fire up to 1000 V
(x). Length of hose shall be more than 1.2 m.
(xi). Back pack shall be ergonomically shaped and harnesses shall be of fire resistant type material.
(xii). Operating temperature- Tmin +5°C; Tmax +60°C.
(xiii). Overall weight of the charged system shall not be more than 30 kg.

3. Certification/ Approvals:
(i). Certification standards: CCE Nagpur, DIN EN 3, CE etc.
(ii). The system shall have built in safety valve for adjusting pressure.
(iii). The complete system shall be tested by an internationally approved laboratory/CBRI Fire Lab. Roorkee for compliance to DIN EN 1866-1:2007-10 and EN 3-7:2004+A1:2007 (E), CCE Nagpur etc, and other national/international standards as applicable for all clauses mentioned in the standard.

4. Accessories:

One spare cylinder of same type shall be supplied.

5. Warranty:

(i). The unit shall carry warranty for a period of 01 year from the date of acceptance of the material.

(ii). After sales service and availability of spare parts shall be available for entire life of the material.

6. Training:

The supplier shall demonstrate the system after delivery at the consignee’s premises. Operational and general maintenance training of the above system shall be given to operational staff at user site immediately after supply.

7. Marking:

The equipment and its accessories shall be marked for capacity, manufacturer’s name, month/year of manufacturing etc.

8. Authorisation:

If the supplier is not a manufacturer of system, they shall submit valid authorisation letter from the original manufacturer of their Indian corporate office along with offer. The manufacturer or their Indian corporate office shall have confirmed in writing for availability of all spares and after sales service support for the entire life of the equipment from the date of supply of the above system. Without which the offer shall be rejected.

9. Pre-dispatch Inspection:

Pre-dispatch inspection shall be carried out by the representative of management and CISF (detailed by FHQ).
HOSE BOX

Double Door Hose Box Cabinet (M.S. / FRP / SS / AL.)

Item Description:

Double Hose Box to accommodate 2 lengths of 15 Mtrs. 63mm Fire Hoses and 1 No. short branch pipe.

Approximate Size: Width 750mm x Length 600mm x Deep 250mm

MOC: M.S. Sheet 16 to 18 SWG / SS 304 sheet 18 SWG/ FRP

Material: MS, FRP, and S.S.
SPECIFICATION FOR 15 Mtrs. DELIVERY HOSE:-

Non percolating flexible fire fighting-delivery hose, three layered synthetic jacketed with unified and cover of special polymers / elastomeric compound designed to resistant to heat, impact, kinking, abrasion and penetration of liquids, oils, chemicals, acids, alkalis, solvents, ultra violet light, light in wt, having burst pressure 50kg/cm², proof pressure 25kg/cm², water pressures 18kg/cm², bearing IS:636-1988 (Reaffirmed:2003) type B with ISI mark & having T.A.C & MVD, Lloyds, MCA & UL approvals, having ISO 9001 : 2000 quality certifications. Should have 63 mm GM made instantaneous Male & female couplings as per IS: 903 with ISI mark.
TECHNICAL SPECIFICATION OF CHEMICAL SUIT

Supply of liquid tight coverall conforming to Type 3 EN 14605 as per the following specifications:

1. The liquid tight coverall should be made of soft and flexible multiple layer fabric.
2. The coverall should have double zip system, double cuff design & ultrasonically welded seams to ensure liquid tight seal.
3. The coverall should have elasticated hood, wrist, waist & ankles.
4. The coverall hood should be designed for optimum fit with full face respirators.
5. The coverall should have an effective chemical barrier like Toluene, Butanol & Sulphuric acid etc. against organic as well as inorganic chemicals.
6. The coverall must protect against strong and directional jets of a liquid such as spray from a burst pipe under pressure.
7. Colour of the coverall should be green or grey.
8. Size of the coverall should be XL/XXL.

NOTE:

EN approval copy for the liquid tight coverall according to Type 3 EN 14605 and test certificate of fabric according to EN 369 must be submitted along with the offer.
MINISTRY OF FINANCE, DEPT. OF REVENUE, GOVT. OPIUM & ALKALOID WORKS, NEEMUCH (M.P.)

TENDER NO.: GOAW/PUR/017/2020-21

TENDER DOCUMENTS

GENERAL INFORMATION FOR THE TENDERERS

1. With reference to this office tender notice issued vide F.No I(20)023/PUR/CISf/2020 dated 06.07.2020, sealed tenders are invited for ‘SUPPLY OF FIRE SAFETY EQUIPMENTS’ from established/reputed manufacturers/distributors or their accredited agents as per specification enclosed with the Tender Documents.

2. Last date for uploading of tenders is up to 15:00 Hrs. of 29.07.2020. Tenders uploaded after due date, time and not in prescribed tender document will not be considered. The tenders are to be submitted (Uploaded) in the prescribed Tender Documents, in respective covers.

3. Tenders uploaded up to prescribed time and date will be opened on 30.07.2019 at 15.30 HRS

4. Financial Bid in the prescribed format as per BOQ shall be duly filled in and signed by the authorised signatory and uploaded online by the bidder along with the self-attested and stamped scanned copies of the following documents:

   Cover-I
   a. Scanned Copy of the current and valid Trade License and Dealership Certificate as applicable.
   b. Scanned Copy of the current and valid GST Registration Certificate.
   c. Tender Acceptance Letter in format given in Annexure-C
   d. Scanned Copy of EMD/ relevant certificate, if exempted.
   e. A Self declaration on stamp paper shall be submitted duly notarized to the effect that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India
   f. The Financial Bid (as in BOQ) shall be duly filled in, digitally signed and uploaded online by the bidder.

Financial bid should be submitted online through Central Public Procurement Portal e-tender system website http://eprocure.gov.in/eprocure/app. Off line Bids shall not be accepted.

Note:

1. Price Bid in BOQ Excel form.
2. Price bid format may be download from eprocurement site https://eprocure.gov.in/eprocure/app/
3. Tenderers should not modify the price bid.

5. In case the tenderer fails to submit any of the documents as stated above, Financial bids of the bidder shall not be considered for opening and shall be rejected straight away without any further reference.

6. When the material is ready to dispatch at your site, Pre Dispatch Inspection shall be carried out by the representative of GOAW, Neemuch. and Further instruction regarding Delivery will be
7. If it is noticed that the goods supplied do not conform to the specification of the order, GOAW, Neemuch shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.

8. Earnest Money of the unsuccessful tenderers shall be released after finalization of the tender, as per General Financial Rules 2017. Interest on the Earnest Money Deposit / Security Deposit will not be paid on any score, what-so-ever.

9. A Self declaration on stamp paper shall be submitted duly notarized to the effect that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India.

10. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right to reject or accept any tender without assigning any reason.

(S.S. Wadagri)
MANAGER
TERMS AND CONDITIONS

1. The bid must contain complete specification of the Fire Safety Equipments clearly showing compliance with prescribed technical specifications.

2. The bid security/EMD as mentioned in annexure-E in the form of A/c payee demand draft, fixed deposit receipt, Bankers cheque or Bank guarantee from any of the commercial Banks drawn in favour of Assistant Chief Accounts Officer, Govt. Opium and Alkaloid Works, Neemuch (except Micro and small enterprises (MSEs) as defined in MSE procurement policy issued by department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organisation or the concerned Ministry or department) must be accompanied along with duly signed terms and conditions and self declaration. If a bidder is interested to supply only one item, then he/she shall be liable to submit the EMD for particular item only or if a bidder is interested to supply all the item, He/she will be liable to submit EMD for all the item collectively.

   The bid security is to be valid for a period of forty five days beyond the final bid validity period. The EMD of successful bidder shall be released after furnishing of security deposit at the earliest. The EMD of unsuccessful bidders shall be released at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the The supply of the material will be made to the GOAW, Neemuch.

3. The basic price on F.O.R. (Free on Rail/Road) price and GST/other taxes should necessarily be indicated in the price bid.

4. Successful bidder must ensure to make GST payment and file all the GST return in time.

5. The rates offered will remain valid till the completion of supply of entire quantity of the store and till the validity of annual rate contract. Conditional tenders shall not be accepted.

6. In case the tenderer withdraws his offer or in the event of tenderer failing to execute, after his tender is accepted, the Earnest Money Deposit furnished by him shall be forfeited without any prejudice to other rights of Govt. of India under any law.

7. In the event of tender being accepted, the Supply Order will be placed by the Competent Authority of Govt. Opium & Alkaloid Works, Neemuch.

8. The successful tenderer to whom Supply order is issued, shall have to furnish Security Deposit in the form of Account payee Demand Draft drawn in favour of Assistant Chief Accounts Officer, Govt. Opium and Alkaloid Works, Neemuch/ Bank Guarantee/ Fixed Deposit Receipt from a commercial bank at the rate of 5% of the total value of the order. Such Security deposit should remain valid for a period of sixty days after the successful completion of the supply.

9. In case of delay or failure to execute the Supply Order (s) against the contract, the General Manager, Govt. Opium & Alkaloid Works, Neemuch without prejudice to any other right, under laws, shall have the option:

   a) To recover liquidated damage (LD) of the value of stores which is not delivered or delayed shall be recovered as follows:

   In case of the delivery of stores or any installment thereof is accepted after expiry of the original delivery period, the GM may recover from the supplier the LD equivalent to 0.5(Half)
percent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The maximum LD shall not exceed 10(Ten) percent of the value of delayed goods.

b) To purchase from other sources at the risk and cost of the supplier to extent of material not delivered.
c) To cancel the Supply Order without any liability on G.O.A.W.
d) To blacklist and debar the company from making any future supplies to any Govt. Department / PSU of Govt. of India.

10. In case of exigencies, unforeseen circumstances, the Competent Authority of GOAW, Neemuch reserves the right to cancel the supply order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.

11. Legal proceedings, if any, emanating from the Supply Order shall fall within the jurisdiction of the competent court of Neemuch as the case may be.

12. The stores when received at the delivery place / destination shall be inspected for its quantity and quality.

13. No advance payment on any account shall be made for the supply. After inspection of the material supplied and on the material found satisfactory, payment shall be released by way of PFMS.

14. When the material is ready to dispatch at your site, Pre Dispatch Inspection shall be carried out by the representative of GOAW, Neemuch and Further instruction regarding Delivery will be conveyed by this office based on PDI report.

15. The material can be inspected at the premises of manufacturers / suppliers by the officers of this organization to ensure the quality of the material as per specification.

16. The competent Authority also reserve the right to increase or decrease the quantity of Item/material to be supplied based on assessment of the final requirement & tender agrees to supply such revised quantities at the same rates and terms of this tender.

17. Validity of Bids: The Bids should remain valid for 90 days from the date of Financial bid opening.

18. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.

19. If any tenderer submit more than one financial bid, the bid would be liable to be rejected out rightly.

20. Canvassing for obtaining tender will be disqualified the bidder from tender process.

21. Price Evaluation will be done for each item individually and separate supply order may be issued to individual supplier based on L1 and recommendation of Tender Opening Committee.
TENDER ACCEPTANCE LETTER

To

The General Manager
Govt. Opium and Alkaloid
Works, Neemuch (M.P)

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Supply of Fire Safety Equipments".

Tender Reference No: _______________________

1. I/ We have downloaded / obtained the tender document(s) for the above-mentioned tender from the website(s) namely as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s), issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Date: 
Address:

Signature:
Name of the Authorised Signatory :
Designation:
Seal/Stamp:
Instructions for Online Bid Submission

1. 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.

2. More information useful for submitting online bids on the CPP Portal may be obtained at https://eprocure.gov.in/eprocure/app

REGISTRATION

a. Bidders are required to enrol 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 Enrolment” on the CPP Portal which is free of charge.

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

c. 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.

d. 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 / nCode / eMudhra etc.), with their profile.

e. 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.

f. 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

i. 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.

ii. 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.

iii. 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

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

b. 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.
c. 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.
d. 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.

SUBMISSION OF BIDS

i. 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.

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

iii. 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.

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

v. 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.

vi. 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

1. Any enquiries 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. 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 2337315.
<table>
<thead>
<tr>
<th>SR NO.</th>
<th>Name of item/store</th>
<th>AMOUNT OF EMD TO BE DEPOSITED IN INR IN FORM OF DEMAND DRAFT/FDR/BANK GUARANTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>FIRE SAFETY EQUIPMENTS</td>
<td>22,000/-</td>
</tr>
</tbody>
</table>