



**WESTERN PRINTING GROUP
SURVEY OF INDIA
PALAM VILLAGE ROAD NEAR RAILWAY CROSSING DELHI CANTT. – 10**

E-TENDER INVITING NOTICE

Tender No. WPG/ 44 /39-AIR/ PTG(GoI)/ Constitution

Dated: 06.06.2023

**FOR PROCUREMENT OF THE SERVICES AND MATERIALS REQUIRED FOR THE PRINTING
& SUPPLY OF 5500 COPIES/BOOKS OF “LOOK A LIKE COPIES OF THE CALLIGRAPHED
CONSTITUTION OF INDIA”**

The Director, Western Printing Group, Delhi Cantt. invites online bids under two bid system (Technical bid and Financial bid) for PROCUREMENT OF THE SERVICES AND MATERIALS REQUIRED FOR THE PRINTING & SUPPLY OF 5500 COPIES/BOOKS OF “LOOK A LIKE COPIES OF THE CALLIGRAPHED CONSTITUTION OF INDIA” English Version, only from Reputed Printers Registered with Directorate of Printing or DAVP as ‘A’ Class Printers

The details of e-Tender with complete terms and conditions are available on Survey of India website: www.surveyofindia.gov.in (for reference only) as well as on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app> and may be read out carefully before applying the same.

The tenderers who download the tender from website must be submit, **Bank Draft / Pay Order of ₹ 5000/-** as a Tender Cost in favour of **“E&AO, Western Printing Group, Survey of India”**, payable at **New Delhi**, Bids **received by offline mode are not acceptable.**

Critical Date Sheet

Published Date	08.06.2023 (16:00 hrs)
Document Download Start Date	09.06.2023(11:00 hrs)
Document Download End Date	30.06.2023 (14:00 hrs)
Bid Submission Start Date	09.06.2023 (16:00 hrs)
Clarification Start Date	09.06.2023 (11:00 hrs)
Clarification End Date	29.06.2023 (14:00 hrs)
Bid Submission End Date	30.06.2023 (16:00 hrs)
Opening Date (Technical Bid)	02.07.2023 (15:00 hrs)

For queries / clarifications on content of Tender Document, you may kindly contact, Western Printing Group at phone No.011-25674886 or write to wpg.del.soi@gov.in . However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to CPP portals **24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005**

(NIRMALENDU KUMAR)
DIRECTOR
WESTERN PRINTING GROUP



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SURVEY OF INDIA
PALAM VILLAGE ROAD, NEAR RAILWAY CROSSING DELHI CANTT. – 10**

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(NIRMALENDU KUMAR)
DIRECTOR
WESTERN PRINTING GROUP

TERMS & CONDITIONS:-

1. The bid should be submitted online in two covers marked "**Technical Bid**" and "**Financial Bid**". The documents (scanned copy) to be uploaded in each cover is listed in respective page of the portal.
2. **FINANCIAL BID / SCHEDULE:** - The FINANCIAL bid shall be filled on-line as per proforma / BOQ - Bill of Quantity for each item and inclusive all charges like packing, forwarding and delivery etc. to the consignee's sites in the excel sheet. Taxes shall be shown separately.
3. The detailed specification of required / desired Book is given in **Annexure 'A'**. The quantities shown in **Annexure 'A'** are approximate and can be reduced or increased or even cancelled.
4. Tenderers must note that the tender once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity.
5. **DOCUMENTS TO BE UPLOADED ON THE PORTAL ARE AS UNDER:**
 - (i) The interested bidders will have to upload scanned copy of Tender cost and EMD / BID Security in the form of DD / BC only of **₹ 5000/- & ₹ 70,000/- separately** in favour of "**E&AO, Western Printing Group**" payable at **New Delhi** in the Technical Bid Cover.
 - (ii) List of Machines & Equipment's and facilities available with them.
 - (iii) GST registration certificate.
 - (iv) Tender Acceptance letter (Annexure 'E').
 - (v) Undertaking for non-blacklisting firm and non-registration of criminal case.
 - (vi) Scanned copy of ITR of the firm last 3 years.
 - (vii) Certificate of undertaken the similar type of work.
 - (viii) Certificate of Registration with DAVP / Directorate of printing as 'A' Class Printer.
 - (ix) A Certificate may be furnished to the effect that the price quoted is complete and has been charged as per present market rate.
6. The original DD / BC must be sent to the following address on or before the date of opening of Technical Bid, otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except of **L-1 and L-2 bidders** after the finalization of tender.

**The Director,
Western Printing Group,
Survey of India, Palam Village Road
Near Palam Railway X-ing, Delhi Cantt-110010**

7. The firms are required to enclose the list of equipment and facilities available with them which may be verified at the time of consideration of Quotation / Tender if felt necessary by physically inspection or verification by the Board of Officers of this office.
8. **Being L-1 will not entitle the firm to get the job order as Survey of India will not be bound to accept the lowest rates and job order can be placed any other firm in case L-1 found not**

suitable for this job through physical inspection by the Board of Officers. The decision of the Director, Western Printing Group will be final in this regard.

9. The successful L-1 bidder will have to supply the Copies / Books with in the specified period from the date of issue of Purchase / Supply Order (AoC) at their own cost at consignee's sites.
10. In case, if the L-1 bidder does not supply the Copies / Books with in the specified period, the Bid security / EMD deposited by him shall be forfeited without any communication. Thereafter, the purchase / supply order will be offered to the L-2 bidder at the price offered by L-1 bidder.
11. Incomplete tenders, amendments and additions to the tender after opening will not be entertained and tenders received late to be rejected for what so ever the reasons. Bid received late will be considered as nonresponsive.
12. Tenderers are not permitted to sublet the contract.
13. **Sample book can be Inspected/Checked in the Office of Director, Western Printing Group, Delhi Cantt.-10 from 09.06.2023 to 29.06.2023 (10.00 A.M. to 4.00 P.M.).**
14. **All reproduction materials like CYMK film Positives and extra Materials, (ALL GOOD COPIES WILL HAVE TO BE HANDED OVER TO THE CONSIGNEE, AS THESE WILL BE PROPERTY OF THE CONSIGNEE/OFFICE) will be handed over to the consignee, assurance may be required in written forms.**
15. Tenderers must have also to be noted that a Soft Copy/Digital Copy (printable form) /New and Fresh Film Positives/ Negatives to provide to this office, from the available and old negatives/ Positives which will be provided by the Office, for their proper Archival and use of further reprint if required and the Separate price may be quoted accordingly.
16. Reproduction Materials/ Film Positives have to returned to this Office with interleaving white paper to avoid damages of Film Positive/ reproduction materials (Complete Past-up/ Composite) after completion of Jobs. No separate, Extra charges will be given for Astrolone/ Clear Mylar sheets.
17. **RATES:**
 - i) Price quoted should be per unit (Per Book) including all Services & Material charges like **Packing, Forwarding / Delivery charge** etc. to the consignee's site. **GST should be specified separately.**
 - ii) Price quoted should be lot (for all the book pages, including cover, Dust Jacket etc.) for conversion of film positive/negative in digital form/soft copy of each colour including all the charges of Govt. levies if any.
18. **SAMPLES:** Samples of the Text Paper/Dust Cover/ End Paper (with Brand) /Rexene /Mill Board & Corrugated board for box are to be submitted along with the documents as per items 6.

19. **VALIDITY OF THE TENDER:** The tender should remain valid for a period for Twelve Months from the date of award of the contract.
20. **OPENING OF TENDER:** The authorized representative with proper authority letter from the Firms will only be allowed to attend the Technical bid opening on **02.07.2023** (15.00 Hrs.) in the office of Director, Western Printing Group, Delhi Cantt – 10.
21. **INSPECTION:** The final inspection of the supply of the composite reproduction material and services will be inspected by the Director, Western Printing Group, Delhi Cantt- 10 or his authorized representative against the approved sample at vendor's site before dispatch of the final goods.
22. **DELIVERY:** The Composite reproduction materials & services will be supplied at consignee's site within specified period from the date of issue of supply order(AoC), failing which the order may be cancelled without being prejudice to the expenditure incurred by the firm.
23. **PACKING:** The book is required to be securely packed to avoid damage in transit and each packet / bundle should have packing note. Damaged Books, if any, will not be accepted.
24. **PAYMENT:** Payment will be made within 45 days from the date of final inspection and acceptance of the final supply. TDS will be deducted as per rule. Please submit the details of your Bank account and other details for receiving the payment of the Bill through NEFT/RTGS in PFMS Form attached as **ANNEXURE 'C'**.
25. The tender document can also be downloaded from the Survey of India website:
www.surveyofindia.gov.in.
26. **RETURN OF EARNEST MONEY:** The EMD of all the bidders will be returned (except of successful **L-1 & L-2** Bidders) within 30 days of the award of contract. The EMD of successful bidders shall be refunded only after the security deposit is submitted
27. **SECURITY DEPOSIT:** Successful tenderer will have to furnish Security Deposit at the rate of **10%** of the value of the Contract order in the shape of Bank Draft / Fixed Deposit Receipt / Bank Guarantee (Valid for Twelve months of any Nationalized Bank) in favour of **"E&AO, Western Printing Group, survey of India"**, Payable at New Delhi. *Performa for Bank guarantee kindly see ANNEXURE 'D'*.
28. **AGREEMENT:** An agreement as per **Annexure 'B'** of the tender document is also to be signed by the successful tenderer at their cost on **Non Judicial Paper of ₹150/-**.
29. **The Director, Western Printing Group, Survey of India, Palam, Delhi Cantt.10, Delhi** reserves the right to reject / cancel all or any part of the tender without assigning any reasons thereof. The Director, WPG will not be responsible for non-receipt of any tender due to postal delay. Late tender will not be accepted in any case.
30. **PENALTY:** The earnest money of successful vendor will liable to be forfeited if the tenderer withdraws or amends / impairs or derogates from the terms of the tender in any respect within the period of validity of the tender. **The Director reserves the right to deduct 10% to 25% of the value of tender if the tenderer is unable to supply the book within prescribed time.**

31. **FRAUD AND CORRUPTION:** If SOI determines that the vendor and or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, the SOI may, after giving the notice to the vendor can terminate and cancel the contract. If bidder wishes to bring additional information to the notice of tender evaluation committee, it shall be done in writing. However, all Tenderers are strongly advised to furnish all information in the bid itself.
32. **ARBITRATION AND JURISDICTION:** In case of any dispute or difference, that may arise in connection with this contract the settlement of which is not herein before provided for, the same shall be referred for the Arbitration to the Surveyor General of India or if he is unable or unwilling to act as an Arbitrator to any other person nominated by him in writing and the decision of such arbitrator shall be final and legally binding on both the parties to this contract. A reference to the arbitration under this clause shall be deemed to be submission with the meaning of the Arbitration and Conciliation Act 1996 and any modification or re-enactment thereof and the rules framed there under for the time being in force. **Any dispute arising out of the contract should be within the judicial jurisdiction of Delhi only.**

(NIRMALENDU KUMAR)
DIRECTOR
Western Printing Group
Tel. 011-25674518

SPECIFICATION OF WORK/BOOK

NOTE: TENDERERS ARE REQUESTED TO VISIT THE O/O DIRECTOR, WESTERN PRINTING GROUP TO INSPECT THE SAMPLE BOOK BEFORE QUOTING THE RATE

1. **FROM 09.06.2023 TO 29.06.2023 (10.00 A.M. to 4.00 P.M.) IN WORKING DAYS**

Name of the Job:	CALLIGRAPHED CONSTITUTION OF INDIA
No. of books	5500
Size of book:	320 mm X 421 mm (Finished)
Pages :	468 (234 leaves) + End Paper + Dust Jacket
Colour :	5+ Special Colours up to 5 including Gold
Inputs :	Colour separated CYMK will be made available from this office for most of the book. Some pages may require scanning & planning etc. at your end.
Paper :	For Text Pages-110/120 GSM Star Brand Natural Shade Map Litho Paper For End Paper-140/150 GSM Star Brand Natural Shade Map Litho Paper For Jacket – 220/240 GSM Imported Pulp Board For Carry Bag - BOPP or any other suitable bio-degradable material
Plates :	Pre sensitized Positive Plates.
Binding :	Hard case on 4 mm Imported Mill Board with Black Silk/Rexene Cloth with Gold Foiling on Front, Back Cover and Spine. Gold Edging. Book Mark with Silk Thread Section Sewing, Head-tail bands, Case making, Casing-in, End Paper pasting and jacketing etc.
Packing :	The books have to be put into a 200 Micron re-sealable Poly Pouch. The Poly-Pouched book has to be packed in to printed 7-Ply laminated corrugated carton. The Corrugated box packed with book will be put in again to the re-sealable Poly Pouch of 200 micron thick.
Carry Bag	A carry bag of suitable size to carry the constitution book of BOPP or any other bio gradable material with proper size tags to hold the bag duly printed 'The Constitution of India' in Hindi and English
Consignee's	1. Parliament Library, New Delhi-110001 2. Western Printing Group Palam, Delhi Cantt.110010

- 1. Rate with above specifications – (Inclusive of all Charges etc. to the consignee's site. Rate per Book with GST/ tax applicable/=(Rupees.....Only)**
- 2. Rate/cost of digital/soft (-ve &+ve) copy in respect of Sl.15 =₹.....only)
(To be filled in BoQ)**

**(Authorized Signature)
SEAL OF THE FIRM**

AGREEMENT
(RESPONSIBILITY OF THE CONTRACTOR
EXECUTING THE CONTRACT)

The contract made between (hereinafter called the 'Contractor' which expression shall include their legal representative on thepart & Director, Western Printing Group Survey of India as Purchaser on behalf of the President of India, hereinafter called the Government.

Risk in the Products

The Contractor shall perform the contract in all respects in accordance with the terms and conditions as mentioned in the tender and as per Supply Order(AoC) No.....dated..... The product, whether in the possession or control of the vendor and the Consignee at the stipulated place or destination or, where so provided in the Supply Order until their delivery to the Consignee as specified in the schedule as Interim Consignee for the purpose of dispatch to the Consignee. The Contractor shall be responsible for all loss, destruction, damage or deterioration of or to the Printed books/ products not being supplied as per requirement.

Consignee's Rights of Rejection

- (a) Notwithstanding any approval which the Providing of services & materials may have given in the work of the products or any part or portion thereof or any materials or other particulars or the work or workmanship involved in the performance of the contract (whether with or without any test carried out by the Contractor or the Purchaser or under the direction of the Purchaser and notwithstanding delivery of the products where so provided to the Interim Consignee), it shall be lawful for the Consignee, on behalf of the Purchaser to reject the products or any part, portion or consignment thereof (i) within sixty days after actual delivery thereof to them at the place or destination specified in the schedule and (ii) in the case of products within 90 days reckoned from the date of receipt of complete product, as order if such products or consignment thereof is not, in all respect, in conformity with the specifications and terms and conditions of the contract whether on account of any loss, deterioration or damage before dispatch or delivery or during transit or otherwise whatsoever.
- (b) That if the Contractor fails to observe or perform any condition of this contract or become insolvent or he or his Agent offers any bribe in connection with contract then notwithstanding any previous waiver of such default or action, the Purchaser will have the power on behalf of the Government to terminate the contract forthwith and without prejudice to other rights and remedies of the Government to forfeit the said full amount of Security Deposit of(i.e. 10% of the Contract value) in the form of Bank Guarantee/ Bank draft/Fixed Deposit Receipt at his discretion and also recover from

the Contractor any loss suffered by the Government on account of the Contract being so terminated prematurely.

(c) That in case of any dispute or difference, that may arise in connection with this contract the settlement of which is not hereinbefore provided for, the same shall be referred for the Arbitration to the Surveyor General of India, or if he is unable or unwilling to act as an Arbitrator to any other person nominated by him in writing and the decision of such arbitrator shall be final and legally binding on the parties to this contract.

Signed by the
Said Contractor or his Authorized Agent
With Seal

Witness:-

1.
2.

Signed by the Purchaser
(for and on behalf of the President of India)

Witness:-

1.
2.

ANNEXURE 'C'

PUBLIC FINANCIAL MANAGEMENT SYSTEM-PFMS
O/o CONTROLLER GENERAL OF ACCOUNTS, MINISTRY OF FINANCE

Type : Commercial (For Firms / Company etc.)

Sub:- Payment to be made through PFMS Please provide the following information to this office-

1. Name		2. Pan Number	
3. Service Tax No.		4. TIN Number	
5. TAN Number		6. Address 1	
7. Address 2		8. Address 3	
9. City		10. Country	
11. State		12. District	
13. Pin Code		14. Mobile No.	
15. Phone No.		16. Email	
17. Bank Details		18. Bank address	
19. Branch Code		20. Account No.	
21. IFSC Code		22. Amount	

Dated-

Signature of the Applicant

(Office Seal)

PROFORMA FOR BANK GUARANTEE

1. In consideration of the President of India (hereinafter called "the Government") having agreed to exempt _____ (hereinafter called "the said Contractor from the demand, under the terms and conditions of an Agreement dated _____ made between _____ and _____ for supply of Printing paper/Equipment (hereinafter called the said Agreement), of security deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for ` _____ (Rupees _____only). We (indicate the name of the Bank) _____ (here in after referred to as "the Bank") at the request of the said Contractor do hereby undertake to pay to the Government an amount not exceeding _____against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Agreement.

2. We (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Govt. by reason of breach by the said Contractor of any of the terms or conditions contained in the said Agreement or by reason of the Contractor's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability, under this Guarantee shall be restricted to an amount not exceeding _____Rupees.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or Tribunal relating thereto; our liability under this Guarantee being absolute and unequivocal. The payment so made by us under this. Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) _____ further, agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or

discharged or till _____ Office/Department/Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this Guarantee thereafter.

5. We, (indicate the name of the Bank) _____ further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for anytime or from time to time any of the powers exercisable by the Government against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Government or any indulgence by the Government to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, (indicate the name of the Bank) _____ lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing:

Dated the _____ day of _____

for _____

(Indicate the name of the Bank)

SEAL OF THE BANK

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

(Enclose with Technical Bid)

To

The Director,
Western Printing Group
Palam Village Road, Near Palam Railway Xing (Station)
Delhi Cantt-10

Date: _____

Sub: TENDER FOR SUPPLY OF BOOKS- Acceptance of Terms & Conditions of Tender.

Tender Reference No: WPG/ 44 /39-AIR/ PTG(GOI)/ Constitution

Dated: 06.06.2023

Dear Sir,

1. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely www.surveyofindia.gov.in 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.1 to 11 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause 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 / entirely.
5. In case any provisions of this tender are found violated, then your department/organization 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)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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 :

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "**Click here to Enroll**" on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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 / NIC/ (n)Code / eMudhra / Capricon etc.), with their profile.
- v) 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.
- vi) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.

iii) 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 formats. Bid documents may be scanned with 100 dpi.

iv) 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" are 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 he/she 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) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. **The Director, Western Printing Group, Survey of India, Palam Village Road, Near Palam Railway X-ing, New Delhi-110010** latest by the last date of bid submission. 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.

v) BOQ provided with tender document (excel sheet) format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in online excel format provided with this tender and no other format is acceptable.

vi) Bidders are required to download the BOQ provided with tender document (excel sheet) file, open it and complete the 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 in the respective cover. If BOQ provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.

vii) The serve 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.

viii) 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.

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

x) Upon the successful and timely submission of bids, 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.

xi) 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

- i) 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.
- ii) 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 **Number 0120-4200462, 0120-4001002, 0120-4001005**

