

CENTRAL ELECTRONICS LIMITED
(A Public Sector Enterprise)



TENDER DOCUMENT

for

**“APPOINTMENT OF AN NCVET RECOGNIZED AWARDING BODY
FOR ASSESSMENT AND CERTIFICATION IN OSHE FOR
CONSTRUCTION WORKERS”.**

Tender Notice No.: C-2(b)/RC/0500/2526/0056 dated 29.01.2026

Dy. General Manager
Materials Management Division
Central Electronics Limited,
4, Industrial Area, Saur Urja Marg, Sahibabad-201010 (UP) INDIA
Tel. No.0091-120-2895144 Fax No.0091-120-2895148
Email:mmd@celindia.co.in Website: www.celindia.co.in

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TENDER NOTICE

Tender Notice No.: C-2(b)/RC/0500/2526/0056

dated 29.01.2026

Central Electronics Limited invites online bids TWO PACKET SYSTEM (Technical & Financial) from eligible bidders for **“Appointment of an NCVET recognized awarding body for assessment and certification in OSHE for construction workers”**. The bid shall remain valid for a minimum period of 180 days from the date of opening of tender.

Scope of Work	As per Annexure C
Earnest Money Deposit	5,00,000/- (As per Annexure C)

Interested parties may view and submit the tender document containing the detailed terms & conditions, free of cost from the website www.etenders.gov.in/or <http://www.celindia.co.in>

Please see important dates and Eligibility Criteria as per Annexure-1.

Note:

1. Any downloading from the website is at the sole risk and responsibility of the user. CEL will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason what so ever.
2. Corrigendum/ addendum to this tender if any, will be uploaded in website mentioned above. This may kindly be noted by the bidders/prospective bidders.
3. CEL reserves the right to reject any or all the tenders, in part or full without assigning any reason thereof.

For **CENTRAL ELECTRONICS LIMITED**

Sd-

Dy. General Manager

Materials Management Division

NOTE: Instructions to Tenderers for Online Bid submission is attached at last three pages of this Tender Document.

NATURE OF TENDERING

1. This is a Open tender
2. If there be any corrigendum / addendum to the NIT/tender document the same will be posted on the website and requirement of separate communication by post to the tenderer who have already applied, will not be applicable. It will be responsibility of tenderers to check time to time for corrigendum to the tender if any and submit their offer accordingly.

IN CASE OF ANY QUERY, BIDDER(S) MAY CONTACT THE FOLLOWING PERSONS:

<u>SL no.</u>	Contact Persons for Technical Issues (Scope of the tender etc.)	<u>SL no.</u>	Contact Persons for Other Tender/Enquiry Issues
	ISD Division		MMD Division
1	Sh. Amit Sharma (SM-ISD) amitsharma@celindia.co.in	1	Sh. Vinit Kumar Srivastava (SM-MMD) vinit@celindia.co.in
		2	Sh. Hari Kishan Bharti (ATO-MMD) hkbharti@celindia.co.in

TENDER DOCUMENT for Tender Notice no. C-2(b)/RC/0500/02526/0056**Important Instructions: -**

The following documents/Annexure are part of tender document:		
i.	Tender notice along with Annexures	
ii.	Important Dates	Annexure 1
iii.	BOQ format for submission of price bid ((Financial Bid))	Annexure 2
iv.	Standard terms & conditions (GCC)	Annexure B
v.	Special Terms & Conditions of (STC) Eligibility criteria,	Annexure C,
vi.	Undertaking for Authorization	Annexure B-1A
vii.	Undertaking For Non-Black Listing	Annexure B-1B
viii.	Tender acceptance letter	Annexure B-1C
ix.	Format for submission of Vendor Data	Annexure D
x.	Format Of Declaration In Lieu Of Emd/Bid Security	Annexure-F
xi.	Format for performance bank guarantee	Annexure G
xii.	Check List For Bidders	Annexure H
xiii.	Instructions for Online Bid Submission	Annexure I
1.	Quotations shall be liable to be rejected if there is/are any deviation(s) from the specifications.	
2.	Escalation in price, deviation from delivery schedule, terms and conditions will not be permitted in your quotation. Statutory Taxes & Duties should be shown separately from the price.	
3.	If the bidder is a MSE, in such case bidder must have Udyam Registration certificate issued to it under the MSMED Act 2006, and the copy of the same to be submitted with techno commercial bid. If a MSME bidder does not furnish the Udyam Registration certificate with techno commercial bid documents, such MSE unit will not be eligible for availing benefits under Public Procurement Policy for MSEs order 2012.	
4.	Catalogue, literature, specification details should accompany the quotation. Incomplete quotations are liable to be rejected.	
5.	Quotation should be submitted ONLINE as per instructions given in tender.	
6.	Any deviations whether technical specifications or commercial terms and condition stated anywhere in the bid shall not be taken into account and may render the bid non-responsible and liable to be rejected.	
7.	Vendor Data should be submitted in the Format for submission of Vendor Data as per Annexure D.	
8.	Quotation should be submitted ONLINE in TWO PACKET SYSTEM .	
9.	In case of any ambiguity between any terms given in Standard Terms & Conditions (GCC) at Annexure B and Special Terms and Conditions at Annexure C, the terms given in Special Terms & Conditions at Annexure C will prevail and override those at Annexure B.	
10.	Deviations from specifications, terms and conditions are not allowed. The bid of that bidder who mentions deviations anywhere in the technical bid would not be considered for price bid opening. The bid of bidder who mentions deviation in price bid would be rejected and such bidder may be barred/blacklisted for participation in future tenders.	
11.	Tender/Quotation/Bid should be submitted in ONLINE MODE on www.etenders.gov.in. Last date of receiving of tenders/quotations is as per Document Control Sheet. The following are to be submitted in your quotation duly signed and stamped on all pages: Part A and inline to Pre-Qualification Criteria i. Filled up format for Submission of Vendor Data as per format at Annexure D . ii. Tender acceptance letter as per format at Annexure B 1C . iii. Document Required to be submitted as per STC, Annexure C, iv. Compliance and acceptance of all the Annexures is a must along with the documentary proof and any bid without compliance will be liable to be rejected. Part B: (Financial Bid) and inline to Annexure 2 : Price Bid to be filled ONLINE in the separate BOQ file only as per Annexure 2	

Important Dates:

Tender Reference No.	C-2(b)/RC/0500/2526/0056
Name of Organization	Central Electronics Limited
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Packet System	Two Packet System
Tender Category (Services/Goods/works)	Works/Goods/Services
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell)	Works/Sevices
Payment Mode (Online/Offline)	Online
Date of Issue/Publishing	29.01.2026 (17:00 Hours IST)
Document Download/Sale Start Date	29.01.2026 (17:00 Hours IST)
Document Download/Sale End Date	19.02.2026 (16:40 Hours IST)
Bid submission Start Date	29.01.2026 (17:15 Hours IST)
Last Date and Time for Submission of Bids	19.02.2026 (16:45 Hours IST)
Date and Time of Opening of Bids	20.02.2026 (11:00 Hours IST)

Note:

1 This is a Open tender

2 No Deviation from Specification, Terms & Condition of Tender allowed. Quotations having deviation from our specification, terms & condition would be rejected.

3 If there be any corrigendum / addendum to the NIT/tender or Enquiry the same will be posted on our website and requirement of separate communication by post to the bidder who have already applied, will not be applicable. It will be responsibility of bidders to check time to time for corrigendum to the tender if any and submit their offer accordingly.

Annexure-2

BOQ format for submission of price bid

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: Dy. General Manager - MMD

Name of Work: "Appointment of an NCVET recognized awarding body for assessment and certification in OSHE for construction workers".

Tender No: C-2(b)/RC/0500/2526/0056

Name of the Bidder/ Bidding Firm/ Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	HSN Code	Net Revenue share offered to CEL in percentage	TOTAL Net Revenue share offered to CEL in percentage	TOTAL % (INR may be read as %) In Words
1	2	4	5	6	13	53	55
1.01	"Appointment of an NCVET recognized awarding body for assessment and certification in OSHE for construction workers".	1.00	LOT			0.00	INR Zero Only
Total In Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

NOTE: -

- 1. Bidder should provide the HSN Code.

Annexure B**Standard terms and conditions:**

(Terms and conditions mentioned in Annexure C will supersede these Standard Terms and Conditions wherever there is any difference.

1.	Original Manufacturer	CEL will prefers to get offers directly from the original manufacturers and prefer to deal directly with manufacturer. NOT APPLICABLE
2.	Terms of Price	The terms of Price would be FOR CEL, Sahibabad unless specified otherwise in special terms & conditions of Annexure C.
3.	Deviation Clause	No Deviation from Specifications, Terms & Conditions of the tender is allowed. Quotations having deviation from our specifications, standard terms & conditions would be liable to be rejected.
4.	Export Licensing	All requirements of export licensing, Govt. permissions or any other statutory clearance from the country of export as per regulations existing in the supplier's country shall be the responsibility of supplier, if required as per the terms of the purchase order. NOT APPLICABLE
5.	Indian Agent	In a tender either the Indian agent on behalf of the foreign Principal/OEM or foreign Principal/OEM itself can bid but both cannot bid simultaneously in the same tender. If an agent submit bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender. Agent quoting on behalf of OEM /Principal shall submit valid authorization certificate along with their offer. NOT APPLICABLE
6.	Taxes and duties	The taxes and duties are to be clearly mentioned, if any, in relevant column in the BOQ/Price Bid. (As per Special terms & conditions of Annexure C,)
7.	Delivery schedule	As per Special terms & conditions of Annexure C,
8.	Payment terms	Payments would be made on quarterly basis on completion of each quarter on satisfactory services. In case payment is delayed for any administrative reason, no interest thereon will be paid. The following documents shall be submitted for payment: a) Original invoice b) Quarterly performance report duly signed by the Engineer-in-charge. As per Special terms & conditions of Annexure C,
9.	Pre-dispatch Inspection/ Inspection Clause	Inspection will be done by CEL representative. CEL shall have free access to the supplier's works during testing and final inspection. Vendor shall inform MMD not less than one week in advance. All testing arrangements shall be the responsibility of the vendor. CEL reserves the right to inspect the material (also through Third Party) during manufacturing and/or before dispatch as per specifications and test protocols. Internal inspection report and inspection certificate must accompany the supply. NOT APPLICABLE
10.	Price variation Clause	Price variation will not be permitted and quotations having Price variation clause will be rejected. (This clause will be superseded by Price Variation Clause, if any, in Annexure C).
11.	Price reduction for delayed delivery	In the event of delay in affecting the delivery within agreed period, a reduction in the price shall be levied @ 1% of the total order value per week or part thereof subject to maximum of 5% of the total order value. The date of submission & inspection call letter will be considered as delivery date for the purpose of price reduction for late delivery clause. (This clause will be superseded by Price reduction for delayed delivery, if any, in Annexure C).
12.	Validity of offer	The quotation/tender/bid submitted by the bidder/supplier shall be valid for a minimum period of 60 days from date of opening.
13.	Determination of	As per Special terms & conditions of Annexure C,

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	successful bidder	bidder
14.	Splitting of tender quantity in two or more bidders	CEL reserve the right to split the quantity and award on two or more vendors as per the production / project requirement. The following norms would be adopted in case of split of quantity: If the lowest quoting vendor is an approved vendor and the second lowest and third lowest bidders are also approved vendors to CEL 100% of tender quantity would be split amongst the approved vendors only. In case of split of quantity in two approved vendors, the same shall be applicable for lowest (L1) & second lowest (L2) in the ratio of 70:30 at the rate & terms applicable to L1 approved vendor, keeping in view the objective that the per unit landed cost to CEL in case of purchase from L1 or L2 approved vendor remains same. In case of split of quantity in three approved vendors 60% quantity would be awarded to L1 approved vendor and balance 40% quantity will be awarded to the L2 approved vendor and L3 approved vendors in the ratio of L2's quantity > L3's quantity subject to acceptance of L1 rate by L2 and L3 vendor. If the L2 vendor does not accept the L1 approved vendor's rate and terms then the quantity will be split between L1 approved vendors and L3 approved vendors. Micro & Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price where L1 is non MSEs (as per "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012"). If price quoted by a MSE is within L1+15% and such MSE is L4 or higher (provided L1, L2 and L3 are not the MSEs) and agrees to the rates & terms quoted/agreed by L1 bidder, then the splitting of quantities may be done as: MSE bidder: 20%, other bidders: 80% of tender quantity as given in above paragraph. NOT APPLICABLE
15.	NEW UNAPPROVED VENDOR POLICY	Bidders who are not in the approved vendor list of CEL and are unapproved in CEL would be allowed to participate in open tenders. However, the quotation of such bidders would be evaluated based on the eligibility criteria defined in the tenders. If the bidders satisfies the eligibility criteria and meets the specifications and terms and conditions given in the tender then that bidder may be awarded with purchase order/work order of maximum 10% of the tendered quantity in order to develop that bidder as a vendor to CEL for participation in future tenders subject to the following conditions:- - The bidder should be either the 1st lowest quoting bidder or 2nd lowest quoting or 3rd lowest quoting bidder. - The bidder should agree to supply the tendered material at the lowest quoting bidder's rate if the bidder is unapproved and is L2 or L3 bidder. - The bidder must fill up the vendor registration form and follows the vendor approval procedure. - The maximum quantity to be divided between the unapproved bidders would be 10% of the total tendered quantity. - Supply from unapproved bidders who are awarded purchase/work order would be taken only after approval of samples, wherever applicable. - In case of Capital items/Projects/EPC/Works Contract or even regular procurement for production where splitting of tender is not possible, purchase/work order would be placed on lowest eligible & technically qualified vendor only. Any new vendor who wish to do business with CEL for these items may submit their credentials separately through our vendor registration form available in vendor section of our website (www.celindia.co.in). They may also contact e-mail: vms@celindia.co.in for the same. NOT APPLICABLE

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16.	Corrections/ Alterations in bid	Any corrections/alterations in the tender/quotation/bid should be duly signed by the bidder. CEL does not take any responsibility for delay in receipt or non-receipt or loss of tender(s).
17.	Earnest money deposit (EMD)	Earnest money deposit (EMD): 5,00,000/- to be submitted as Earnest Money Deposit through RTGS/NEFT. No interest shall be payable on the earnest money deposit. The earnest money may be deposited into CEL's account with Canara Bank. The details of account are as below: Beneficiary Name: Central Electronics Limited Beneficiary Account Number/IBAN: 87761250000014 Beneficiary Bank MICR Code: 113502010 Beneficiary Bank Name: Canara Bank (IFSC: CNRB0018776) Bank Address: Sahibabad Branch, CEL Complex, Plot No. 1, Site 4, Sahibabad 201010 Exemption from submission of EMD: MSE bidders are exempted from submission of EMD. However, they have to submit Udyam Registration certificate and "Bid Security Declaration" mandatorily as per format given in Annexure F. The Earnest Money Deposit (after deduction of bank charges, if any) of the unsuccessful bidders will be returned within one month of finalization of tender. EMD of successful bidder will be converted in to security deposit and will be returned within one month of acceptance of material by CEL. (As per Special terms & conditions of Annexure C)
18.	Security Deposit	As per Special terms & conditions of Annexure C,
19.	Submission of Tender	Tender/Quotation/Bid should be submitted in ONLINE MODE on www.etenders.gov.in. Last date of receiving of tenders/quotations is as per Document Control Sheet. The following are to be submitted in your quotation duly signed and stamped on all pages: Part A and inline to Pre-Qualification Criteria i. Filled up format for Submission of Vendor Data as per format at Annexure D. i. Tender acceptance letter as per format at Annexure -1C. ii. Document Required to be submitted as per STC, Annexure C, iii. Compliance and acceptance of all the Annexures is a must along with the documentary proof and any bid without compliance will be liable to be rejected. Part B: (Financial Bid) and inline to Annexure 2 : Price Bid to be filled ONLINE in the separate BOQ file only as per Annexure 2
20.	Opening of Tenders	Opening of Tenders: Technical bid will be opened on as per document control sheet. The technical bids will be opened and evaluated by a duly constituted committee. After evaluation of the technical bid, Price bids of only those bidders will be opened whose technical bids are found suitable. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee.
21.	Rejection of bids	CEL reserves the right to reject any or all tenders/quotations/bids received or accept any or all tenders/quotation/bids wholly or in part. Further, CEL reserves the right to order a lesser quantity without assigning any reason(s) thereof. CEL also reserves the right to cancel any order placed on basis of this tender in case of strike, accident or any other unforeseen contingencies causing stoppage of production at CEL or to modify the order without liability for any compensation and or claim of any description.
22.	Risk and Cost	In case an order placed by the CEL based on the quotation/bid/tender submitted by

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		the bidder/supplier is not executed by the supplier/bidder, CEL may buy the ordered goods from elsewhere at the risk and cost of the supplier and recover the additional amount that CEL may have to spend in procuring the stores plus 10% to cover the overhead & incidental expenses. Also, in case of default of service, if the amount of recovery is not sufficient to recover the cost and risk from the party against the PO, the differential amount, will be recovered or to be set off from any kind of outstanding from any other contract or Purchase order awarded to the vendor.
23.	Extension of Service Period	.As per Special terms & conditions of Annexure C,
24.	Replacement of Rejected Material	Any material supplied against order place on basis of this tender and found to be defective on inspection or differing from approved samples or make or specifications will be replaced by the supplier free of cost or full refund made for the amount paid by Central Electronics Limited including freight and insurance and other incidental charges at our discretion.
25.	Termination for Default	CEL may terminate the contract in whole or in part for the following reasons: 1. If the supplier/ contractor fails to deliver any or all of the goods within the period(s) specified in the contract/ purchase order, or within the extension time granted by CEL. 2. If the supplier/ contractor fails to perform any other obligation(s) under the contract/ purchase order. 3. If the supplier/ contractor has engaged in corrupt/ fraudulent practices in completing/ executing the work assigned to him. CEL may, without prejudice to any other right or remedy available to it, by a three days' notice in writing, cancel the contract as a whole or in part in default of the contract. CEL shall have the right to carry out the incomplete work by any means at the risk and cost of the contractor. In addition to rights to forfeiture of PBG and application of LD charges, on the cancellation of the contract in full or in part, CEL shall determine what amount, if any, is recoverable from the contractor for completion of the work or part of the works or in case the works or part of works is not to be completed, the loss or damage suffered by CEL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancellation, the value of contractor's material taken over and incorporated in work assigned as per the purchase order. "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution. "Fraudulent practices" a misinterpretation of facts in order to influence the action of a public official in the procurement process or in contract execution and includes collusive bidding among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels to hamper free and open competition.
26.	Force Majeure	Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations, if the non-performance results from such Force Majeure circumstances i.e. Flood, Fire, Earth Quake and other acts of God as well as War, Military Operation, blockade, Act or Actions of State Authorities that have arisen after signing of the present contract. Party invoking this clause shall serve notice of seven days along with the proof of occurrence of the force majeure event to the opposite party. At the time of cessation of such force majeure event a notice of the same shall also be served to the opposite party. In such circumstances, upon a written approval of CEL, the time stipulated for the performance of an obligation under the present contract will stand extended correspondingly for the period of time of action of these circumstances and their consequences. However, any such extension shall be given only if extension is

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		granted by the ultimate buyer/ user. Parties at all times take reasonable steps within their respective powers and consistent with good operation practices (but without incurring unreasonable additional costs) to: a. Prevent Force Majeure Events affecting the performance of the Company's obligations under this agreement; b. Mitigate the effect of any Force Majeure Event; and c. Comply with its obligations under this agreement. Further if the period of Force Majeure event extends beyond three months* the parties may consider the foreclosure of the agreement. * Period of three months may vary at the discretion of CEL as per the validity period of the contract.
27.	Performance Bank Guarantee	As per Special terms & conditions of Annexure C,
28.	Technical clarifications	Bidders desiring any technical clarification may contact General Manager, MMD, Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010 Phone no. 0120-2895145 Fax: 0120-2895148 email: amitsharma@celindia.co.in , hkbharti@celindia.co.in , vinit@celindia.co.in , and ssg@celindia.co.in between 10:00 hrs to 12:00 hrs on any working day up to 18.02.2026 . However, the tender submission and opening dates would remain firm as per Annexure-I.
29.	Arbitration	Indigenous bidders: All the disputes, difference controversies/ difference of opinions, breach and violation arising from or related to this agreement between the parties, then the same shall be resolved by mutual discussion /reconciliations in good faith. If disputes, difference controversies /difference of opinions , breach and violation arising from or related to this agreement cannot be resolved within 30 days of commencement of reconciliations / discussions then the matter shall be referred to the sole arbitrator, nominated by CMD CEL, for this purpose and his/her decision shall be final binding on both the parties. The cost of arbitration, if any shall be shared equally between the parties. The arbitration proceedings shall be conducted by the Arbitral Tribunal in accordance with the provisions of the Arbitration & Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be Delhi and language of such arbitration proceedings shall be in English. All disputes relating to this agreement shall be subject to jurisdiction of the courts at Delhi only.
30.	Restrictions under rule 144 (xi)	Restriction under rule 144(xi) on General Financial Rules (GFRs), 2017 order F. no. 6/18/2019-PPD dated 23 rd July 2020 and their subsequent amendments/corrigendum/memorandums, etc. shall be applicable. As per Special terms & conditions of Annexure C
31.	Dispute Resolution	Inter se ministries and its departments/Subordinates offices/ Attached offices and Autonomous and statutory bodies: In case the bidder is a Ministry or its departments/subordinate offices/attached offices or an autonomous or a statutory body, then any dispute arising out of this tender, between such bidder and CEL, shall be resolved as per Administrative Mechanism for Resolution of Disputes (AMRD) in accordance with OM No. 334774/DoLA/AMRD/2019 dated 30.03.2020 issued by Ministry of Law & Justice
32.	Banning of business dealings	CEL reserves the right to ban the business dealings of the supplier/ as per CEL's "Policy on banning of business dealings" available on CEL website (www.celindia.co.in).

Annexure: C**Special Terms and Conditions (STC)**

1. **Objective/Purpose:** The purpose of this tender is to appoint a suitably qualified and NCVET-recognised Awarding Body for conducting assessment and certification of candidates in the domain of Occupational Safety, Health and Environment (OSHE) for construction workers in a State of North India.

CEL will submit its quote to the customer based on the techno-commercial proposal obtained from the successful bidder. The work will be awarded to the Successful Bidder in the form of Purchase Order only after award of work from the client and the terms and conditions for the work including the completion period and quantum of work shall be governed by the customer's order to CEL. The bidder quoting highest Net Revenue Share (NRS) will be considered as successful bidder.

2. **Scope of work:**

- a. Broad Scope of Work is given in Annexure-3 of this tender document. Detailed scope of work will be shared with the successful bidder after finalization of the same with the client.
- b. The successful bidder shall be responsible to complete the work in all respects and doing so, provide/Services/supply all items covered/not covered as per the BOQ, but nevertheless required for satisfactory performance of complete system.
- c. Any amendment issued by end customer to CEL will be applicable on the successful bidder.

3. **Completion Period:** The indicative completion period for the project is one (03) years. However, based on the actual completion period from the Customer, the Delivery period for the successful bidder shall be varied accordingly.

4. **Estimated Price:** Rs. 90 crore including GST.

5. **Tender Type:** Open Tender with Two-Bid System comprising of Technical and Financial Bids.

6. **Technical Eligibility Criteria:**

S.No.	Description	Eligibility Criteria	Documents to be Submitted
1.	Experience	1. Must be a valid NCVET-recognised Awarding Body	1. Letter from NCVET.
		2. Must have at least one OSHE Qualification Pack listed on NQR.	2. Documentary proof of NQR Listing.
		3. Must have assessed or trained a minimum of 10,000 candidates in OSHE in the last 3 years cumulatively.	3. Work Completion Letter/Certificate from the client/competent Authority.
		4. Must have trained a minimum of 5,000 construction workers in domain & safety in the last 3 years cumulatively.	4. i. Copy of work order/PO/MOU/agreement from the clients. ii. Work Completion Letter/Certificate from the

			client/ Competent Authority.
		5. Must have minimum 5 OSHE Subject Matter Expert on panel.	5. Copy of Acceptance letter from Subject Matter Expert along with CV & copy of degree/diploma certificate.
		6. Must have minimum 5 Master Assessors & 5 Master Trainers in OSHE.	6. Copy of Certificate along with acceptance letter from Master Assessors & Master Trainers.
2.	Financial	Average annual turnover of ₹30 crore during the last three financial years.	Audited financial statements / CA certificate for the last three FYs.
		Positive net worth as per the latest audited financial statements.	CA certificate showing positive net worth.
3.	Authorization in favour of the person signing the documents.		On company's letter head as per Annexure-B1-A.
4.	Non- blacklisting undertaking	The bidder should not be blacklisted or debarred by any Central/State Government, PSU, or other Government agency.	Notarized declaration as per Annexure-B1-B.
5.	Tender acceptance Letter: Bidder will submit unconditional acceptance of all terms & conditions of the tender document		On company's letter head duly signed & stamped by the authorized signatory as per Annexure-B1-C.
6.	EMD submission		Submit transaction details, DD, PBG.etc.

7. Earnest Money Deposit (EMD): ₹5,00,000 (Rupees five Lakh only).

EMD can be submitted in the form of Bank Guarantee or Demand Draft/NEFT/RTGS as per account details given in the tender. **Proof of submission of EMD is to be submitted along with the Bid documents.**

EMD will be returned after the award of Purchase Order by CEL to the vendor or after 6 months if CEL fails to qualify in the Customer's tender or receive order from the customer.

The NEFT/RTGS deposit shall be made to the following CEL account:

Account Name: Central Electronics Limited

Account Number: 87761250000014

IFSC Code: CNRB0006999

Bank Name: Canara Bank

Branch Name with Complete Address: Ground Floor 16 DCM Building Barakhamba Road, Delhi 110001

- 8. Performance Bank Guarantee (PBG):** Successful bidder shall furnish a Performance Bank Guarantee amounting to 3% of the total contract value including all taxes, duties and other costs and charges, without considering Input Tax Credit within 30 days of award of the work order. The PBG should remain valid for a period of 3 months beyond the Delivery Period mentioned in the Work Order. The vendor must renew the PBG suitably in case of contract extension, if any.

In case of non-submission of the Performance Bank Guarantee (PBG), the equivalent amount shall be deducted from the first payment and released upon submission of the PBG.

- 9. Validity of bid:** Validity of the bidder offer is 6 months (180 days) from the date of opening of the bid.
- 10. Taxes & Duties:** Relevant Taxes in line with GST i.e. SGST/CGST or IGST to be considered by the bidder. Tax rates and nature will be on back-to-back basis. GST and other applicable taxes are exclusive and GST to be shown separately and will be as per actual.

11. Payment terms and Delivery Schedule:

- a. Payment will be released to the successful bidder/vendor on pro rata basis after CEL has received its Payment from customer after the submission of necessary documents such as Vendor Invoice, receipt acknowledgement of goods/service by end user.
- b. Payment terms will be as per the final Purchase Order issued to CEL by the customer, as applicable.
- c. Other Direct Expenses including BG commission paid by CEL on BG issued to end customer will be deducted from the payment of the vendor.
- d. The payment shall be done on the basis of actual Supply/service as certified by the end customer.
- e. Advance payment can be made only against a bank guarantee (BG) of an equivalent amount, and only after receiving the customer's advance payment.
- f. CEL Expenses such as TA/DA of its employees for travels related to project for the awarded work will be borne by the successful bidder on actual basis.

- 12. Variation clause:** CEL reserves the right to place order to the successful bidder up to 50% additional or reduced quantity at the rate offered at the time of placing order or during the currency of the contract.

- 13. Patent Right:** CEL shall be completely absolved of any responsibility towards any infringement of Patent Right etc. i.e. a clear and quiet possession of goods should take place with the passing of title on execution of the order.

- 14. Damage to Properties:** In case of any accident/damage to customer/end user properties by the successful bidder during Project execution, full responsibility will be attributed to the successful bidder.

- 15. Extension of Contract:** If customer extends CEL's contract duration, then CEL may extend the contract duration of the successful bidder on same terms and conditions as mentioned in the vendor's Purchase Order and this will be binding on the successful bidder/vendor. In case, the end customer varies the agreed terms then CEL will accept the extension only after consent from the vendor.

- 16. Transportation and Transit Insurance:** : All transportation, transit insurance required for supply

and commissioning of the system are to be arranged by the bidder and no extra cost shall be paid. Any damage to the material and system supplied through this contract till the handover of the equipment shall be the responsibility of the vendor and insurance (if any) required to mitigate the risk shall be borne by the vendor.

17. Warranty & Support: The selected bidder shall be responsible to provide on-site Warranty and Support for the entire period as per customer Tender.

18. Tender Award Criteria: Bids will be assessed by adopting a two-stage evaluation criteria – Technical Evaluation and Financial evaluation. The Bids shall be first evaluated against the Technical Eligibility Criteria (TQ) mentioned in Cl. 6. Bids non-compliant to the TQ will be rejected. During the evaluation of bids in the TQ stage, CEL may, at its discretion, seek clarifications, supporting documents, additional documents or confirmations from the Bidder.

On the designated day and time, the Financial bid of only those bidders who have passed the TQ shall be opened. The bidder quoting the Highest NRS (in the Price Bid Format at Annexure-2) shall be declared the successful bidder. **The work will be awarded to the Successful Bidder in the form of Purchase Order only after award of work from the client and the terms and conditions for the work including the completion period and quantum of work shall be governed by the customer's order to CEL.**

PO/Work order will be issued to the successful bidder for the amount which will be calculated after reducing CEL Net Revenue Share(NRS) from the PO/Work order issued to CEL by the customer. For. eg. if the customer price to CEL is P (excluding GST) and the NRS of the successful bidder is N percent then the PO value of the successful bidder excluding GST will be calculated as follows:

$$P \times [(100-N)/100]$$

19. Other Important Guidelines:

- a. All the techno- commercial terms will be on back-to-back basis i.e. as per Terms & condition received by CEL in its PO/Work Order from the customer.
- b. Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- c. Any terms & conditions of general terms contradictory with special terms & conditions, the general terms & conditions will be superseded by the special terms & conditions.
- d. If there is any due against the contractor under any other contract with CEL, CEL stands authorized to appropriate the amounts payable under this contract against the same.
- e. CEL shall be authorized to have a lien over the equipment, machinery, raw materials brought by the contract or at the site for execution of the contract, if some amount is payable under the contract by the contractor and is not so paid.
- f. CEL reserves the right to waive minor deviations and add minor modifications if they do not materially affect the capability of the bidder to perform the contract.
- g. It will be the responsibility of the contractor to train and educate the ultimate user for handling and operating the equipment free of cost.
- h. It will be the sole responsibility of the successful bidder to provide the following documents to CEL or any other document required for filling the customer Tender or

meeting customer requirements:

- i. Item-wise price for the BOQ items matching the overall quoted price.
 - ii. Manufacturer Authorization Form (MAF).
 - iii. Technical Compliance documents.
 - iv. In case of product demonstration, it will be the successful bidder's responsibility to arrange the same without any cost to CEL.
 - v. All Techno- commercial documents as required by the customer.
 - vi. Project Plan/Timelines & drawings required to complete the project within given completion period will be the part of purchase order. This shall be strictly adhered to by the successful bidder.
- i. Additional work may be required to be carried out according to the actual site conditions. Any item/Work, which is not specifically mentioned and not paid by customer but necessary for making the system functional, shall be deemed to be included in the scope of the work of the vendor and shall be supplied and installed without any extra cost to CEL.
 - j. In case any terms and conditions are not mentioned in this tender, then the terms & condition of the empanelment will be applicable.
 - k. MSME Act 2006 and its amendments may not be applicable on this works contract mentioned in this tender.

20. Liquidated Damage (LD) and Penalty: LD and Penalty as Levied by CEL's customer would be levied on the bidder. However, CEL reserves the right to impose upon the vendor/successful bidder LD value up to 10% of its P.O. value irrespective of the LD imposed or not by the customer on CEL should the vendor satisfies the LD conditions as applicable.

ANNEXURE B1-A

(ON COMPANY LETTER HEAD)
Authorization for Signing Tender

Sub: Undertaking for Authorization

Ref.: Tender No. _____ dated _____ for _____ (Name of work) _____

With reference to above mentioned tender, I _____ (Name of authority) _____ is authorizing _____ (name of person) _____ for signing the tender documents for the above said tender on behalf of _____ (name of firm) _____. Signature of _____ (name of person) _____ appended below.

_____ (name & signature of authorized person) _____

Name of Authority

Company name & Seal

Annexure: B1-B

(NOTARIZED)

UNDERTAKING FOR NON-BLACK LISTING

Sub: Undertaking/Declaration regarding no delisting/banning by any govt. or Quasi Govt. agencies or PSU”.

Ref.: Tender No. _____ dated _____ for _____ (Name of Work)

We M/s. _____ (Name of Bidder) _____ having office address at _____ undertake herewith that our company is not blacklisted, debarred or prosecuted by any Central Government or state Government department/Government Organization/PSU for corrupt, fraudulent or any other unethical business Practices. We do not have any litigation pending withany of the Govt. Organizations.

Authorized Signatory
For M/s. _____

Company Seal

Annexure: B1-C

Tender Document: C-2(b)/RC/

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.**Tender Reference No:****Name of Tender / Work: -**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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 from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization 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. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,**(Signature of the Bidder, with Official Seal)**

Annexure: 2

Price Bid Format

SL. No.	Item Description	Quantity										
	As per tender	Complete Lot										
Tenderers /Bidders have to quote net revenue share offered to CEL in percentage (inclusive of all taxes). The bidder has to indicate the percentage both in figures and in words. The Bidder should sign the following certificate:												
We offer and agree to address and execute the above work at following net revenue share to CEL:												
Net Revenue Share offered to CEL (in Figure):												
Net Revenue Share offered to CEL (in Word):												
<table border="1"> <tr> <td>Signatures of the Bidder</td><td></td></tr> <tr> <td>Name of the Bidder</td><td></td></tr> <tr> <td>Designation of the Signatory</td><td></td></tr> <tr> <td>Stamp of the Company</td><td></td></tr> <tr> <td>Date of Signing the Bid</td><td></td></tr> </table>			Signatures of the Bidder		Name of the Bidder		Designation of the Signatory		Stamp of the Company		Date of Signing the Bid	
Signatures of the Bidder												
Name of the Bidder												
Designation of the Signatory												
Stamp of the Company												
Date of Signing the Bid												

Note:

- 1) All the financial terms & conditions will be on back-to-back basis.
- 2) Currency of Purchase Order: CEL will place purchase order on bidder in INR only.
- 3) Relevant Taxes in line with GST i.e. SGST/CGST or IGST to be considered by the bidder. Rate and nature of taxes will be on back-to-back basis. GST and other applicable taxes will be as per actual.
- 4) CEL will place PO on successful bidder only if the CEL receives its PO/work order from its customer as mentioned in this tender.
- 5) Bidder offering the highest Net Revenue Share (NRS) shall be declared the successful bidder. In case of a tie the competent committee adopt draw of lots or any other suitable method to break the tie without giving any reason/ justification. This shall be done in the presence of tied bidders. The decision of competent committee of CEL shall be final in this regard and cannot be challenged in any manner and the same shall be abided by all the bidders.
- 6) Successful bidder may be called for negotiation.
- 7) The successful bidder shall submit detailed priced BoQ immediately on request of CEL. Subsequently CEL will quote the same price in the end customer's financial bid as per the finally negotiated price agreed to by the successful bidder.
- 8) CEL shall place order on successful bidder after reducing the CEL revenue share percentage i.e..... % of the total value ordered **excluding** taxes given to CEL by the customer for delivery of project/work as per tender condition. PO/Work order will be issued to the successful bidder for the amount which will be calculated after reducing CEL Revenue share from the PO/Work order issued to CEL by the prospective buy/end user customer.
- 9) The net revenue share of CEL shall remain intact in any case. In case CEL is not L1 in the customer tender but is offered part or whole of the Project at L1 or any other price, then CEL will only accept the L1 bidder price in the customer tender only after consulting successful bidder in CEL tender. Successful bidder will have to submit a written acceptance to CEL for the same. After getting the written acceptance from the successful bidder, CEL will submit its acceptance of the price to the end customer.

Annexure–3**Scope of Work-**

The selected Awarding Body shall be responsible for the following:

1. Curriculum & Content Development

- Design and prepare OSHE-aligned training curriculum as per NSQF and NCVET norms
- Develop training manuals, assessment tools, learner handbooks, instructor guides
- Customise curriculum for industrial workers, construction workers, plant personnel and MSME workforce

2. Training & Capacity Building

- Conduct:
 - Training of Trainers (ToT)
 - Training of Assessors (ToA)
- Deploy certified:
 - Subject Matter Experts (SMEs)
 - Master Trainers
 - Master Assessors

3. Assessment & Certification

- Conduct:
 - Theory & practical assessments
 - Digital proctored assessments (where applicable)
- Issue:
 - NCVET-aligned certificates
 - Digital verification mechanisms

4. Industry Integration

- Alignment with:
 - Industrial safety laws
 - Construction safety norms
 - Factory Act, OSH Codes, ISO 45001
- Participate in:
 - Safety audits
 - Tool validation
 - Program review & impact studies

Format for submission of Vendor Data

1.	Name of vendor			
2.	Registered Address			
	Postal Code		Company's Year of Establishment	
	Company's nature of business		Company's Legal Status	
	Registration No.		Phone:	
	Fax No.		Website:	
	Name of Proprietor/ CEO/Chairman			
	Phone/Mobile No.			
	Email id			
3.	Factory Address			
	Phone No.			
	Fax No.			
	Email id			
4.	Delhi/NCR Address (if any)			
	Phone No.			
	Fax No.			
	Email id			
5.	Correspondence Address			
6.	Name of Contact Person for this tender			
	Designation			
	Date of Birth			
	Phone/Mobile no.			
	Fax No.			
	Email id			
7.0	GST related information			
7.1	GST No.			
8.0	Income Tax related information			
8.1	PAN No.			

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8.2	PAN reference no. (in case PAN applied for)	
8.3	PAN Status (in case PAN applied for)	
9.	Registration No. with Directorate of Industries	
10.	SSI/MSE Reg. No. (if Small Scale Industrial Unit)	(Please enclose certificate from DIC/NSIC along with Certificate from registered CA with value of plant and machinery)
10.1	*Is MSE/SSI is owned by ST/SC?	Yes / No (If Yes please enclose relevant certificate as proof)
10.2	*Is MSE/SSI is owned by woman?	Yes / No (If Yes please enclose relevant certificate as proof)
11.0	Bank related information	
11.1	Bank name	
11.2	Branch name	
11.3	Bank address	
11.4	Bank phone no.	
11.5	Bank fax no.	
11.6	Bank MICR Code	
11.7	RTGS-IFSC Code	
11.8	Account type	
11.9	Account no.	
11.10	Swift Code	

**Must be answered invariably*

Correspondence with respect to this tender may be addressed to Mr/Ms
 at email id
 and mobile
 no.....

I/We accept that CEL may send SMS and/or email regarding this tender/any other tender, award of contract, purchase order(s) and/or any other information on any/all mobile nos. mentioned in this vendor data sheet.

I/We certify that the information given herein is correct to the best of my knowledge and belief.

Signature of Proprietor/CEO/Chairman
 Seal of the company/concern

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for(Insert Title of the Tender)

(Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by Central Electronics Limited, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

Signature of the Tenderer with seal

PERFORMANCE BANK GUARANTEE

(BG to be issued from a bank in the list of Scheduled Commercial Banks of RBI)

(Issuing Bank to send SFMS message to: ICICI Bank, Connaught Place, Phelps Building, New Delhi. IFSC: ICIC0000007)

To ,
Central Electronics Limited,
A Public Sector Enterprise,
4, Industrial Area,
Sahibabad – 201010 (U.P.)

1. By a Purchase Order No. _____ dated _____ (the “Contract”) placed by **Central Electronics Limited, 4, Industrial Area, Sahibabad-201010** (the “buyer”) for _____ (as per description given in the P.O./Contract) and unreservedly accepted by M/s _____ and having its **Regd. Office at _____ and office/works at _____** (the “Contractor/Seller”), the Contractor/Seller has agreed to sell, supply and deliver the product of such specifications, qualitatively and quantitatively and for such consideration and subject to such covenants, condition and stipulation as provided in the contract/purchase order including but not limited to a stipulation that the Contractor/Seller shall furnish to the Buyer an irrevocable and unconditional Bank Guarantee for _____ percent of Purchase Order value towards Performance Security for the value of **(Currency).....(Amount)** in favour and to the satisfaction of the Buyer to ensure the due performance of all its obligations and liabilities by the Contractor/Seller under and in terms of such contract.
2. Accordingly, in consideration of the premises, and other good and valuable consideration (the “Bank”) having its head office at undertakes assures and agrees with the Buyer as follows:-
 - a) The Bank, as primary obligor and not merely as surety, hereby irrevocably, unconditionally and absolutely guarantees, as a continuing guarantees, during its currency to the Buyer (its successors and assigns) full complete and prompt performance of the obligations and liabilities by the Contractor/Seller, including but not limited to the financial liabilities of the Contractor/Seller to the Buyer for any payment, repayment, refund or otherwise of any money, or any other dues claim or demand of the Buyer against the Contractor/Seller (Collectively called the “Guaranteed Obligation”)
 - b) The bank hereby further irrevocably and unconditionally guarantees and undertakes to the Buyer that if the Contractor/Seller, in any manner, defaults in the performance of the product or in making any payment, repayment or refund of any Guaranteed Obligations, then the Bank shall without demur upon the first demand by the Buyer, pay to the Buyer forthwith in full the amount due to or claimed or demanded by the Buyer from the Bank without any deduction and withholding and free from any claim by the Bank or any other person. The obligations of the bank hereunder shall be absolute in all respects and the demand so made by the Buyer shall be conclusive and binding on the Bank, regardless of any dispute, difference of proceeding pending or threatened between the Buyer and Contractor/Seller or any other person in Court of Law, arbitration or otherwise.
 - c) It is a strict condition of this Guarantee that the Bank shall not be discharged or released from the Guaranteed Obligations undertaken by it, nor shall the Bank’s liabilities and obligation hereunder diminish, by virtue of any new arrangements between the Buyer and the Contractor/Seller or any variations in the contract mutually made, or any indulgence or forbearance by the Buyer to the Contractor/Seller at any time as regards any of the Guaranteed Obligations with or without knowledge or consent of the Bank, provided that in no case the financial liabilities of the Bank shall be increased without its prior concurrence.

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- d) This Guarantee shall not be released by the Contractor/Seller furnishing to the Buyer any other security under and in terms of the contract nor shall the Buyer be obliged to pursue such security as a condition precedent to exercising any of its rights hereunder.
- e) This Guarantee shall come into force from the date of issuance i.e. __/__/ . The Guarantee shall remain valid and effective up to ---/ ---/ ---i.e. _____ months/years warranty period or until the Contractor/Seller duly and fully performs and completes all performance its financial and other obligations under and in terms of the contract, or the Guaranteed Obligations are discharged by the Bank hereunder, whichever is earlier.
- f) This Guarantee shall not be discharged or be rendered ineffective by change in the constitution of the Bank or Buyer or the Contractor/Seller and shall nevertheless continue to be binding on its respective successor-in-interest or assigns. Nor shall this Guarantee be discharged by the Buyer recovering its dues, claims or demands partially from the Bank in respect of any of the remaining Guaranteed Obligations hereunder. This Guarantee is and shall always be deemed to be a continuing Guarantee during its currency.
- g) This Guarantee shall be governed by and construed and interpreted in accordance with the laws and courts in **New Delhi** shall have exclusive jurisdiction in this regard.
- h) Notwithstanding anything to the contrary we agree that decision of the Buyer as to whether the Contractor/Seller has committed a breach of any terms and conditions of the contract shall be final and binding on us and we shall not be entitled to ask Buyer to establish claim or claims under this Guarantee but shall pay the same forthwith without any objection or excuse.
- i) The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same. The Guarantor represents and confirms that the signatory of the Guarantee has the legal capacity, power and authority under the delegations of powers and notification made under general regulation and resolutions in this regard to issue this Guarantee and that giving of this Guarantee.
3. Notwithstanding anything herein contained the maximum financial liability of the Bank shall not in any circumstances exceed Rs.....

Notwithstanding anything contained herein above:

- i. Our Liability under this Guarantee shall not exceed Rs..... (Rupees only).
- ii. This Bank Guarantee shall be valid up to and including --/--/--.
- iii. We shall be liable to pay any amount under this bank guarantee or part thereof only if we receive a written claim or demand under this guarantee on or before --/--/--.

Place:

Date:

Signature of the Bank with seal

Full address of Bank:

.....
.....
.....

Witness:

1) Name: _____ Signature_____

2) Name: _____ Signature_____

CHECK LIST FOR BIDDERS

1. Minimum Lead Time indicated the bid.
2. Filled in tender acceptance letter enclosed.
3. Price Bid format (BoQ) for indigenous/ foreign bidders filled properly and submitted.
4. Payment and tender terms and conditions are read and accepted.
5. Are you an approved vendor of CEL?
6. Have you attached validated OEM letter or Authorization certificate?
7. EMD Amount Submitted.
8. If exempted, have you attached document in support of it.
9. If yes, have you attached document in support of it
10. All the Taxes as per GST, Freight etc. if any, mentioned clearly in price bid.
11. Delivery period properly read and accepted by you.
12. Prequalification Criteria and Commercial terms & conditions of the tender accepted.

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“Y” – Yes, ‘N’-No, ‘NA’ – Not Applicable

Note: - Bidder is advise to submit the filled in check list with tender.

No correction in the bid will entertain.

Date:

Place:

Signature of Bidder with Stamp

(THESE ARE NIC'S INSTRUCTIONS AND NOT A PART OF THE TENDER)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid DigitalSignature 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://etenders.gov.in/eprocure/app>.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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.

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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 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.*

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. 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 as applicable and enter details of the instrument.

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 the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

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.

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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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

8) Upon the successful and timely submission of 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.

9) 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 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) 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.
