

F.No. 9-16 /2013-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

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New Delhi, the 13<sup>th</sup> April, 2015

**TENDER DOCUMENT**

**FOR PROVIDING PRINTED/STATIONERY ITMES TO THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, SHASTRI BHAWAN, NEW DELHI AT DELHI BY REPUTED PRINTER/FIRMS/ PROVIDERS.**

Date of issue of Tender Document	:	13 <sup>th</sup> April, 2015
Last Date & time for submission of Tender Document	:	5 <sup>th</sup> May, 2015 upto 3.00 PM
<b>Date &amp; time for opening of Tender Document</b>		
Technical Bids	:	5 <sup>th</sup> May, 2015 at 3.30 PM
Financial Bids of eligible Tenderers	:	Would be indicated later.

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*Handwritten signature*  
13/4/15

Shastri Bhawan, New Delhi-110 001  
Dated the 13 April, 2015

**1. e-TENDER NOTICE**

**(AWARD OF CONTRACT FOR PRINTING WORK/STATIONERY METERIALS)**

e-tenders are invited by the Ministry of Human Resource Development (MHRD) in two bid system(i.e. **Part-I: Technical Bid and Part II: Financial Bid**) from reputed and experienced Firms *located in Delhi/New Delhi/NCR* having **an annual turnover of Rs.20.00 Lakhs** or more for the last **three** years in the relevant field, initially for a period of *one* year. The Contract can be extended further for two years, one year at a time subject to mutual consent / agreement and based on satisfactory performance during the period on the same terms and conditions.

**2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 13.04.2015 to 05.05.2015 (upto 3.00 PM).**

3. The interested service providers may submit the tenders **online** at <http://eprocure.gov.in/eprocure/app> in two-bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc . are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted.

4. The Earnest Money of Rs.60,000/- (Rupees sixty thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer, Department of Higher Education, ShastriBhawan, New Delhi must be submitted to the Section Officer, S&S Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission without which the quotations will not be considered. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.

5. The Technical Bids will be opened online on **5<sup>th</sup> May, 2015** at 3.30 PM in Room No.123, 'C' Wing, Shastri Bhawan, New Delhi. At the first instance, the technical bids shall be evaluated by the Tender Evaluation Committee. At the second stage, the Financial Bids will be opened of only those bidders who qualify in the technical bid.

6. The Ministry of Human Resource Development reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

7. The Ministry of Human Resource Development reserves the right to reject any or all the quotations without assigning any reason thereof.

  
(SANJEEV SHRIVASTVA)  
Under Secretary to the Government of India  
Tel. No.23073109

2. The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of two years, one year at a time (upto a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
3. The interested service providers/printers have to submit the tenders through e-procurement portal as per required packet/cover contents.
4. The Earnest Money of Rs.60,000/- (Rupees sixty thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education**, Shastri Bhavan, New Delhi has to be submitted to the Section Officer, S&S Section, Ministry of HRD, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission up to 3 P.M. without which the quotations will not be considered. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.
5. The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
6. The successful bidder will have to deposit with the Ministry of Human Resource Development, a **Performance Security Deposit of Rs.1,20,000/- (Rupees one lakh twenty thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Department of Higher Education**, Shastri Bhavan, New Delhi for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by the Ministry of Human Resource Development on account of unsatisfactory services.
7. **Conditional bids shall not be considered and will be rejected summarily.**
8. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. **No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.**
9. The technical Bid shall be opened online on the scheduled date and time i.e. **at 3.30 PM on 5<sup>th</sup> May, 2015.**
10. The financial bid of only those tenderers will be opened, who qualify in the technical bid. The scheduled time for opening of financial bids would be indicated later.
11. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The certificate has to be scanned and uploaded alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc., the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.

12. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.

13. If after award of the contract, the successful bidder (L1) fails to provide required printed/stationery items, the contract is liable to be cancelled alongwith forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

*Sanjeev*  
*7/3/15*

### 3. Eligibility Criteria

- (i) The firm must have an Annual Turnover of Rs. 20 lakhs or more for the last three years in the relevant field. Copy of CA certificate/ Last three years, viz., 2011-12, 2012-13, 2013-14. Balance Sheet/ Profit & loss Account is to be uploaded with the Technical Bid.
- (ii) The firm must have a minimum experience of 3 years and have executed similar works during last three years (viz., 2011-12, 2012-13, 2013-14) in Ministries/ Government Departments/ State Government/ PSUs etc. Certificates issued by an officer, not below the rank of Section Officer, are to be uploaded with the Technical Bid.
- (iii) Copy of latest Income Tax Return and PAN is to be uploaded with the Technical Bid.
- (iv) Copy/ Proof of VAT Account No./ Service Tax No. is to be uploaded with the Technical Bid.

*Sanjay*  
-12/4/15

#### 4. TERMS AND CONDITIONS

- (I) The rates approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract.
- (II) It shall be the responsibility of the successful tenderer to deliver the Printing work at Room No. 106, D Wing, Shastri Bhawan, New Delhi within 5 days from the date of order issued by the Ministry.
- (III) The firms must not make any compromise on quality. In case it is found at some stage that the quality is inferior than that already approved, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the Ministry, which can extend to blacklisting of the firm also.
- (IV) All the rates quoted in BoQ should be exclusive of all taxes and the taxes would be paid by the Ministry as applicable.
- (V) The rates should be quoted in figures as well as in words for all the items in the enclosed list as per the given specifications. The tenderers should quote the rates clearly without any overwriting/cutting.
- (VI) The tenderer should be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
- (VII) In case the contractor fails to supply the requisite items in time or dishonours the contract in any way, the contract awarded shall be liable for outright cancellation/termination, without assigning any reasons thereof, and the security deposit and payment due to him, if any, shall also be forfeited. The Ministry is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the competent authority in the Ministry shall be final and binding on the contractor.
- (VIII) No separate charges shall be paid for delivery of goods in the Ministry of Human Resource Development.
- (IX) No advance payment will be made under any circumstances.
- (X) The Ministry will have the authority to select more than one Firm for award of contract. This Ministry further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender.
- (XI) Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this Ministry and set off against any claim to this Ministry for the payment of a sum of money arising out of any other or under any contract with this Ministry.

*Sanjeev*  
-13/4/15

- (XIII) The payment will be made through ECS on receipt of pre-receipted bill in triplicate.
- (XIV) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the Ministry shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this Ministry may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this Ministry.
- (XV) This Ministry reserves the right to terminate the contract any time without assigning any reasons thereof.

*Sanjeev*  
13/4/15

**5. PROFORMA FOR TECHNICAL BID**

1.	Name of the firm/company/Agency	
2.	Complete address of the firm & Telephone No	
3.	Name, address & telephone number of the proprietor	
4.	Whether EMD of Rs. 60,000/- enclosed in the prescribed form	
5.	Annual turnover of the firm for last 3 years (with proof) (2011-12, 2012-13, 2013-14) in the form of CA's certificate/Last 3 years balance sheet/profit & loss A/C (To be uploaded) (minimum Annual Turnover of Rs. 20 lakhs).	
6.	Copies of tender/ work award letter for undertaking similar work in Ministries/Govt. Departments /State Govt./PSUs and a list of clients to whom the firm is rendering its services for the last 3 years may be uploaded with the Technical bid. (Certificate issued by an officer not below the rank of Section Officer). Minimum three similar works during last three years (To be uploaded).	
7.	Copy of latest Income Tax return and PAN Number (with proof) to be uploaded	
8.	Copy/ Proof of VAT Account No./ Service Tax No. is to be uploaded with the Technical Bid.	

**(Signature & Stamp of bidder)**

*Darjeer*  
--12/4/15

**6. PROFORMA FOR FINANCIAL BID**

<b>S.No.</b>	<b>Name of printing items</b>	<b>Rate (Rs.)</b>
<b>1.</b>	Printing of colour slips on Chart paper <b>per thousand</b>	
<b>2.</b>	Printing of colour flags (A-Z) on chart paper <b>per thousand</b>	
<b>3.</b>	Message/Visitors slip pad white (Pad of 50 sheets ordinary printing ) on 80 gsm <b>per pad</b>	
<b>4.</b>	<b>Printing of D.O. letter heads on 120 gsm paper (Rate per thousand)</b>	
<b>(a)</b>	Screen printing –one colour A-4 size Screen printing –one colour 1/5 size Screen printing –one colour 1/6 size Screen printing –one colour 1/8 size	
<b>(b)</b>	Screen printing with golden Emblem A-4 size Screen printing with golden Emblem 1/5 size Screen printing with golden Emblem 1/6 size Screen printing with golden Emblem 1/8 size	
<b>(c)</b>	Raised printing with golden Emblem A-4 size Raised printing with golden Emblem 1/5 size Raised printing with golden Emblem 1/6 size Raised printing with golden Emblem 1/8 size	
<b>(d)</b>	Screen printing with logo Sarva Siksha Abhiyan/Mid Day Meal Four Colour Printing A-4 size (100 gsm) Screen printing with Sarva Siksha Abhiyan/Mid Day Meal Four Colour Printing 1/5 size (100 gsm) Screen printing with Sarva Siksha Abhiyan/Mid Day Meal Four Colour Printing 1/6 size (100 gsm)	
<b>5.</b>	<b>Printing of D.O. letter heads on imported German D.O. paper 120 gsm (Rate per thousand)</b>	
<b>(a)</b>	Screen printing (without golden Emblem) A-4 size Screen printing (without golden Emblem) 1/5 size Screen printing (without golden Emblem) 1/6 size Screen printing (without golden Emblem) 1/8 size	
<b>(b)</b>	Screen printing (with golden Emblem) A-4 size Screen printing (with golden Emblem) 1/5 size Screen printing (with golden Emblem) 1/6 size Screen printing (with golden Emblem) 1/8 size	

*Darjeen*  
13/4/15

(c)	Raised Printing (without golden Emblem) A-4 size Raised Printing (without golden Emblem) 1/5 size Raised Printing (without golden Emblem) 1/6 size Raised Printing (without golden Emblem) 1/8 size	
(d)	Raised printing (with golden Emblem) A-4 size Raised printing (with golden Emblem) 1/5 size Raised printing (with golden Emblem) 1/6 size Raised printing (with golden Emblem) 1/8 size	
<b>6.</b>	<b>Printing of Invitation Cards with envelopes (Ivory 300 gsm 7"x5")</b>	
(a)	Screen printing one side with Golden emblem <b>per hundred</b>	
(b)	Screen printing both side with golden emblem <b>per hundred</b>	
(c)	Raised printing one side with golden emblem <b>per hundred</b>	
(d)	Raised printing both side with golden emblem <b>per hundred</b>	
<b>7.</b>	<b>Printing of Visiting Cards on ivory cards and Hand Made cards (Rate per hundred) 330 gsm (GK)</b>	
(a)	Screen printing one side (with golden emblem) Ivory card Screen printing one side (with golden emblem) Hand made Card	
(b)	Screen printing both side (with golden emblem) Ivory card Screen printing both side (with golden emblem) Hand made Card	
(c)	Raised printing one side (with golden emblem) Ivory card Raised printing one side (with golden emblem) Hand made Card	
(d)	Raised printing both side (with golden emblem) Ivory card Raised printing both side (with golden emblem) Hand made Card	
<b>8.</b>	<b>White paper envelopes (100GSM) with Screen printing (Rate per hundred)</b>	
i)	SE-5 size (without window) With Sticky gum on flapper SE-5 size (without window) without sticky gum on flapper	
ii)	SE-5 size (with window) With Sticky gum on flapper SE-5 size (with window) without sticky gum on flapper	
iii)	SE-6 size (without window) With Sticky gum on flapper SE-6 size (without window) without sticky gum on flapper	
iv)	SE-6 size (with window) With Sticky gum on flapper SE-6 size (with window) without sticky gum on flapper	
<b>9.</b>	<b>Yellow paper envelopes (100 gsm) with Screen printing (Rate per hundred)</b>	
i)	Special size (9"x5") (without Window) With Sticky gum on flapper Special size (9"x5") (without Window) without sticky gum on flapper	

ii)	Special size (9"x5" (with window) With Sticky gum on flapper Special size (9"x5" (with window) without sticky gum on flapper	
iii)	A-4 size (9"x13" (without window) With Sticky gum on flapper A-4 size (9"x13" (without window) without sticky gum on flapper	
iv)	A-4 size (9"x13" (Inner side fully laminated (Without window) with sticky A-4 size (9"x13" (Inner side fully laminated (Without window) without sticky gum on flapper	
v)	Special size (10"x14" (without window) With Sticky gum on flapper Special size (10"x14" (without window) without sticky gum on flapper	
vi)	SE-8 size (12" x 15") (without window) With Sticky gum on flapper SE-8 size (12" x 15") (without window) without sticky gum on flapper	
vii)	Special size SE-8A (Bag Shave) (without window) With Sticky gum on flapper Special size SE-8A (Bag Shave) (without window) without sticky gum on flapper	
10.	(i) Printing of cover page on 300 gsm Art card and binding the set with laminated paper (ordinary binding) <b>per hundred</b>	
	(ii) Printing of cover page on 300 gsm Art card with offset 4 colour printing and binding the set with laminated paper (ordinary binding) <b>per hundred</b>	
11.	<b>Spiral binding of sets with both side OHP sheet (Rate per hundred)</b>	
	i) Containing pages up to 100 pages ii) Containing pages 101 to 200 iii) Containing pages 201 and above	
12.	<b>Printing of Slip Books Spiral binding ( 50 sheets) (Rate per hundred)</b>	
	i) 1/8 size Lucky Pasment paper 1/8 size Bond paper	
	ii) 1/5 size Lucky Pasment paper 1/5 size Bond paper	
	iii) 1/4 size Lucky Pasment paper 1/4 size Bond paper	
13.	Acknowledgement slips (Ordinary printing) <b>per hundred</b>	
14.	Car parking sticker on PVC sheet with gum strip (6"x4") size	

	ordinary printing – one colour <b>per hundred</b>	
15.	Screen printing of badges on Ivory sheet per hundred	
16.	Screen printing of badges on Ivory sheet with good quality plastic cover – Two colour printing <b>per hundred</b>	
17.	Tamper proof sticker (1.75” x 1.75”) size <b>per thousand</b>	
18.	Digital Photocopy (B&W) A-4 size on 75 gsm <b>per page</b>	
19.	Digital Photocopy (Colour) A-4 size on 75 gsm <b>per page</b>	
20.	Double colour photocopy A-4 size on 75 gsm <b>per page</b>	
21.	Double colour photocopy (FS) on 75 gsm <b>per page</b>	
22.	Four colour photocopy A/4 size on 75 gsm <b>per page</b>	
23.	<b>Cover page on 300 GSM in 4 colour printing with lamination</b>	
	i) 1-200 pages <b>per cover</b>	
	ii) 201 to above pages <b>per cover</b>	
24.	<b>Cover page on 300 gsm Black &amp; white</b>	
	i) 1-200 pages <b>per cover</b>	
	ii) 201 to above pages <b>per cover</b>	
25.	<b>Binding charges</b>	
	i) 1-200 pages per book	
	ii) 201 to above pages per book	
26.	Compliment Card with Golden Die printing (GK 330 gsm) <b>Per Card</b>	
27.	Printed Signature Pad/Board (A-4) pulp board 300 gsm	
28.	Wairo Note Pad 50 pages (Printed) (cover 300 gsm inner 80 gsm)	
29.	Invitation card for main programme (Teacher Award Function) as per sample (double colour F/B)	
30.	Programme brochure (Hindi + English) (Teacher Award Function) (Teacher Award Function) pulp board 250 gsm)	
31.	Meal Coupon Book (Teacher Award Function) (Teacher Award Function) colour paper 80 gsm	
32.	Car Parking label (Teacher Award Function) VIP + Ordinary (with gum and double strip tape) colour paper 80 gsm	
33.	Car Parking label (Teacher Award Function) <b>VIP + Ordinary (without gum )</b> colour paper 80 gsm	
34.	Invitation Card (Teacher Award Function) double colour F/B (GK 330 gsm)	
35.	Temporary parking label (with gum and number) (single colour)	

38.	A-5 size (handmade paper 100 gsm)	
39.	A-6 size (handmade paper 100 gsm)	
40.	A-4 size (Galgo paper 100 gsm)	
41.	A-5 size (Galgo paper 100 gsm)	
42.	A-6 size (Galgo paper 100 gsm)	
43.	SE-6 Envelopes on handmade paper (guming tape)	
44.	SE-6 Envelopes on Galgo Paper (gumming tape)	
45.	SE-6 Envelopes on handmade paper (without guming tape)	
46.	SE-6 Envelopes on Galgo Paper (without gumming tape)	
47.	Multi Colour Certificate (Four Colour) for 26 <sup>th</sup> January award	
48.	DO Folder set –A-4 (galgo 300 gsm)	
49.	DO Folder set –A-5 (galgo 300 gsm)	
50.	Visiting Card slip (Urgent/Immediate/Most Immediate/Lok Sabha Question /Rajya Sabha Question /Tatkal/Priority etc.	
51.	Brochure (printing in four colour on 130 gsm art paper in single fold F/B printing A-8 size) per pcs	

*Sanjay*  
13/4/15

## 7. Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid

- ~~time to proceed further to submit the bid packets.~~
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
  - 19) 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 submitted bid will not be acceptable or liable for rejection.
  - 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
  - 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
  - 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
  - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
  - 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
  - 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
  - 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
  - 27) 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.
  - 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
  - 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
  - 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to [-cphp-nic@nic.in](mailto:-cphp-nic@nic.in).

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*Dangra*  
24/15

**8. TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Dated

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' for 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 all 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 totally / 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)

*Sanjiv*  
12/4/15