



**Indian Maritime University**  
**(A Central University Govt. of India)**  
**East Coast Road, Semmencherry, Chennai 600 119.**  
**Tel: (044) 2453 9020, Fax: 2453 9026**

**Tender No.: IMU-HQ/R/70/25/02/2022-PUR**

**06.05.2022**

**TENDER NOTIFICATION**

Bids are invited from reputed Firms, providing Transport Services, under 2-bid system for identifying Service Provider for **“Hiring of vehicles on Hourly/Distance basis”** for Indian Maritime University Headquarters, Chennai.

The Tender Document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) or from <http://eprocure.gov.in/eprocure/app> from 06.05.2022 onwards. The last date for receiving tender **is 11:00 AM on 19.05.2022.**

**DEPUTY REGISTRAR-PURCHASE**

### Tender Abstract

1	Notice Inviting Tender No.	:	Tender No. IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022
2	Tender document download date	:	5:00PM on 06.05.2022
3	Last Date for Submission of Queries	:	11:00 AM on 09.05.2022
4	Pre-bid meeting	:	03:00 PM on 10.05.2022 through Video Conference. Interested Bidders are requested to register in the google form link given on IMU's website www.imu.edu.in.
5	Last date and time for receipt of bids	:	11:00 AM on 19-05-2022
6	Date and time for opening of Technical bid	:	11:00 AM on 20-05-2022
7	Date and time for opening of Financial bid (Tentative)	:	To be intimated later
8	Services required	:	Hiring of Air conditioned Light Commercial vehicles in very good running condition not older than 2018 Model.
9	Period of Contract	:	The contract will be initially for a period of one year, extendable by another two years, one year at a time subject to the satisfactory performance of the Service Provider at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.
10	Validity of tender offers	:	120 days from date of opening of Technical bid
11	Estimated cost of the Tender	:	<b>Rs.4,00,000/- (Approximately)</b>

12	EMD Amount	:	5% of the estimated value i.e. Rs. 20,000/- to be submitted in the form of Demand Draft from Nationalised/ Scheduled Commercial Bank payable in the favour of Indian Maritime University, Headquarters payable at Chennai. The DD should be sent to the following address:  The Registrar, Indian Maritime University - Headquarters, East Coast Road, Semmencherry, Sholinganallur PO, Chennai –600 119
13	Performance Security Deposit (for finalized bidder only )	:	Successful Bidder would be required to remit 3% of the contract value to IMU upon receipt of Work Order, in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number
14	Mode of Submission of Tender	:	Only Online Through CPPP eProcurement portal - <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
15	For telephonic queries please contact	:	+91-9840 981612 or +91-44-2453 9020

## 1. Introduction:

- 1.1. The Indian Maritime University (IMU) is a Central University, under the Ministry of Shipping, Government of India. The University conducts various Statutory Body meetings at Headquarters in Chennai on regular intervals for which senior officials who are members of these Statutory Bodies visit IMU Headquarters Chennai in-person. Details of the Statutory Bodies on IMU is available on IMUs' website.
- 1.2. This Tender Notice is published to invite tenders for Hiring of Vehicles (SUV/ Sedan model) on hourly/ distance basis for meeting the official needs of the University. The Statistics if the Vehicles hired in the last 5 years is as shown below:

Year	Number of Vehicles Hired
2018	401
2019	348
2020	108*
2021	21*
2022 (as on February)	15*
* Vehicle hiring was restricted due to lockdown for COVID-19 pandemic.	

- 1.3. The Service Provider is expected to provide Vehicles in good working condition and which are clean as pick up for the esteemed guests of IMU.

## 2. Instructions to Bidding Firms:

- 2.1. Bidder may also download the Bidding Documents from the CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids, complete in all respect, should be uploaded Online in the CPP Portal before the closing date and time as indicated in Tender Abstract.
- 2.2. **Pre-bid Meeting and Clarification:** IMU shall organize a pre bid meeting on the scheduled date through Video conference as mentioned in Tender Abstract. The Bidders are requested to register online through the google form link provided in IMU's website. The prospective bidders shall submit their queries through E-Mail to: [registrar@imu.ac.in](mailto:registrar@imu.ac.in) with a copy to [dr.purchase@imu.ac.in](mailto:dr.purchase@imu.ac.in), one day before the pre-bid meeting in the

following format and the same shall be clarified during the pre-bid meeting or through a Corrigendum (if necessary):

Tender Clause No. & Page No	Kindly reproduce the Clause as provided in the Tender	Specify the Details of the Clarification
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IMU may or may not incorporate any changes in the Tender document based on acceptable suggestions received during the Pre-Bid meeting. The decision of IMU regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

**2.3. Response to queries and issue of amendments:**

- (a) IMU will respond to any valid request for clarification before the last date as specified in Tender Abstract. IMU’s decision is final and binding with regard to interpretation of terms used or other tender contents.
- (b) IMU may, for any reason, suo-motu or in response to a clarification by a prospective bidder or bidder, modify the tender documents by Amendments (through Addenda / Corrigenda etc.)
- (c) Any such Amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website/CPPP Portal. All the bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.
- (d) Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender (NIT).
- (e) In order to provide prospective bidders reasonable time for taking the Corrigendum / modifications into account, IMU may, at its discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU.
- (f) It is the responsibility of the bidder to check the website noted above time to time for updates.

- 2.4. Tenderers who have downloaded the tender, shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case, if the same is found to be tempered/ modified in any manner, such tender will be completely rejected and EMD would be forfeited and Tenderer is liable to be banned from doing business with Indian Maritime University.
- 2.5. Intending Tenderers are advised to keep visiting the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., issued if any.
- 2.6. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 2.7. The Bidders are requested to provide the following documents along with their Bids:
- (a) Covering Letter as per **Annexure - A.**
  - (b) Scanned copy of the DD sent through post.
  - (c) Minimum Eligibility cum Technical Evaluation Criterion – Supporting Documents **Annexure – B.**
  - (d) Annual Turnover for past 5 years as per **Annexure– C.**
  - (e) Non-debarment Certificate as per **Annexure - E**
- 2.8. **Submission of Price Bid:**
- (a) Price Bid BOQ format is as per **Annexure D** respectively, for “**Tender Ref. No. IMU-HQ/R/70/25/02/2022-PUR 06.05.2022 /Tender for Hiring of vehicles on Hourly/Distance basis for IMU Headquarters, Chennai**”, addressed to the Registrar, Indian Maritime University Headquarters, East Coast Road, Semmencherry, Chennai - 600119.
  - (b) Price Bid has to be submitted as per the BOQ attached to the bid document online through CPPP Portal.
  - (c) It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
- 2.9. Please ensure **Annexure - B** is to be supplemented with proof/ supporting documents self-attested by the Firm. It shall be IMU’s prerogative to decide whether the document produced is valid evidence or not and

whether or not to call for additional proof, if required.

- 2.10. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
- 2.11. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions/corrigendum and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- 2.12. At any time, prior to the date of submission of Bids, IMU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify bid documents by amendments. The amendments shall be notified in IMU's website [www.imu.edu.in](http://www.imu.edu.in) and these amendments will be binding on the agencies. In order to afford prospective agencies a reasonable time to take the amendment into account in preparing their bids, IMU may, at its discretion, extend the deadline for the submission of bids suitably.
- 2.13. All Documents attached with the tender are to be duly signed by the authorized signatory. If required, IMU may insist on notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask for more proof to corroborate the eligibility declarations.
- 2.14. The bidders shall submit all details, documents etc., as required in the tender document duly signed on each page. In case bidder fails to do so, IMU-Headquarters reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered signed in all papers including annexures/supporting documents, if any. The total number of pages should be mentioned in the forwarding letter.
- 2.15. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped all the pages to confirm the acceptance of the entire terms and conditions of the tender.

2.16. All communications with regard to this tender to be addressed to:

The Registrar,

Indian Maritime University - Headquarters,

East Coast Road, Semmencherry, Sholinganallur PO, Chennai –600 119

Tel: 044-2453 9020;

Email to: registrar@imu.ac.in; cc: dr.purchase@imu.ac.in.

2.17. IMU - Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU-Headquarters website and all bidders are requested to visit the website for latest updates.

2.18. IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.

2.19. IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.

2.20. IMU-Headquarters shall notify the successful bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful bidder. This award letter shall indicate the details of services to be supplied by the bidder and the amount which IMU-Headquarters shall pay to the successful bidder in consideration of the execution of the contract by them.

2.21. Bidder who submits more than one tender will be disqualified.

2.22. Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender.

2.23. Bids shall be submitted online **only** at CPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/ Bidders are advised to follow the general instructions for the e-submission of the Bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. Please refer Annexure G and H in this regard.

2.24. Tenders shall remain valid for 120 days from the last date for submission



of tender.

2.25. All documents should be certified by the Authorized signatory of the Bidder.

**2.26. Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms and conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / proforma in the tender are not fully furnished.

**2.27. Cost of Bidding:**

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

**2.28. Language of Proposal & Correspondence:**

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU should be in the English language only. If the bidder along with their offer furnishes any printed literature written in any other language, such documents should be supplemented with their English translation also duly attested by the Translator and the Firm. The contents in the English translated version alone shall be taken into consideration.

**2.29. Earnest Money Deposit:**

a) Tender should be accompanied by an Earnest Money Deposit (EMD) for the value of Rs.20,000 /- (Rupees Twenty Thousand only) in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University- Headquarters", Payable at

Chennai. No other form/ mode of deposit towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU will be summarily rejected. However, exemption from EMD may be considered by IMU only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC, etc. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

- b) The EMD of all unsuccessful bidders would be refunded by IMU within 60 days on selection of successful bidder. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful bidder shall when his tender is accepted, furnish Security Deposit as specified in the clause elsewhere after adjusting the amount deposited by him towards earnest money. The earnest money shall retain its character as earnest money deposit, till the successful bidder furnishes the Security Deposit in full with or without adjustment of EMD.
- c) Where a person whose tender has been received by IMU intimates that he is withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU (or) fails to furnish the Security Deposit within the prescribed time, the IMU shall without prejudice to IMU's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. In case successful bidder fails to enter into a contract/agreement within 30 days or the time specified by IMU from the date of receipt of Work Order, EMD amount shall be forfeited.

2.30. **Tender Validity:**

- (a) Tenders shall remain valid for 120 days from the date of opening of Bids. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals, the terms and conditions mentioned shall not change and any such request may lead to denial of the award.
- (b) In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU may request the bidder to extend the period of

validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post. A bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be.

2.31. **IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

2.32. **Rejection of Bids:** The bids will be rejected on following grounds:

- (a) If any of the eligibility criteria as per the qualification criteria is not met.
- (b) If tender terms and conditions are not met.
- (c) If bidder gives wrong information in the bid.
- (d) Canvassing in any form in connection with the bids.
- (e) If the bid is incomplete /partial bid/ conditional/unclear in any form.
- (f) Submission of Bid in any other format.

**3. Tender Evaluation Process:**

3.1. Eligibility/Qualifying Criteria:

- (a) The Service Provider should own at least 1 vehicle of the following Category (a) models- Toyota Crysta /Isuzu MU 7 / M&M XUV 500 ; at least 5 vehicles collectively of the following Category (b) Models- Toyota Corolla Altis / Honda City / Maruti Ciaz / M&M Xylo ; at least 5 vehicles collectively of the following Category (c) Models - Volkswagen Vento / Maruti Dzire / Toyota Etios / Ford Fiesta. The vehicles should be purchased on or after 01.01.2018 at the time of bid submission and the vehicles should be registered as 'Commercial Vehicle'. **The bidder should have their office at Chennai.** In case University requires more than 10 vehicles at a time, it will be the responsibility of the Service Provider to arrange the same at the contractual

rates specified in the contract. List of vehicles in above two categories have to be attached along with technical bid.

**[Mode of Proof: Copy of Registered Certificate of the Vehicle showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as 'Commercial Vehicle. Relevant proof for having Office in Chennai].**

- (b) The Bidder should have at least 5 years of experience in the business of providing vehicles on hiring basis to Central/State Government Departments/Public Sector Undertakings/ Universities/ Companies/ Corporate sector, etc. up to last date of submission of tender.

**[Mode of Proof: Copy of Hiring of vehicle order/Contract showing that the Bidder had carried out similar work (or) relevant document showing that the Bidder is in the business of providing vehicles on hiring basis for at least 5 years.]**

- (c) The Bidder should have average annual turnover of Rs.20 lakh during the last Five Financial Years (2016-17, 2017-18, 2018-19, 2019-20, 2020-21)

**[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant/ Copy of Income Tax return for each of the 5 years having P&L statement/ Auditor Certificate to that effect as per Annexure-C].**

- (d) The Bidder should NOT have been debarred/ blacklisted or penalized by any Government Department / Agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

**[Mode of Proof: The bidder should give an undertaking for this as per annexure E]**

- (e) The Bidder should have registered with GST.

**[Mode of Proof: The bidder has to enclose the self-attested GST Registration certificate]**

**The Bidder must possess ALL the 5 Qualifying Criteria. If the bidder does not possess even one of these, he shall stand disqualified and his financial bid will not be opened.**

- 3.2. With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.
- 3.3. All documents submitted along with this tender for meeting eligibility criteria are to be duly signed by the authorized signatory. If required, IMU may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask more proof to corroborate the eligibility declarations.
- 3.4. The Technical Bids shall be opened as specified in the Tender Abstract.
- 3.5. The Technical Bids will be evaluated based on the proofs submitted as per Annexure-B.
- 3.6. The IMU shall have the right to call upon the bidders to explain/ substantiate/ prove the various claims made by the Bidder and if satisfactory explanation/ proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.
- 3.7. The bidder should fill all the columns in the Price Bid which is **exclusive of GST** (i.e. quote the rates) in respect of the vehicles for which he is quoting. In other words, he should quote the rates for all of the following: (i) 6 hours & 60 kms; (ii) 8 hours & 80 kms; (iii) 10 hours & 100 kms; (iv) 12 hours & 120 kms; (v) Rate for Extra Hour and (vi) Rate for Extra km. If the Price Bid does not contain rates for all of the above, it shall be summarily rejected.
- 3.8. Every Bidder should note that the IMU-HQ is situated at Semmencherry, Chennai. The calculation of hours/distances should not commence from the bidder's shed(s) but should commence from time and place of reporting of vehicle at IMU, Semmencherry or at places designated by IMU (e.g. Residence, Hotels, and Airport etc. wherever applicable). The drivers should be instructed accordingly and the log book and the claim forms should be redesigned accordingly. Similarly, the distance and Time to be calculated up to the place and time of the drop.
- 3.9. The rates quoted should be for Air-conditioned Vehicle inclusive of all costs including Driver, Fuel and maintenance expenses excluding GST.
- 3.10. The bidder should quote for all the vehicles in the Price Bid.
- 3.11. In order to enable the comparison of the various Price Bids, IMU will convert the rates quoted by the bidder into "rate per hour" by dividing rates quoted in Columns (1) to (4) of the Price Bid by 6, 8, 10 and 12 respectively. The

rate quoted in Column (5) is already a "rate per hour". The rate quoted in Column (6) which is "for extra km" shall be multiplied by 10 to arrive at the "rate per hour". All the 6 "rates per hour" shall be added.

**Illustration:**

Make and Model of the Vehicle	6 hours & 60 kms	8 hours & 80 kms	10 hours & 100 kms	12 hours & 120 kms	Rate for Extra Hour	Rate for Extra km
	(1)	(2)	(3)	(4)	(5)	(6)
	Rate	Rate	Rate	Rate	Rate	Rate
<b>Category (a)</b> Models Toyota Crysta / Isuzu MU 7 / M&M XUV 500	A	B	C	D	E	F
<b>Category (b)</b> Models Toyota Corolla Altis / Honda City / Maruti Ciaz / M&M Xylo	A	B	C	D	E	F
<b>Category (c)</b> Models Volkswagen Vento / Maruti Dzire / Toyota Etios / Ford Fiesta	A	B	C	D	E	F

The total "rate per hour" is equal to  $[A/6 + B/8 + C/10 + D/12 + E + (Fx10)]$ .

Likewise total "rate per hour" of all the vehicles in the price bid will be calculated. A weightage of 10:05:85 shall be given to Vehicles in Category (a), (b) and (c) respectively as indicated in the Price Bid.

**The bidder who has secured the lowest total (after applying weightage) of 'rate per hour' all the vehicles put together shall be awarded the contract** for a period of one year from the date of Award of contract extendable by another two years, one year at a time subject to the satisfactory performance of the Service Provider at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.

It is clarified that the above calculations will be done automatically in BOQ Template. The bidders shall merely quote the rates for Columns (1) to (6) above in the Price Bid.

3.12. IMU reserves the right not to issue Purchase Order for any particular Make/Model if it is not satisfied with the rates.

3.13. IMU reserves the right to accept any bid under this tender in full or to reject any bid or all bids without assigning any reason.

**4. Period of Contract:**

The contract will be initially for a period of one year from the date of Award of contract extendable by another two years, one year at a time subject to the satisfactory performance of the Service Provider at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters. The suppliers are requested to quote the rate cautiously.

**5. Value of the Contract:**

During the period Jan 2018 to Feb 2022, IMU-HQ incurred an average expenditure of **Rs.3,67,245/-** towards Hiring of Vehicles on Hourly/Distance Basis rate contract. However the value for the commencing contract period cannot be said exactly, as it depends upon the amount of official work for which Vehicle will be required.

**6. Security Deposit:**

The successful bidder will be required to furnish a security deposit of **3%** of the Contract value in the form of an Account Payee Demand Draft, in favour of the "Indian Maritime University Headquarters, East Coast Road, Semmencherry, Chennai-600119" within 7 working days from the date of issue of Rate Contract Order. The Security deposit will be refunded without any interest only 90 days after the expiry of the contract. This is liable to be forfeited, if during the period of Vehicle services are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the University that the contractor firm may invite upto themselves due to any of the reasons specified above.

**7. General terms and conditions:-**

7.1. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the Service Provider.

7.2. The rates quoted should be for Air-conditioned Vehicle inclusive of all costs including Driver, Fuel, and maintenance expenses excluding **GST**.

7.3. Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the university, the said Driver shall be

withdrawn and substituted by a fresh Driver to the university on that day itself.

- 7.4. All hired vehicles shall be under University's control and shall be parked in designated locations of the Indian Maritime University when not in use during the period of hiring.
- 7.5. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
- 7.6. Vehicles should also be fitted with Towing hook.
- 7.7. Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc, on time without disturbing the service of the University. Alternative vehicle of the same standard shall be provided during such period.
- 7.8. The Service Provider shall be responsible for all liabilities and keep the University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 7.9. The University has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- 7.10. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws.
- 7.11. In case of breakdown of any vehicle, the Service Provider shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1, 000/- per such incident, if the vehicle is not provided within two hours, failing which suitable vehicle will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the Service Provider.
- 7.12. In case of any accident to the vehicle, it will be the responsibility of the Service Provider or his representatives (Drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care only by the Service Provider.



- 7.13. The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Indian Maritime University.
- 7.14. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the Service Provider. Proper supporting documents in original will have to be submitted along with monthly claims.
- 7.15. Lodging, boarding, transportation of Drivers shall be solely the Service Provider's responsibility.
- 7.16. In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the University shall have right to expel or refuse entry to such Drivers and vehicle service to be treated as cancelled. No charges shall be paid for such days and services.

#### **8. Payment Terms:**

No advance will be paid to the Service Provider. Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The Billing to be charged primarily based on actual hour utilized. If the actual distance is more than the distance corresponding to the hours, then rate per additional km as per amount quoted is to be added (and not the slab corresponding to the KM). Service Provider will submit an undertaking along with monthly bills that he will deposit the ESI/PF in time to the respective authority. However, the payment of GST shall be made against submission of GST invoice.

#### **9. TAXES AND DUTIES:**

The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) Cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. The benefit of Input Tax Credit should be passed on to IMU as per applicable GST act. TDS will be deducted as per rules.

#### **10. Statutory variation:**

If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on

the documentary evidence. However, no upward revision in the same beyond original delivery period shall be admissible.

**11. Penalty Clause:**

- (a) The above payment terms is subject to timely and satisfactory completion of all the activities certified by the respective Convocation Committee heads of IMU. In the event of delays on the part of the Firm not attributable to IMU or to Force Majeure causes, IMU shall have the right to make 'cuts' in payment at the rate of 1% of the amount payable for each day of delay but not exceeding 10% of the Work Order Value after giving a 3-day notice to show cause against the same.
- (b) In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to IMU or to Force Majeure causes, IMU shall have the right to withhold the corresponding payment for the activities either fully or partly after giving a 3-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the Service Provider to IMU. Penalty shall be decided by IMU without any ceiling but not more than awarded value. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work to another Vendor.
- (c) The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

**12. Termination Clause:**

- (a) In the event of the breach of any of the provisions of contract by the supplier, IMU shall have the right to terminate the tender summarily, at any stage (upon which the Security Deposit paid by the Event Management Agency shall stand forfeited) and to entrust the remaining work to another Agency.
- (b) In the event of IMU terminating the contract for breach by the supplier of any of the provisions thereof, the supplier shall be liable for any loss suffered by IMU up to the time of the termination of the contract.
- (c) IMU may Blacklist or Debar the Service Provider for termination on grounds of breach of Contract or Non-performance leading to negative publicity for

IMU.

- (d) In the event of the insolvency / bankruptcy of the supplier IMU shall have the right to terminate the contract summarily and to purchase in the open market any Goods / Services covered by the contract. In this case, the supplier shall be liable for any excess in the price paid, for any such purchases over the tender price.
- (e) The contract may be terminated with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever by IMU. The Service Provider has to give 90 days' notice in case they want to withdraw/terminate/not willing for further extension, failing which SD, EMD, Retention money and pending bills will be forfeited.
- (f) The Performance Security Deposit will be forfeited in the event of termination of the contract.

**13. Anti-Profiteering Rules of GST:**

The Bidder should strictly adhere to Anti-Profiteering Rules of GST.

**14. Confidentiality:**

The Bidder and their personnel shall not, either during implementation or after completion of the event, disclose any confidential information or event relating to IMU's without the prior consent of the IMU.

**15. Settlement of Disputes:**

Bidder shall make request in writing to the Registrar, IMU - Headquarters for settlement of any dispute within 30 (Thirty) days of arising of the cause of dispute, failing which no disputes / claims shall be entertained by the IMU- Headquarters. The decision of IMU- Headquarters will be final and binding on the parties.

**16. Indemnity:**

The selected Firm shall indemnify IMU from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered, arising or incurred inter-alia during and after the Contract period against all losses, claims for damages including losses, claims for damages on account of bodily injury, death or damage to tangible. The indemnity shall be to the extent of 100% of project cost in favour of the IMU.

**17. Force Majeure:**

Neither IMU-HQ nor the Firm shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

**18. Arbitration & Jurisdiction:**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating here to or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chennai only.

**19. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction of Chennai Courts only.

**Note:** All documents should be submitted in prescribed format

**DEPUTY REGISTRAR-PURCHASE**

**Statement No.1**

**Covering Letter to Accompany Technical Bid**

[On the Letter head of the Bidder, and scanned copy of the DD for EMD of Rs.20,000/-]

Tender Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022

From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University,  
East Coast Road,  
Uthandi,  
Chennai - 600119.**

Sir,

We are a -----  
-----  
-----  
-----  
-----.

[Introduce your company and its activities with particular reference to your experience in providing Vehicle on Hiring basis. Also furnish particulars of your registration with various Statutory Tax authorities in not more than 200 words].

- 2) We hereby submit our Bid for Hiring of Vehicles on Hourly/distance basis.
- 3) We have enclosed a Demand Draft bearing No.\_\_\_\_\_ dated\_\_\_\_\_ for an amount of Rs.20,000 towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.
- 4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Evaluation Criteria of Price Bid, the Deliverables under the Project, the Time line for delivery, Payment Terms, etc.
- 5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.

- 6) In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 7 working days and execute the contract within 15 days from the date of receipt of the first order, failing which the hiring of vehicle order on an hourly/distance basis may be cancelled and the EMD forfeited.
- 7) Our Price Bid is inclusive of driver, fuel maintenance expenses and all applicable taxes, duties and charges and the price quoted shall be firm till the execution of the contract.
- 8) Our Bank details for bill payment, return of EMD/SD has been attached as per **Annexure F.**

Yours faithfully,

Date:

*Signature with Seal of Authorised Signatory*

Place:

**(Minimum Eligibility Cum Technical Evaluation Criterion)**

*[To be taken on the Letter head of the Bidder duly signed by the Authorised Signatory]*

**Tender for Hiring of Vehicles on Hourly/distance basis**

Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022

From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University,  
East Coast Road,  
Semmencherry,  
Chennai - 600119.**

Sir,

We hereby submit our Technical Bid for Hiring of Vehicles on Hourly/distance basis as detailed below

1. Number of Vehicles **Owned** by the Bidder and registered as "Commercial Vehicle":

Make and Model of the Vehicle	Total No. of Vehicles owned	Out of this, No. of Vehicles purchased <b>on or after 01.01.2018</b>
<b>Category (a) Models</b>		
Toyota Crysta		
Isuzu MU 7		
M&M XUV 500		
<b>Category (b) Models</b>		
Toyota Corolla Altis		
Honda City		
Maruti Ciaz		
M&M Xylo		
<b>Category (c) Models</b>		

Toyota Etios		
Maruti Dzire		
Ford Fiesta		
Volkswagen Vento		

**Mode of Proof enclosed: Copy of Registered Certificate of the Vehicle showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as 'Commercial Vehicle'.**

2. Address of the Active Office in Chennai: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mode of Proof enclosed: Relevant proof [GST certificate showing address of Chennai/ internet bills or EB bills for not less than 6 months prior to the last date of bidding should be submitted showing the address of Chennai. Bidders who do not meet this criteria will be rejected]**

3. Whether the bidders have at least 5 years of experience in the business of providing vehicles on hiring basis to Central/ State Government Departments/ Public Sector Undertakings/ Universities/ Companies/ Corporate sector, etc. up to last date of submission of tender:- YES/NO

**Mode of Proof enclosed: Copy of Hiring of vehicle order/ Contract showing that the Bidder had carried out similar work (or) relevant document showing that the Bidder is in the business of providing vehicles on hiring basis for at least 5 years.**

4. The Bidder should have at least Average Annual Turn Over of Rs.20 lakh during the last five Financial Years (2016-17, 2017-18, 2018-19, 2019-20, 2020-21)

**Mode of Proof enclosed: Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant/ Copy of Income Tax return for each of the 5 years having P&L statement/ Auditor Certificate to that effect as per Annexure-C.**

5. Whether the bidder has been debarred or penalized by any government department/ agency in the past 3 (three) Years on account of fraudulent or corrupt practices Or inefficient/ ineffective performance? Yes/No



**Mode of Proof enclosed: The bidder should give an undertaking for this as per the format in Annexure-E**

6. Whether the bidder has registered with GST? Yes/No

**Mode of Proof enclosed: The bidder has to enclose the self-attested GST Registration certificate.**

**Note: The Bidder must possess ALL the 6 Qualifying Criteria. If the bidder does not possess even one of these, he shall stand disqualified and his Financial bid will not be opened.**

**Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be debarred by IMU for at least 3 years.

Date:

Signature with Seal of Authorised Signatory

Place:

**Details Regarding Annual Turnover**

**Bidders have to attach all the documents to be submitted as proof.**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover In Rupees</b>
<b>1</b>	<b>2016-17</b>	
<b>2</b>	<b>2017-18</b>	
<b>3</b>	<b>2018-19</b>	
<b>4</b>	<b>2019-20</b>	
<b>5</b>	<b>2020-21</b>	

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder's Chartered Accountant.

**Place:**

**Date :**      **Signature of the Tenderer with seal**

**BOQ Format****To be submitted other than with BOQ ONLY in Finance Cover on CPPP Portal**

Tender Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022  
From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University, East Coast Road, Semmencherry,  
Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for the hiring of vehicles for the Indian Maritime University, Chennai on Hourly/distance basis: [Should be filled in all Columns]

<b>Make and Model of the Vehicle</b>	<b>6 hours &amp; 60 kms</b>	<b>8 hours &amp; 80 kms</b>	<b>10 hours &amp; 100 kms</b>	<b>12 hours &amp; 120 kms</b>	<b>Rate for Extra Hour</b>	<b>Rate for Extra km</b>
	(1)	(2)	(3)	(4)	(5)	(6)
<b>Category (a) Models</b> Toyota Crysta /Isuzu MU 7 / M&M XUV 500						
<b>Category (b) Models</b> Toyota Corolla Altis / Honda City / Maruti Ciaz / M&M Xylo						
<b>Category (c) Models</b> Volkswagen Vento / Maruti Dzire / Toyota Etios / Ford Fiesta						

The rates quoted are for **Air-conditioned Vehicles** inclusive of all costs including Driver, Fuel, and maintenance expenses excluding GST and shall be firm till the completion of the Contract.

**We understand that any conditional price bid or Variation in Rates between Annexure D & BOQ will lead to rejection of the Bid.**

Date:  
Place:

*Signature with Seal of Authorised Signatory*  
Seal:

**SELF – DECLARATION – NON - DEBARMENT**

**(On the Letter Head of the bidder)**

To  
The REGISTRAR,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

Dear Sir,

In response to the Tender No. IMU-HQ/R/70/25/02/2022-PUR dated 06.05.2022 Hiring of Vehicles on Hourly/Distance basis, I/We hereby declare that presently our Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT / IIM/ CFTI.

We further declare that presently our firm..... is not Debarred/ blacklisted and not declared ineligible, for similar work, by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT/ IIM/ CFTI as on the date of Bid Submission.

Thanking you,  
Yours faithfully,

Signature of Authorised Signatory with seal

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**MANDATE FORM**

**(Account/s Information form)**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM  
COMPLETE CONTACT ADDRESS  
MOBILE NUMBER / PH NO  
E.MAIL:  
PAN :

**B. BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)  
BRANCH NAME WITH COMPLETE ADDRESS,  
TELEPHONE NO  
BRANCH CODE

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)**

IFSC CODE  
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)  
MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary

Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.  
(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager

**BIDDERS MANUAL KIT - OPEN SOURCE SOFTWARE LINK**

<b>S · N o</b>	<b>Particulars</b>	<b>Downloads</b>	<b>File Size (in KB)</b>
1	Notice to Bidders	<a href="#">notice to bidders v906.pdf</a>	131.68
2	Registration of Bidders	<a href="#">Bidder Registration Manual Updated v906.pdf</a>	3256.67
3	Uploading of My Documents	<a href="#">MyDocument Updated v906.pdf</a>	1258.63
4	Online e-Bid Submission	<a href="#">Three Cover Bid Submission New v906.pdf</a>	4646.72
		<a href="#">Two cover bid submission new v906.pdf</a>	4423.29
		<a href="#">Four cover bid submission new v906.pdf</a>	3941.63
		<a href="#">Single Cover bid submission New v906.pdf</a>	3191.54
5	Online Bid Withdrawal	<a href="#">bid withdrawal updated v906.pdf</a>	1628.98
6	Online Bid Re-submission	<a href="#">Bid Resubmission Updated v906.pdf</a>	2832.13
7	Clarifications (Tender Status, My Archive...)	<a href="#">Enquiry Updated v906.pdf</a>	1793.37
8	Troubleshooting	<a href="#">troubleshoot document v906.pdf</a>	50.06
9	BoQ Preparation Guidelines	<a href="#">ItemWise BOQ New v906.pdf</a>	541.52
		<a href="#">Percentage BOQ Updated v906.pdf</a>	570.41
		<a href="#">ItemRate BOQ Updated v906.pdf</a>	748.54

**Instructions for Online Bid Submission**

***(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for online Bid submission for Bidders)***

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 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 / email 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 documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidders, 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 the 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 the "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 the 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 are part of Technical Bid.*

### **SUBMISSION OF BIDS**

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

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

9) 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.

10) 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.