

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लिमिटेड

## **BRIDGE AND ROOF CO. (INDIA) LIMITED**

ई - निविदा आमंत्रण सूचना (ई-एनआईटी) नं०: पी एण्ड आर/एचओ/51246/स्ट्रक्चरल कार्य/पी-III/एनआईटी/एससी/01 दिनांक 21.02.2024

ईपीसीएम इकाइयों (जीडीएस, एचसीयू, इंटरकनेक्टिंग पाइप रैक और संपद्ध क्षेत्रों) के लिए विविध सिविल कार्यों और आईओसीएल, गुजरात रिफाइनरी, वडोदरा, गुजरात में डिजाइन, आपूर्ति और निर्माण कार्य के संध में स्ट्रक्चरल स्टील वर्क्स आदि का फैब्रिकेशन और इरेक्शन।

**NOTICE INVITING E-TENDER**  
(e-NIT) NO. BandR/HO/51246/Strl. Work/P-III/NIT/SC/01 Date 21.02.2024

### **TENDER DOCUMENT**

### **FOR**

**Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.**

**Bridge And Roof Co. (India) Ltd**  
**Kankaria Centre, (4<sup>th</sup> And 5<sup>th</sup> Floor),**  
**2/1 Russel Street,**  
**Kolkata-700071**  
**CIN NO.U27310WB1920GOI003601**

**MASTER INDEX**

**Name of Work :** Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.

eNOTICE INVITING TENDER (eNIT) NO:	<b><u>BandR/HO/51246/Strl.Work/P-III/NIT/SC/01</u></b>
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Signed And Stamped of Tenderer

**Name of Work :** Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.

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## **BRIDGE AND ROOF CO. (INDIA) LTD.**

Kankaria Centre, (4<sup>th</sup> And 5<sup>th</sup> Floor),

2/1 Russel Street,

Kolkata-700071

CIN NO.U27310WB1920GOI003601

### **NOTICE INVITING TENDER E-TENDER.: (E-NIT) NO.: BandR/HO/51246/Strl.Work/P-III/NIT/SC/01 dated 21.02.2024**

Online SINGLE PERCENTAGE RATE Offer(s) in two part system are invited from reputed, resourceful and experienced parties meeting prescribed qualifying criteria for **Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.**

Interested Bidder(s) will have to be enrolled And registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app>

Last Date of submission of offer is 13.03.2024 up to 16:00 Hours.

Corrigendum / Addendum, if any shall be hosted CPP Portal i.e. to <https://eprocure.gov.in/eprocure/app> and in Company's website: [www.bridgeroof.co.in](http://www.bridgeroof.co.in) only.

**BRIDGE AND ROOF CO. (INDIA) LTD.**Kankaria Centre, (4<sup>th</sup> And 5<sup>th</sup> Floor),

2/1 Russel Street, Kolkata-700071

CIN NO.U27310WB1920GOI003601**NOTICE INVITING TENDER E-TENDER.: (E-NIT) NO.: BandR/HO/51246/Strl.Work/P-III/NIT/SC/01 date 21.02.2024**

1. ONLINESINGLE PERCENTAGE RATE bids are invited from reputed and experienced parties meeting prescribed qualifying criteria by BANDR for **Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.**

## 2. Brief Details of Work:

Sl. No.	Name of Work and Location	Estimated cost put to tender	Cost of Tender Document (Non refundable)	Earnest Money	Time of Completion	Tender Inviting Authority (TIA)
1	2	3	4	5	6	7
1	Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.	9.50 Crore excl. GST	Rs. 20,000.00 (+) 18% GST = Rs.23,600.00 (Rupees Twenty Three Thousand Six Hundred only) in the form of DD/ Pay order / Banker's Cheque from any Nationalized / Scheduled bank after realization in favour of "Bridge And Roof Co. (India) Ltd.", payable at Kolkata (No A/c Payee Cheque shall be considered). The bidder shall also make online payments towards cost of tender documents in Authorities designated Bank Account ( <b>Please refer Annexure- C Page 1 of 8</b> ) and also upload online payment receipt for the same.	Rs. 8.00 Lakhs in the form of DD/ Pay Order/ Banker's Cheque valid for minimum 90 days from any Nationalized / Scheduled bank after realization in favour of "Bridge And Roof Co. (India) Ltd.", payable at Kolkata / Bank Guarantee (BG) in prescribed format valid for minimum 6 months (No A/C Payee Cheque shall be considered).	06 Months	General Manager(Comm) Bridge And Roof Co. (I) Ltd., Kankaria Centre, 5 <sup>th</sup> Floor, 2/1,Russel Street, Kolkata-700071
			Since, the tender is a Works Contract, benefits (i.e. exemption of tender fee & EMD) to Indian Micro & Small Enterprises (MSEs) Units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., under provisions of public procurement policy for MSEs Order 2012 with upto date amendments shall not be applicable (As per F.No. 190/Mech/Corres/various org/Stakeholder/2021-22 dated 18/19.04.2022 Purchase Preference to MSME/NSIC/SSIC Bidder not applicable on Works Contract)			

## 3. Critical Date Sheet :

Bid Document Publishing Date :	21.02.2024
Bid Document Download Start Date :	21.02.2024
Bid Submission Start Date :	21.02.2024
Bid Submission End Date :	13.03.2024 up to 16:00 Hours.
Last date of submitting Tender fee/Earnest money and physical documents as specified in Tender Document :	14.03.2024 up to 14:00 Hours
Date of Opening of Technical Bid :	14.03.2024 up to 16:00 Hours.
Date of Opening of Financial Bid :	Would be informed later on to the Techno-commercially recommended bidder(s) only through CPP Portal

1. **GENERAL GUIDANCE:-**

- (A) Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.
- (B) Any agencies willing to take part in the process of e-Tendering will have to be enrolled And registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e-Tendering site as given on the web portal.
- (C) **Each Tenderer is required to obtain DSC (Enlisted Class- III ) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site [www.cca.gov.in](http://www.cca.gov.in)**
- (D) Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> . Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.
- (E) If any of the intending bidders wishes to withdraw from participation in the bid, he / she can freely withdraw from the participation before scheduled date and time of closure of the bid submission.
- (F) BandR reserves right to cancel the bid without assigning any reason thereof.

**NOTE: All corrigendum, addenda, amendments and clarifications to this Tender will be hosted in Co's Website AndCPP Portal and not in the newspaper. Bidder shall keep themselves updated with all such amendments.**

**QUALIFYING CRITERIA**

Qualifying Criteria for participating in the tender for **Fabrication & Erection of Structural Steel Works etc. in connection with Misc. Civil Works for EPCM Units (GDS, HCU, Interconnecting Pipe Rack and Allied Areas) and Design, Supply & Construction Work at IOCL, Gujarat Refinery, Vadodara, Gujarat.**

Only tenderers who have previous experience in the work of the nature and description detailed in the Notice Inviting Tender and/or tender specification and fulfilling the following Qualifying Criteria are expected to quote for this work duly detailing their experience along with offer.

**CONDITIONS FOR QUALIFICATION:**

1.	<b>QUALIFICATION CRITERIAL FOR THE APPLICANTS :</b>	
(a)	The Bidder should have successfully executed/executing "Similar Works" of the value during the last 07 (seven) years ending last day of the month previous to the one in which bids are invited. The bidder should fulfill either of the following experience criteria.	
	i)	03 (Three) similar completed/executed works each costing not less than <b>Rs.160.00 Lakhs</b> OR
	ii)	02(Two) similar completed/executed works each costing not less than <b>Rs.200.00 Lakhs.</b> OR
	iii)	01 (One) similar completed/executed work costing not less than <b>Rs.320.00 Lakhs</b>
	The above completed/executed Value of contract(s) shall be exclusive of GST/Service Tax.	
	<b>Note :</b>	
	1.	"Similar Works" shall mean fabrication & erection of structural steel work in Hydrocarbon Sector (Refineries/Petrochemicals/Onshore Oil and / or Gas Processing Plant/Fertilizer/Oil or Gas Terminal/Oil or Gas Installations/Oil or Gas Pipeline / LNG Facilities) / Metallurgy / Chemical / Power Plants/Infrastructure/Railway (except Solar and Wind).
	2.	The Value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of offers for this tender.
	3.	For running job substantial completion shall be based on 80% (value wise) or more works completed under this contract for evaluation.
	4.	If work executed with supply & fabrication of structural steel only, then 80% of executed value will be considered for evaluation.
	5.	Separate LOI/WO/PO's for the same job in same project issued from the client will be treated as single order and the total value of the works completed against the above LOI/WO/PO's shall be treated as one single works completed by them.
	LOI / WO and respective Completion certificate or any other documents to substantiate the above nature as well as the value of work.	

**ANNEXURE – A**

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(b)	<p>The average Annual Financial Turnover during the last 03 (three) years ending 31.03.2023 should not be less than Rs.120.00 lakhs.</p> <p>If there are tie among bidders for any particular rank will be decided based on the submitted highest average annual turnover of the agency during last 3 years ending on 31<sup>st</sup> March,2023.</p> <p>Net worth of the bidder should be positive as per the Audited Annual Financial Statement of last financial year. Bidder shall submit the certificate for Net Worth duly certified by Practicing Chartered Accountant with his stamp and signature.</p>
(c)	Solvency Certificate from Bidder's Banker from Nationalized/Schedule Bank in India. The Solvency Certificate should not be more than 03 (three) months old from the date of publication of NIT.
(d)	The bidder must have PAN issued by Competent Authority.
(e)	<p>The Bidder must have GST Registration Certificate issued by Competent Authority. The bidder must be GST com plaint in all respect under the GST Law to execute the aforesaid job.</p> <p>Note: Bidder should submit the copy of laest filed Monthly / Quarterly GSTR 3B return as GST clearance certificate along with GST Registration Certificate with offer/bid. All agencies have registration in other state except <b>Gujarat</b> shall raise their Tax Invoice by Charging IGST Only.</p>
(f)	Copy of PF Registration Certificate.
(g)	Copy of ESIC Registration Certificate.
(h)	Direct or Indirect Joint Venture(s) / Consortium / Special Purpose Vehicle (SPV) / Special Purpose Entity (SPE) are not permitted to participate.
2.	<b><u>DETAILS TO BE FURNISHED BY THE BIDDER :</u></b>
	The Bidders are requested to furnished the following details seriatim as under.
(a)	Name, address, details of the Organization
(b)	Notarized Copy of Completion Certificate along with corresponding LOI/WO or any other documents substantiating the above nature as well as Executed Value of Work.
(c)	Copy of Audited Balance Sheet(s) along with Turnover Certificate duly signed by Chartered Accountant with his / her Seal, Signature and Registration Number for last 03 (Three) financial years ending 31.03.2023.
(d)	Bidder shall submit the certificate for Net Worth duly certified by practicing Chartered Accountant with his stamp and signature.
(e)	Photo Copy of Current Income Tax Return Filling Acknowledgement.
(f)	Photo Copy of PAN Card issued by Income Tax Authority.



(g)	<p>Photo Copy of GST Registration Certificate.</p> <p>Note: Bidder should submit the copy of laest filed Monthly / Quarterly GSTR-3B return as GST clearance Certificate along with GST Registration Certificate with offer / bid failing which their offer will not be considered for further evaluation.</p> <p>Moreover, contractors having registration in other state (<b>except Gujarat</b>) should give Declaration in their Letter head that they shall raise their Tax Invoice by charging IGST only.</p>
(h)	Photo Copy of P.F. Registration Certificate.
(i)	Photo Copy of ESIC Registration Certificate.
(j)	Information on litigation history, liquidated damage, disqualification etc. declaration in Tenderer's Letter Head. Bidder(s) who had a record of Court Case / Litigation History with BANDR /our Client against previous Tender / Contracts in last 5 (five) years, the offer of the bidder's will not be considered.
(k)	Constitution and legal status along with attested copies of Deeds/Articles and Memorandum of Association etc. as applicable.
(l)	Name(s) of the Owner/Partners/Promoters and Directors of the Firm/Company.
(m)	Power of Attorney on appropriate value of Non Judicial stamp paper on behalf of the person who has signed the Bid.
(n)	The Bidder should submit a Solvency Certificate from Bidder's Banker from Nationalized/Scheduled Bank in India. The Solvency Certificate should not be more than 03 (three) months old from the date of publication of NIT.
(o)	Details of Key Supervisory personnel having sufficient experience in their Co.'s Roll.
(p)	Details of Work in hand And Current Commitment.
(q)	Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services / non consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority as per order no. (Public Procurement No 4) dtd 23.02.2023 by Ministry of Finance, Department of Expenditure ( Procurement Policy Dept.).
(r)	"Purchase preference to Make in India" regarding minimum local content is applicable for the "Local Supplier" for the items/services covered in the Tender as per Public Procurement Policy, Govt. of India (Refer Order 2017 dated 16.02.2023 issued by the DPIIT).
(s)	The Bidder is required to enter into any Integrity Pact with the Employer as per the Format. This Integrity Pact will be signed by BandR for and on behalf of Employer as its Agent/Power of Attorney Holder at the time of execution of Agreement with the successful Bidder. While submitting the Bid, the Integrity Pact shall be signed by the duly authorized signatory of the Bidder.
(t)	Bidder may visit site before bid submission for getting acquainted with the site condition and specifically for their assessment of all the controlling factor. For this Bidder has to submit the Certificate of Declaration for confirming the Knowledge of site conditions on co' letterhead duly signed and stamped as per format attached in NIT.

3.	<p>The bidder must possess necessary equipments, machineries, tools And tackle, instruments etc. Required for successful execution of the job. In case Bidder does not own required equipments, machineries, tools And tackles, instruments etc. As mentioned above, Bidder may hire the same from sub agency for which the Bidder will have to submit their consent letter along with techno-commercial part of their offer.</p> <p>The Contractor intending to use/lease equipments/machineries are required to submit declaration indicating name of the company/persons providing equipment and duration of such contract.</p>
4.	The company reserves the right to waive minor deviations if they do not materially affect the capability of the Bidder to perform the contract.
5.	Bidder is liable to disqualified, even though they meet the qualifying criteria, if they.
(a)	Made misleading or false representations, statements and attachments submitted in proof of the qualification requirements, and/or
(b)	Record of poor performance such as abandoning the works, not properly completing the supply order, inordinate delays in completion or supply, litigation history or financial failures etc.
(c)	If the Bidder deliberately gives wrong information/submit fake, false, fabricated, forged documents in his tender, BandR reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money / Security Deposit / any other money due.
(d)	<p>Information on litigation history, liquidated damage, disqualification etc. declaration in Tenderer's Letter Head. Bidder(s) who had a record of Court Case / Litigation History with BANDR /our Client against previous Tender / Contracts in last 5 (five) years the offer of the bidder will not be considered. A declaration in this respect has to be furnished by the bidders as per prescribed format (APPENDIX-X).</p> <p>Technical Bid shall be treated as non-responsive if anything adverse has come to the notice of the Tender Inviting Authority against the Firm/Agency/ bidder so far as his performance within the jurisdiction of this Company.</p> <p>Bidders shall, on request, provide any necessary authority and assistance to enable relevant enquiries to be carried out. After submission of their offer, bidder must notify BandR promptly, if there is any :</p>
(i)	Substantial change in their financial of technical capacity.
(ii)	Change in their business (such as Company Name, Address).
(iii)	Change of ownership or holding, including any transfer of key personnel.
(iv)	Any other significant change in information provided in the offer.

	The bidder must provide any further details required for the review upon request from BandR. Failure to comply with any request by BandR for such information will result in rejection of their offer.
6.	We accept that we will automatically be kept under Black Listing/ Holiday List from being eligible for bidding in any contract with Bridge And Roof Co. (I) Ltd. (BandR) for the period of 6 months from the date of occurrence, if we are in breach of our obligation(s) under the bid conditions, because we :
(a)	have withdrawn our Bid during the period of bid validity specified in the Letter of Bid, OR
(b)	having been notified of the acceptance of our Bid by BandR during the period of bid validity.
(i)	fail or refuse to execute the Contract, if required, or
(ii)	<b>have failed or refused to furnish the Performance Guarantee within prescribed</b>
	<p>We understand this EMD, and returns to contractor for unsuccessful (Bidder(s) without any interest upon finalization of Tender or the validity of Bid whichever is earlier.</p> <p>Further, if i/We fail to commence work as specified, I/We agree that Bridge And Roof Co. (I) ltd. or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the performance guarantee absolutely.</p> <p><b>BAndR may, in its absolute discretion suspend or disqualify a Bidder/Bidders who, at any time, is considered to have breached any of the qualification conditions or has performed in any unsatisfactory manner without assigning any reason whatsoever.</b></p>
7.	Sub-letting of the job, if awarded, shall not be permitted.
8.	Disqualification of Bid : (BAndR) reserves the right to disqualify such bidders who had a record of not meeting the contractual obligations against earlier contracts entered into with the Purchaser (BAndR)

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Signed And Stamped of Tenderer

**ANNEXURE-B****Government e-Procurement System  
IMPORTANT NOTICE TO BIDDERS ON e-TENDERING**

GOVERNMENT E-PROCUREMENT SYSTEM has successfully rolled out the e-bid submission Tendering System through its web site <https://eprocure.gov.in/eprocure/app> Tenders of various Departments have been uploaded, their bids submitted and the same have been opened on line. Bids for various tenders published in the web site of Government Departments can be submitted online by enrolling with the above mentioned web site. The bidders can enroll themselves on the website <https://eprocure.gov.in/eprocure/app> using the option "**Click here to Enroll**". This enrollment is free at this point of time. Possession of a **Valid Class III Digital Signature Certificate (DSC) in the form of smart card/e-token** in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "**Information about DSC**".

The web site also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference. Vendors can also attend the **training / familiarization programme** on the e-tendering system conducted periodically by the GOVERNMENT E-PROCUREMENT SYSTEM in association with NIC.

**Advantages of E-Tendering System**

The bidders will be able to see the status of the tenders for which they have submitted quotes in different stages and would also be informed of the status by E-Mail. For the bidders who have registered themselves on the website through the "**Stay Updated**" option, information of all the tenders for which they are interested to participate will be sent by E-Mail.

**Please note that all the departments of GOVERNMENT E-PROCUREMENT SYSTEM are gradually switching over to e-Tendering system in a phased manner. All the tenders in future will be issued only through the e-Tendering system and only registered vendors will be allowed to participate in the tendering process**

**Administrator,**  
GOVERNMENT E-PROCUREMENT SYSTEM

## **Instructions for Online Bid Submission**

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

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

### **REGISTRATION**

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

### **SEARCHING FOR TENDER DOCUMENTS**

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

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**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 being part of Technical Bid.*

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (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.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### **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 below.

**Please send mail to:**

a.) ( Mr. J. Pandit ) : [jibananda.pandit@bridgeroof.co.in](mailto:jibananda.pandit@bridgeroof.co.in) | Extn - 282

b.) ( Mr. S.Bepari ) : [surajit.bepari@bridgeroof.co.in](mailto:surajit.bepari@bridgeroof.co.in) | Extn : 296

**B & R office: - (033) 2217-4469 to 4473, 2217-4053/4054/4056**

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general like **page not loading, java error, unable to upload document, DSC etc....** may be directed as

**Please send mail to:**

a.) ( Mr.kalyan karar ) [eprocurement@bridgeroof.co.in](mailto:eprocurement@bridgeroof.co.in)  
ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056| Extn- 295

b.) (shri. Barun Kanti das ) [barunkanti.das@bridgeroof.co.in](mailto:barunkanti.das@bridgeroof.co.in)  
ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056| Extn- 268

**NOTE :-** Requesting bidder to send first an e-mail wait for an hour or so. Before making phone Company holidays on( 2nd & 4th Sat )

## **HELP FOR THE TENDERER / BIDDER WITH DSC**

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.

Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e- Tendering site as given on the web portal.

Each Tenderer is required to obtain DSC (Enlisted Class- III ) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site [www.cca.gov.in](http://www.cca.gov.in)

**THE TENDERERS / BIDDERS CAN APPROACH ANY ONE OF THE FIVE CAS FOR GETTING DIGITAL SIGNATURE CERTIFICATE. IF REQUIRE , THE WEBSITE ADDRESSES ARE GIVEN BELOW.**

[www.safescrypt.com](http://www.safescrypt.com)

[www.idrbtca.org.in](http://www.idrbtca.org.in)

[www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)

[www.ncodesolutions.com](http://www.ncodesolutions.com)

[www.e-Mudhra.com](http://www.e-Mudhra.com)

<http://hrinfracon.com>

[ Is LRA and alliance partner of (n)Code Solutions (a div. of GNFC) ]

[www.crgcorporate.co/](http://www.crgcorporate.co/)

[authorized agent of eMudhra Consumer Services Ltd. ]

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

**FOR FURTHER INFORMATION, REGARDING SUBMISSION OF TENDER PLEASE VISIT TO  
BIDDER MANUAL KIT**

<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>