

No.ITPO/SD&CS/42/CPPP/2013  
INDIA TRADE PROMOTION ORGANISATION  
(IT Services Division)

\*\*\*

Pragati Bhawan,  
New Delhi.

05<sup>th</sup> February, 2016

**C I R C U L A R**

As per the directives of CMD, e-procurement system will come into effect from February 08, 2016. Under the e-procurement system all tenders for procurement of goods and services of estimated value of Rs.2.00 lakhs and above shall be invited through e-procurement only.

IT Services Division has already provided a full two day training sessions to all the Nodal Officers from various Divisions and have also circulated necessary instructions/guidelines from time to time via e-mail/circulars.

Following important instructions may kindly be taken into consideration while doing e-procurement:-

1. All the e-tenders should invariably carry the instructions for the benefit of the prospective bidders (proforma enclosed at "Annexure-1").
2. All the tenders should have a defined format as per the requirement of e-procurement. For your ready reference a sample tender template is enclosed at "Annexure-2".
3. All technical bids should carry the format indicating the acceptance of prospective bidders for the terms & conditions (format enclosed at "Annexure-3").
4. All the advertisements for the tender should not have wordings "**Sealed**".
5. Word "**Tender**" should be replaced with "**E-tender**".
6. Submission of all the documents should be online as no offline submission is allowed. However, hard copy of the documents which have been submitted online such as tender cost, EMD, any other documents felt necessary by the executive Division shall be accepted after having the approval of the Competent Authority i.e. respective HOD.
7. E-tender should be invited in a two bid system i.e. Technical and Financial. All the documents supposed to be enclosed/provided by the bidder should be available in the Technical Bid submitted online. The financial bid should be prepared and uploaded separately. This should not be in the middle of the tender document.
8. The Technical Bids shall be opened after one day of last date of submission of the bids i.e. a gap of one day should be maintained in order to verify payments, decision on extension of the tender, etc. as the extension will not be possible after opening of the bids.
9. Payment towards tender cost and Earnest Money Deposit (EMD) is to be deposited electronically by DD/RTGS in the account of ITPO. Bidders are required to submit the details of tender cost and EMD at the time of bid preparation. In case of Demand Draft i.e. DD, the bidder has to submit scanned copy of DD and in case of RTGS bidder has to submit scanned copy of RTGS transaction, UTR, etc.
10. Every prospective bidder should have a Digital Signature Certificate (DSC). This is required in order to submit the bid online. For details kindly refer documents enclosed at "Annexure-1".



11. Technical bids shall be opened by two Officers i.e. one from User Division or Executive Division, who is doing the tender and one from Finance Division.

Following four officers have been nominated from Finance Division to open the bids (Technical as well as Financial Bids):-

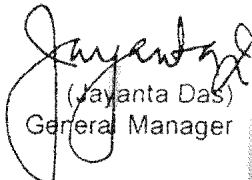
- i) Shri S.K. Verma, Manager
- ii) Shri Rajesh Sethi, Manager
- iii) Shri R.S. Gedam, Manager
- iv) Shri Prakash Chand, Manager

While uploading the tender document on e-procurement portal the User Division can propose the names of upto 4 Officers including the Officers from Finance Division. These four Officers must have Digital Signature Certificate (DSC). Technical Bid and Financial Bid shall be opened by any of the two Officers out of the four Officers declared in the tender document.

While uploading tender User Division can propose 4 Officers including Officers from Finance Division who have digital signature certificate. Technical Bid and Financial Bid shall be opened by any of the two Officers out of the 4 Officers declared in the tender.

12. After opening the Technical Bid, technical analysis shall be attempted by the User/Executive Division and shall be presented to the Technical Analysis Committee as per the prevailing procedures and decisions duly approved by the Competent Authority shall be uploaded on CPPP in the respective tender by any one of the 4 Officers. At the same time the date and time for opening of Financial Bid shall also be provided in the CPPP.
13. At the scheduled date and time Financial Bid shall be opened by any of the two Officers including one Officer from Finance Division having digital signature certificate, out of the 4 Officers as declared in the tender.
14. After opening the Financial Bid the Financial analysis shall be attempted by the User/Executive Division and shall be submitted to Finance Division through their respective HOD for financial concurrence and approval of the Competent Authority regarding award of work to "XYZ" Company. The information shall be uploaded on CPPP i.e. details of L-1 including price.

This issues with the approval of the Competent Authority for necessary compliance.

  
(Jayanta Das)  
General Manager

To

1. All HODs
2. All Nodal Officers

Copy for information to:-

1. PS to CMD
2. PS to ED
3. SM(ACMK)

No. 10/3/2012-PPC  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
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North Block, New Delhi  
Dated the 9<sup>th</sup> January, 2014.

OFFICE MEMORANDUM

**Subject: Implementation of comprehensive end-to-end e-procurement**

This has reference to this Department's O.M. of even number dated 30<sup>th</sup> March 2012 vide which it was conveyed that the Ministries/Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the prescribed schedule. In this regard an option was given to the procuring entities either to use the e-procurement solution developed by NIC accessible through Central Public Procurement Portal ( CPP Portal) or to continue to carry out e-procurement through other service provider/other e-procurement solutions developed in house, provided the conditions/guidelines envisaged in the O.M. referred to above are fulfilled.

2. In this context it is highlighted that, the Prime Minister's Committee on National e-Governance Plan ( NeGP) during its second meeting held on 1<sup>st</sup> July 2013 has an endorsed DeITY proposal that e-Procurement should be adopted both for publication and processing of tenders above a prescribed cut of value. The need to mandate all Ministries/Departments to adopt end to end e-Procurement was also emphasized in the meeting of the Apex Committee on NeGP held on 5<sup>th</sup> November 2013.

3. In pursuance of the decision taken during the above meetings to promote e-Procurement further and to ensure maximum participation of tenders through e-Procurement mode, it has been decided that the tender value limit of Rs. 10 lakh set in respect of e-Procurement is to be brought down to Rs. 5 lakh w.e.f 01.04.2015 and further down to Rs 2 lakh w.e.f 01.04.2016. Ministries/Departments are therefore requested to ensure and follow the limits which have now been decided in respect of mandatory publishing of tenders through e-Procurement mode.

4. Ministries / Departments are therefore requested to take necessary action to ensure that all tenders above Rs.10 lakh are compulsorily processed through e-Procurement as per the instruction already issued by this Department vide above OM. A report in the following format in this respect is now to be intimated on a quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cppp-doe@nic.in](mailto:cppp-doe@nic.in).

Name of the Ministry/Department  
Period of Report: \_\_\_\_\_ to \_\_\_\_\_ Quarter ending on \_\_\_\_\_

Number of Tenders floated amounting to Rs. 10 lakh or more	Number of Tenders Processed through e-Procurement (whether NIC or using other solution)	Number of Tenders exempted due to National security and strategic Considerations demanding confidentiality	Cases of Non-compliance with reasons
Total	Total	Total	Total

Contd./-

5. In this context it is further reiterated that:
- i. Ministries / Departments using other than NIC e-Procurement solution have to ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-Procurement are simultaneously published / mirrored on the CPP Portal using XML facility of NIC .
  - ii. Ministries / Departments that have not yet appointed Nodal officers and have not got User IDs and Passwords issued from NIC for accessing the portal may please ensure that the Nodal officers are appointed immediately. Action may also be taken to start acquiring Digital Signatures from NIC Certifying Authority or any other Certifying Authority, being an essential requirement for e-procurement.
  - iii. Ministries / Departments must also tie up with NIC for training and support where e-Procurement solution developed by NIC is adopted and a need in this regard is being felt by sending an e-mail to [cppp-nic@nic.in](mailto:cppp-nic@nic.in). NIC is periodically organizing training programmes on their e-Procurement Module. Action may be taken to nominate representatives to attend the ongoing training programs as per schedule published on the CPP Portal.
6. It is also requested that necessary instructions in this regard may be issued to all attached and subordinate offices under your administrative control.
7. Hindi version of this O.M. will follow.

GA  
a-1-14

(Sanjay Aggarwal)  
Director (RPD)  
Tel.No.23094961(O)

To

- (i) Secretaries of all Ministries/Departments of the Government of India.
- (ii) FAs of all Ministries/Departments of the Government of India.
- (iii) DG (NIC), CGO Complex, New Delhi.

This OM is also available on our website <http://finmin.nic.in>

## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that 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.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 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 (ie 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.

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Sample Only

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**INDIA TRADE PROMOTION ORGANISATION**  
**CHIEF ENGINEER PROJECT BEACON**

1. Online bids are invited two bid system for ".....". Manual bids shall not be accepted.
2. Tender documents may be downloaded from ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

Published Date	T (10.00AM)
Bid Document Download / Sale Start Date	T (10.05AM)
Pre bid meeting	T + 7 (11.00AM)
Bid Submission Start Date	T (10.10AM)
Bid Submission End Date	T+14 (12.00PM)
Bid Opening Date	T+15 (1.00PM)

3. Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>.

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

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from the ITPO's web site [www.indiatradefair.com](http://www.indiatradefair.com) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ITPO .



- ii) Signed and Scanned copy of previous three years Income-tax / VAT tax return / latest VAT Clearance Certificate, TIN No, Certificate / Affidavit of partnership firm.
- iii) Signed and Scanned copy of audited Balance sheet of last three years, Partnership deed as per the tender documents.
- iv) Signed and Scanned Copy of Attested / True copy of Partnership deed as per the tender documents.
- v) Signed and Scanned copy of Organization chart and Plants & equipment as per tender documents.
- vi) Signed and Scanned copy of documents like Tender document Cost (T.Fee/ Earnest Money Deposit,
- vii) Signed and Scanned Copy of Completely filled Technical Verification data sheet must be submitted for each quoted configuration
- viii) Signed and Scanned Copy of Make and model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of Brochures and write-ups.

**PRICE BID**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of  
authorized  
Representative:

**Schedule of price bid in the form of BOQ\_XXXX .xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with BRO .

Sl. No.	DESCRIPTION	Firm Price( INR) (To be filled in by Bidder)
i.	Complete Scope of services as stipulated in the Technical Bid Document on Firm Price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding service tax.	INR in figures..... INR in Words .....
■	■	■

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the Consultant at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

Annex-3 ~~FF~~

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

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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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/ organisation 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 our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)