No. : F.1(Misc)/e-tendering/2013/Cont.  
Dated : 21.08.2013

The General Manager (Region),  
Food Corporation of India,  
Regional Office,  

Executive Director (Zone),  
Food Corporation of India,  
Zonal Office,  

Sub. : Changes in MTF of RTC & HTC for making it compliant to e-tendering – reg.

Sir,

Please refer to revised MTF for H&TC circulated vide letter no. F.1(21)/CVC/2011/Cont. dated 02/05.09.2011 and revised MTF for RTC circulated vide letter no. F.1(21)/04/CVC/Cont./Pt.II/Vol.-II/2008 dated 04.08.2011, following changes have been made with the approval of Competent Authority in the relevant clauses in both the MTF’s i.e. HTC and RTC as detailed below to make it compliant to e-tendering.

**PART-1**

**CHANGES MADE IN THE H&TC MTF FOR E-TENDERING**

<table>
<thead>
<tr>
<th>Pages</th>
<th>Existing Clauses</th>
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<tbody>
<tr>
<td>Page 2</td>
<td>A. Last date for submission of tender up to -------- P.M. on ---------------</td>
<td>A. Last date for on line submission of tender up to ---- --- P.M. on -----------</td>
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<td>B. Tender to be opened at -------- PM on ---------------</td>
<td>B. Tender to be opened on line at --------- PM on ------</td>
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</tbody>
</table>

**IMPORTANT NOTE:**

1) Tender documents may be downloaded from Central Public Procurement Portal https://eprocure.gov.in/eprocure/app. Aspiring Bidders/Suppliers who have not enrolled/registered in e-procurement should enrol/register before participating through the website https://eprocure.gov.in/eprocure/app. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding ‘Instructions for online Bid Submission’.

2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website https://eprocure.gov.in/eprocure/app.

3) Tenders and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender documents will not be accepted.
For and on behalf of the Food Corporation of India (hereinafter called the Corporation) the General Manager, Food Corporation of India, Region invites Tenders UNDER TWO BID SYSTEM for appointment of contractor for loading/unloading/handling and transport of food grains and allied material etc.; in and around ______ for a period of ______ from ______ to ______ or such later date as may be decided.

Page 8

5.(a) The Tenderer must fill up and sign the forwarding letter in the format given in Appendix-I and also furnish full, precise and accurate details in respect of information asked for in Appendix-II attached to the form of tender.

The Tenderer must fill up and sign the forwarding letter in the format given in Appendix-I and also furnish full, precise and accurate details in respect of information asked for in Appendix-II attached to the form of tender. The filled and signed Appendices I and II are to be scanned and uploaded at the space/packet provided in the e-Procurement system. Detailed instructions to bidders are available at Annex.-A of MTF. Bidders are requested to read the instructions contained therein carefully & meticulously for submission of bids through e-procure portal.

Signing of Tender

5.(b)(i) Person(s) signing the tender shall state in what capacity he is, or they are, signing the tender, e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of Partnership firm, the names of all partners should be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy of the registered partnership deed should be furnished along with the tender. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company shall be attached to the tender along with a copy of the Memorandum and Articles of Association of the Company.

5. (b)(i) The authorized signatory shall possess Digital Signature Card (DSC) for submission of tender documents and MTF. The DSC holder/authorised signatory signing the tender shall state in what capacity he is, signing the tender, e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of Partnership firm, the names of all partners should be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy of the registered partnership deed should be scanned and uploaded along with the tender. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company shall be scanned and uploaded along with a copy of the Memorandum and Articles of Association of the Company.

5.(b)(ii) The person signing the tender, or any documents forming part of the tender, or in behalf of another, or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has authority to bind such other person, or the firm, as the case may be, in all matters, pertaining to the Contract. If the person so signing the tender fails to produce the said Power of Attorney, his tender shall be summarily rejected without prejudice to any other rights of the Corporation under the law and the

5.(b)(ii) The Digital Signature Card (DSC) holder signing the tender, or any documents forming part of the tender, on behalf of another, or on behalf of a firm shall be responsible to produce a proper Power of Attorney duly executed in his favour, stating that he has authority to bind such other person, or the firm, as the case may be, in all matters, pertaining to the Contract. If the Digital Signature Card (DSC) holder so signing the tender fails to produce the said Power of Attorney his tender shall be summarily rejected without prejudice to any other right of the Corporation under the law and EMD paid by him/her will be forfeited. The hard copy of Power of Attorney will be submitted by the successful tenderer at the time of
<table>
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<th>Earnest Money Deposit paid by him/her shall be forfeited.</th>
<th>awarding of the contract.</th>
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<tbody>
<tr>
<td>5(b)(iii) The Power of Attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in the case of proprietary concern, and by the person who by his signature can bind the company in the case of a limited company. The entire tender document must also be signed on each page by the authorized person.</td>
<td>5.(b) (iii) The Power of Attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in the case of proprietary concern, and by the person who by his signature can bind the company in the case of a limited company. The Power of Attorney duly signed should be scanned &amp; uploaded.</td>
</tr>
<tr>
<td><strong>Page no. 8 &amp; 9</strong> 6. Earnest Money (i) Each tender must be accompanied by an Earnest Money@ 2% value of contract amounting Rs... (Rupees......) in the form of a D.D/Pay Order issued by a Scheduled Bank or through Electronic Clearing System (ECS)/other electronic means in favour of the GM(Region), FCI. The Tenderer shall be permitted to bid on the express condition that in case he resiles, or modifies his offer, or terms &amp; conditions thereof, after submitting his tender, for any reason whatsoever during the tender process, or any of the information furnished by him/ her is found to be incorrect or false, the Earnest Money Deposited by him shall stand forfeited, without prejudice to any other rights and remedies of the Corporation under the Contract and Law, and the Tenderer will be liable for any loss suffered by the Corporation on account of its withdrawal/modification etc. besides forfeiture of EMD. He will also be debarred from participating in any other Tender Enquiry with FCI for a period of five years.</td>
<td>6. Earnest Money (i) Each tender must be accompanied by an Earnest Money @ 2% value of contract amounting Rs ...... (Rupees ...) which must be submitted electronically through NEFT/RTGS/other electronic means by the tenderers for which concerned FCI, RO will provide its Bank account no. &amp; concerned Branch of the bank where the account is held. In case of NEFT/RTGS/other electronic means the tenderer has to indicate transaction no. (UTR No.) of such payments appropriately in the Bid. The Tenderer shall be permitted to bid on the express condition that in case he resiles, or modifies his offer, or terms &amp; conditions thereof, after submitting his tender, for any reason whatsoever during the tender process, or any of the information furnished by him/her is found to be incorrect or false, the Earnest Money Deposited by him shall stand forfeited, without prejudice to any other rights and remedies of the Corporation under the Contract and Law, and the Tenderer will be liable for any loss suffered by the Corporation on account of its withdrawal/modification etc. besides forfeiture of EMD. He will also be debarred from participating in any other Tender Enquiry with FCI for a period of five years.</td>
</tr>
<tr>
<td><strong>Page no. 10</strong> 8. Submission of tender (a) The tender shall be submitted in two parts, viz., technical bid and price bid. (b) The original copy of the tender alongwith the documents required under the technical bid is to be kept in one sealed envelope superscribed 'A' – Technical Bid and the price bid will be kept in another sealed envelope superscribed 'B' – Price Bid. Both the bids then will be kept in another sealed envelope superscribing &quot;Tender No....... for .......&quot; and addressed to the General Manager (Region), Food Corporation of India with the name and address of the tenderer. (c) The envelope containing the Technical Bid shall include the following: (i) The tender document along with all its Annexures &amp; Appendices duly signed on</td>
<td>(a) The tender shall be submitted online in two parts, viz., technical bid and price bid. (b) All supporting documents except tender document have to be scanned and uploaded in Technical Bid. Price Bid as per Appendix VII provided in Part-B, has to be scanned, encrypted and uploaded at the requisite places in the e-Procurement system. (c) The envelope/packet in online containing the Technical Bid shall include the following: (i) All the Annexures &amp; Appendices of MTF duly signed on each page by the Tenderer should be scanned and</td>
</tr>
</tbody>
</table>
(ii) Earnest Money Deposit.

(iii) List of Documents attached, as per the format in Appendix II, duly signed by the Tenderer.

* The tenderer shall quote one uniform percentage below or above the schedule of rates as per Appendix VII (Price Bid). In case separate rates are quoted for handling and transport operation, total estimated cost of both the operations for the contractual period taking into account the volume of operation is to be worked out on the basis of the tendered rates to arrive at the lowest rate.

(d) Tender which do not comply with these instructions shall be summarily rejected.

(e) Outstation Tenderer may send their tenders by Registered Post.

(f) The tender form shall be filled in by Tenderer clearly, neatly and accurately. Any alteration, erasures or overwriting should be duly initialed by the authorized signatory.

(g) Tenders not accompanied by all the Schedules/Annexures intact and duly filled in and signed may be ignored.

(h) It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or withdraw any offer at any stage after submission of the tender.

(i) Any attempt by tenderer to change the format of any of the supporting documents of the MTF while uploading or any attempt to tinker with the software of the portal will render his tender liable for cancellation and his subsequent blacklisting.

uploaded in e-Procurement portal.

(ii) Earnest Money Deposit details alongwith receipt if any.

(iii) List of Scanned copy of documents attached as per the format in Appendix II, duly signed by the Tenderer.

* The tenderer shall quote one uniform percentage below or above the schedule of rates as per Appendix VII (Price Bid). In case separate rates are quoted for handling and transport operation, total estimated cost of both the operations for the contractual period taking into account the volume of operation is to be worked out on the basis of the tendered rates to arrive at the lowest rate.

(d) Tender which do not comply with these instructions shall be summarily rejected.

(e) Tenders should be uploaded / submitted through e-procurement at https://eprocure.gov.in/eprocure/app. Manual bids/Hard copy of the tender documents will not be accepted. However the successful tenderer will have to submit the original hard copy of MTF duly signed on each page of MTF alongside annexures/appendices duly attested on or before the date & time stipulated by FCI, failing which the EMD furnished by the Bidder is liable to be forfeited and further that the award of contract through the letter of acceptance will be issued to the successful tenderer only after he fulfills this requirement.

(f) The supporting documents shall be scanned and uploaded by Tenderer clearly, neatly and accurately in readable format. Any alteration, erasures or overwriting on the supporting documents should be duly initialed by the authorized signatory.

(g) Tenders not accompanied by all the Schedules/Annexures intact and duly filled in and signed may be ignored.

(h) It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or withdraw any offer at any stage after submission of the tender.
9. Opening of tenders
The Technical Bid will be opened online first, in the Office/Offices of the Food Corporation of India, at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids.

Appendix-II (Reference para 5(a) of General Information to Tenderers) List of Documents Attached
2. All supporting documents except tender document have to be signed, scanned, and uploaded in Technical Bid. Price bid has to be scanned and uploaded at the requisite places in the e-Procurement system.

### PART-II

**CHANGES MADE IN THE RTC MTF FOR E-TENDERING**

<table>
<thead>
<tr>
<th>Pages</th>
<th>Existing Clauses</th>
<th>Modified clauses for e-tendering.</th>
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<tbody>
<tr>
<td>Page 3</td>
<td>A. Last date for submission of tender up to --------- P.M. on ---------------&lt;br&gt;B. Tender to be opened at ----------- PM on ---------------</td>
<td>A. Last date for online submission of tender up to ------- P.M. on --------&lt;br&gt;B. Tender to be opened on line at --------- PM on ------</td>
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</table>

**IMPORTANT NOTE:**
1) Tender documents may be downloaded from Central Public Procurement Portal [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Aspiring Bidders/Suppliers who have not enrolled/registered in e-procurement should enrol/register before participating through the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding 'Instructions for online Bid Submission'.

2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).

3) Tenders and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender documents will not be accepted.

Page 4 | For and on behalf of the Food Corporation of India (hereinafter called the Corporation) the General Manager, Food | For and on behalf of the Food Corporation of India (hereinafter called the Corporation) the General Manager, Food Corporation of India, ____ Region
<table>
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<tr>
<th>Corporation of India, Region invites Tenders UNDER TWO BID SYSTEM for appointment of contractor for loading/unloading/handling and transport of food grains and allied material etc; from _______ to _______ for a period of two years.</th>
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<tbody>
<tr>
<td>invites Tenders online UNDER TWO BID SYSTEM at Central Public Procurement Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>) for appointment of contractor for loading/unloading/handling and transport of food grains and allied material etc; from _______ to _______ for a period of two years.</td>
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**Page 7**

5.(a) The Tenderer must fill up and sign the forwarding letter in the format given in **Appendix-II** and also furnish full, precise and accurate details in respect of information asked for in **Appendix-III** attached to the form of tender.

The Tenderer must fill up and sign the forwarding letter in the format given in **Appendix-II** and also furnish full, precise and accurate details in respect of information asked for in **Appendix-III** attached to the form of tender. The filled and signed Appendices II and III are to be scanned and uploaded at the space/packet provided in the e-Procurement system. Detailed instructions to bidders are available at Annex.-A of MTF. Bidders are requested to read the instructions contained therein carefully & meticulously for submission of bids through e-procure portal.

### Signing of Tender

5.(b)(i) Person(s) signing the tender shall state in what capacity he is, or they are, signing the tender, e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of Partnership firm, the names of all partners should be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy, of the partnership deed should be furnished along with the tender. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company shall be attached to the tender along with a copy of the Memorandum and Articles of Association of the Company.

5. (b)(i) The authorized signatory shall possess Digital Signature Card (DSC) for submission of tender documents and MTF. The DSC holder/authorised signatory signing the tender shall state in what capacity he is, signing the tender, e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of Partnership firm, the names of all partners should be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy, of the **registered** partnership deed should be scanned and uploaded along with the tender. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company shall be scanned and uploaded along with a copy of the Memorandum and Articles of Association of the Company.

5.(b)(ii) The person signing the tender, or any documents forming part of the tender, on behalf of another, or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has authority to bind such other person, or the firm, as the case may be, in all matters, pertaining to the Contract. If the person so signing the tender fails to produce the said Power of Attorney, his tender shall be summarily rejected without prejudice to any other rights of the Corporation under the law.

5.(b) (ii) The Digital Signature Card (DSC) holder signing the tender, or any documents forming part of the tender, on behalf of another, or on behalf of a firm shall be responsible to produce a proper Power of Attorney duly executed in his favour, stating that he has authority to bind such other person, or the firm, as the case may be, in all matters, pertaining to the Contract. If the Digital Signature Card (DSC) holder so signing the tender fails to produce the said Power of Attorney his tender shall be summarily rejected without prejudice to any other right of the Corporation under the law. The hard copy of Power of Attorney will be submitted by the successful tenderer at the time of awarding of the contract.

5.(b)(iii) The Power of Attorney should be signed by all the persons in the case of a partnership concern, by the proprietor in the case of proprietary concern, and by the person who by his signature can bind the company in the

5.(b) (iii) The Power of Attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in the case of proprietary concern, and by the person who by his signature can bind the company in the
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<th>6. Earnest Money (i) Each tender must be accompanied by an Earnest Money @ 2% value of contract amounting Rs... (Rupees...........) in the form of a D.D/Pay Order issued by a Scheduled Bank or through Electronic Clearing System (ECS)/other electronic means in favour of the GM(Region), FCI. Tender not accompanied by Earnest Money shall be summarily rejected. The Tenderer shall be permitted to bid on the express condition that in case he resiles, or modifies his offer, or terms &amp; conditions thereof, after submitting his tender, for any reason whatsoever during the tender process, the Earnest Money Deposited by him shall stand forfeited, without prejudice to any other rights and remedies of the Corporation under the Contract and Law, and the Tenderer will be liable for any loss suffered by the Corporation on account of its withdrawal/Modification etc. besides forfeiture of EMD. He will also be debarred from participating in any other Tender Enquiry with FCI for a period of five years.</th>
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<td>8. Submission of tender (a) The tender shall be submitted in two parts, viz., technical bid and price bid. (b) The original copy of the tender along with the documents required under the technical bid is to be kept in one sealed envelope superscribed ‘A’ - Technical Bid and the price bid will be kept in another sealed envelope superscribed ‘B’ - Price Bid. Both the bids then will be kept in another sealed envelope superscribing &quot;Tender No......... for ........&quot; and addressed to the General Manager (Region), Food Corporation of India with the name and address of the tenderer. (c) The envelope containing the Technical Bid shall include the following: (i) The tender document along with all its Annexures &amp; Appendices duly signed on each page by the Tenderer. (ii) Earnest Money Deposit. (iii) List of Documents attached, as per the format in Appendix III, duly signed by the Tenderer.</td>
</tr>
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* The tenderer shall quote one uniform percentage below or above the schedule of rates as per Appendix VII (Price Bid). In case separate rates are quoted for handling and transport operation, total estimated cost of both the operations for the contractual period taking into account the volume of operation is to be worked out on the basis of the tendered rates to arrive at the lowest rate.

(d) Tender which do not comply with these instructions shall be summarily rejected.

(e) Tenders should be uploaded / submitted through e-procurement at https://eprocure.gov.in/eprocure/app. Manual bids/Hard copy of the tender documents will not be accepted. **However the successful tenderer will have to submit the original hard copy of MTF duly signed on each page of MTF alongwith annexures/appendices duly attested on or before the date & time stipulated by FCI, failing which the EMD furnished by the Bidder is liable to be forfeited and further that the award of contract through the letter of acceptance will be issued to the successful tenderer only after he fulfills this requirement.**

(f) The supporting documents shall be scanned and uploaded by Tenderer clearly, neatly and accurately in readable format. Any alteration, erasures or overwriting on the supporting documents should be duly initiated by the authorized signatory.

(g) It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or withdraw any offer at any stage after submission of the tender.

(h) Any attempt by tenderer to change the format of any of the supporting documents of the MTF while uploading or any attempt to tinker with the software of the portal will render his tender liable for cancellation and his subsequent blacklisting.

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<td>The Technical Bid will be opened in the Office of the General Manager, Food Corporation of India, .......... at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. Price Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid.</td>
<td>The Technical Bid will be opened online in the Office of the General Manager, Food Corporation of India, at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end. Price Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid.</td>
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Further it has been decided to introduced a detailed set of instructions for bidders for e-tendering process as Annexure-A and is to be placed in MTF after the heading “Services Part-I” after page no. 34 of HTC MTF and after page no. 22 of RTC MTF {after heading “General Information” (Appendix-I)}.

Annexure - A

Instructions for Online Bid Submission:

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

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

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My
Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

**PREPARATION OF BIDS**

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

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that 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.

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 transaction no. (UTR No.) at appropriate place.

4) Bidder should deposit the EMD as per the instructions specified in the tender document. The details of the EMD/tender fee should be filled carefully at specified place well before the closure time of the bid as indicated in the tender form. 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.

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, 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) The time for seeking clarification and giving replies may be specified by RO concerned preferably it should be before closing of the time of bids. The queries and replies will be submitted by e-mail only at the e-mail ID indicated in the MTF. 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. The contact number for the helpdesk is 1800 233 7315.

A format name Tender Submission Undertaking is also to be included MTF of H&TC and RTC. The format of the same is as below:

TENDER SUBMISSION UNDERTAKING

Date: ________

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: __________________

Name of Tender / Work: ____________________________

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: __________________ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/ entirety.
5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely alongwith taking action as per other remedies available under law.

Yours Faithfully,

[Signature of the Bidder, with Official Seal]

OTHER CHANGES

This format is to be included at the end of RTC/HTC MTF.

Further Appendix-I of H&TC and Appendix-II of RTC containing the forwarding letter needs to be changed at:

Point no. 1. The word ‘Sealed Tender’ is to be changed with e-tender.

Point no. 4. Demand draft no./Electronic Clearing System (ECS) ref: ______ dated ______ drawn on the ______ for Rs. ______ Rupees ______ (in word) is enclosed as Earnest Money is to be changed to I have deposited EMD and tender document fee of Rs. ______ Rupees ______ (in word) through NEFT/RTGS/Other Electronic Mean vide UTR No. ______ in the bank Account no. ______ Bank/Branch ________ as mentioned in tender document.

Further at page no. 2 of H&TC MTF and page no. 3 of RTC MTF the heading ‘THIS DOCUMENT IS NOT TRANSFERABLE. THE TENDER IS ISSUED IN DUPLICATE (ONE COPY SHALL BE RETAINED BY THE TENDERER) Receipt No. ______ Dated ______ Cost of Rs. 500+(plus) Taxes if any (Rupees __________ (in words))’ is to be deleted alongwith addition of word “on line” at point ‘A’ and ‘B’ at same page.

At page no. 3 of H&TC MTF Telegraphic & Telex Address is to be deleted with addition of ‘on line and e-tender’ word in second line of the application format and at CPP Portal (URL: https://eprocure.gov.in/eprocure/app) in third line after the word Two Bid System.

It is requested to incorporate the above mentioned changes and inclusions in MTF of H&TC and RTC and give it vide publicity for benefit of bidders. The officials/officers dealing with the contract matters may be made to understand the above mentioned changes thoroughly to avoid any mistakes and complications that may arise.

This issues with the approval of Competent Authority.

Yours faithfully,

(Vijay Parashar)
General Manager (S&C)

Copy to:
1. Executive Director (IT), FCI, Hqrs., New Delhi for information.
2. Executive Director (Finance), FCI, Hqrs., New Delhi for information.
3. Executive Director (Legal), FCI, Hqrs., New Delhi for information.
4. Director (IFS), FCI, Gurgaon for information.

General Manager (S&C)