



ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड  
**BRIDGE AND ROOF CO. (INDIA) LTD.**

ई-निविदा आमंत्रण सूचना (ई-एनआईटी) सं./NOTICE INVITING E-TENDER (E-NIT) NO. :  
**BANDR/HO/51242/STP/EPC /NIT/01 DATED: 30.09.2024**

केरल के एर्नाकुलम में एर्नाकुलम जंक्शन रेलवे स्टेशन के पुनर्विकास के संबंध में मूल एमबीबीआर प्रौद्योगिकी पर आधारित 2 सीवेज ट्रीटमेंट प्लांट [1 150 केएलडी (240 केएलडी तक अपग्रेड करने योग्य) एसटीपी और 600 केएलडी एसटीपी (960 केएलडी तक अपग्रेड करने योग्य)] के निर्माण के लिए ईपीसी अनुबंध के आधार पर डिजाइन, विस्तृत ड्राइंग तैयार करना, इंजीनियरिंग, आपूर्ति, निर्माण, स्थापना, परीक्षण, कमीशनिंग, रखरखाव और अन्य संबंधित कार्य के लिए निविदा दस्तावेज़।

**TENDER DOCUMENT**

**FOR**

**“DESIGN, PREPARATION OF DETAIL DRAWINGS, ENGINEERING, SUPPLY, CONSTRUCTION, INSTALLATION, TESTING, COMMISSIONING, MAINTENANCE AND OTHER RELATED WORK IN EPC CONTRACT BASIS FOR CONSTRUCTION OF 2 NOS SEWAGE TREATMENT PLANT [1 NO 150 KLD (UPGRADABLE TO 240 KLD) STP AND 1 NO 600 KLD STP (UPGRADABLE TO 960 KLD)] BASED ON ORIGINAL MBBR TECHNOLOGY IN CONNECTION WITH RE-DEVELOPMENT OF ERNAKULAM JUNCTION RAILWAY STATION AT ERNAKULAM, KERALA.”**

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड  
**Bridge And Roof Co. (India) Ltd.**

कंकड़िया सेंटर, (चौथी एवं पाँचवीं मंजिल)

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

2/1 रसल स्ट्रीट,

**2/1 Russel Street,**

कोलकाता-700071

**Kolkata-700071**

CIN NO.U27310WB1920GOI003601

सी आइ एन संख्या : U27310WB1920GOI003601

**BRIDGE & ROOF CO. (INDIA) LIMITED**

Kankaria Centre (4th & 5th Floor),

2/1, Russel Street, Kolkata – 700 071

CIN No.: U27310WB1920GOI003601

**Name of the Work :** *Design, Preparation of Detail Drawings, Engineering, Supply, Construction, Installation, Testing, Commissioning, maintenance and other related work in EPC Contract basis for Construction of 2 Nos Sewage Treatment plant [1 no 150 Kld (upgradable to 240 KLD) STP and 1 no 600 KLD STP (upgradable to 960 KLD)] based on Original MBBR Technology in Connection with Re-Development of Ernakulam Junction Railway Station at Ernakulam, Kerala*

NOTICE INVITINGe-  
TENDER (e-NIT) NO : **BANDR/HO/51242/STP/EPC/NIT/01 DATED: 30.09.2024**

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**(Signature of the Tenderer with Stamp)**

## BRIDGE & ROOF CO. (INDIA) LIMITED

**Name of the Work :** *Design, Preparation of Detail Drawings, Engineering, Supply, Construction, Installation, Testing, Commissioning, maintenance and other related work in EPC Contract basis for Construction of 2 Nos Sewage Treatment plant [1 no 150 Kld (upgradable to 240 KLD) STP and 1 no 600 KLD STP (upgradable to 960 KLD)] based on Original MBBR Technology in Connection with Re-Development of Ernakulam Junction Railway Station at Ernakulam, Kerala*

**NOTICE INVITING e-TENDER (e-NIT) NO :** **BANDR/HO/51242/STP/EPC/NIT/01 DATED: 30.09.2024**

Sl. No.	Technical Cover Details	Documents	
1.	Cover-I	i) Tender fee ii) Earnest Money Deposit (EMD) iii) MSME Notarized copy of Valid Registration Certificate. iv) Power of Attorney, on stamp paper of appropriate value, v) Process Compliance Form & Letter of Submission (in Company's letter head), vi) No Deviation Certificate in Bidder's letter head, vii) Detail of information to be furnished by the Bidder viii) Declaration for knowledge about entire site conditions in Bidder's letter head & (ix) Declaration against Technical Specification in Bidder's letter head.	
2.	Cover-II	Qualification Criteria.	
3.	Cover-III	Notice Inviting e-Tender (NIT)	
4.		Instruction to Bidder (ITB)	
5.		General Conditions of Contract (GCC)	
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7.		Tender Drawing	
8.		<b>FORMATS :</b> (a) Performance Bank Guarantee. (b) Bank Guarantee in lieu of Security Deposit (c) Make In India Clause (d) Shares a Land Border (e) Input Tax Credit Format (f) Other (s) format	
		Cover-IV	<b>PRICE BID (DONT SUBMIT YOUR QUOTED BOQ IN HARD COPY)</b>



**BRIDGE & ROOF CO. (I) LTD.**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
CIN NO. : U27310WB1920GOI003601  
"KANKARIA CENTRE" (4<sup>th</sup> & 5<sup>th</sup> FLOOR), 2/1, RUSSEL STREET,  
KOLKATA-700071.

**NOTICE INVITING e-TENDER (e-NIT)**

Online "**SINGLE PERCENTAGE RATE**" Bid(s) / Offer(s) are invited in two part bid system for execution of the following work meeting the prescribed Pre-Qualification Criteria given in Tender Document(s).

Name of Work	e-NIT No.:
<b>"DESIGN, PREPARATION OF DETAIL DRAWINGS, ENGINEERING, SUPPLY, CONSTRUCTION, INSTALLATION, TESTING, COMMISSIONING, MAINTENANCE AND OTHER RELATED WORK IN EPC CONTRACT BASIS FOR CONSTRUCTION OF 2 NOS SEWAGE TREATMENT PLANT [1 NO 150 KLD (UPGRADABLE TO 240 KLD) STP AND 1 NO 600 KLD STP (UPGRADABLE TO 960 KLD)] BASED ON ORIGINAL MBBR TECHNOLOGY IN CONNECTION WITH RE-DEVELOPMENT OF ERNAKULAM JUNCTION RAILWAY STATION AT ERNAKULAM, KERALA."</b>	<b>BANDR/HO/51242/STP/EPC/NIT/01 DATED: 30.09.2024.</b>

**Last Date of submission of Bid: 21.10.2024 upto 17:30 Hours.**

Interested Bidder(s) have to enroll & register with the Government e-Procurement System and download the Tender document through logging on to <https://eprocure.gov.in/eprocure/app>

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

# BRIDGE And ROOF CO. (INDIA) LTD.

Kankaria Centre, (4<sup>th</sup>&5<sup>th</sup> Floor),  
2/1 Russel Street, Kolkata-700071  
CIN NO.U27310WB1920GOI003601

**NOTICE INVITING TENDER E-TENDER NO.: BANDR/HO/51242/STP/EPC/NIT/01 DATED: 30.09.2024.**

Online **SINGLE PERCENTAGE RATE** bids on **EPC-Contract** basis are invited from reputed and experienced parties meeting prescribed qualifying criteria by BANDR for "**Design, Preparation of Detail Drawings, Engineering, Supply, Construction, Installation, Testing, Commissioning, maintenance and other related work in EPC Contract basis for Construction of 2 Nos Sewage Treatment plant [1 no 150 Kld (upgradable to 240 KLD) STP and 1 no 600 KLD STP (upgradable to 960 KLD)] based on Original MBBR Technology** in Connection with Re-Development of Ernakulam Junction Railway Station at Ernakulam, Kerala."

**1 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	<b>"Design, Preparation of Detail Drawings, Engineering, Supply, Construction, Installation, Testing, Commissioning, maintenance and other related work in EPC Contract basis for Construction of 2 Nos Sewage Treatment plant [1</b>	<b>Rs. 4.01 Crore (Excluding GST)</b>	Rs. 9,000.00 + 18% GST = <b>Rs. 10,620.00</b> (Rupees Ten thousand six hundred twenty only), payable by demand draft (D.D.) / Pay Order / Banker's Cheque (subject to realization)/ BG drawn from any nationalized bank, in favour of bridge & roof co. (i) ltd., payable at kolkata, West Bengal shall be submitted along with the tender documents. (No A/C Payee Cheque shall be considered).	<b>Rs. 8,73,000.00 (Rupees Eight Lakhs Seventy Three Thousand only)</b> is payable in the form of Demand Draft/Pay Order/Banker's Cheque (Subject to Realization)/Bank Guarantee(valid upto 180 days) drawn on any Nationalized Bank, in favour of Bridge And Roof Co. (I) Ltd., payable at Kolkata along with offer. <b>(No A/C Payee cheque shall be considered.)</b>	<b>06 (Six) Months from the date of issuance of LOI.</b>	Group General Manager (Engineering) Bridge & Roof Co. (India) Ltd. Kankaria Centre, 5th Floor, 2/1,Russel Street,Kolkata-700071

<p><b>no 150 Kld (upgradable to 240 KLD) STP and 1 no 600 KLD STP (upgradable to 960 KLD)] based on Original MBBR Technology in Connection with Re-Development of Ernakulam Junction Railway Station at Ernakulam, Kerala."</b></p>		<p>The bidder shall also make online payment towards the cost of tender document in authorized designated bank account and also upload the "online payment receipt" of the same. details of the designated bank account are furnished below.</p> <p><b>I. Name of the beneficiary: Bridge And Roof Co. (India) Ltd.</b></p> <p><b>II. Name of the bank : Indian Bank.</b></p> <p><b>III. Account no. : 4 1 7 9 5 4 5 8 0.</b></p> <p><b>IV. IFSC code : I D I B 0 0 0 R 0 2 4.</b></p>	<p>EMD amount in the form of BG submitted by successful bidder (s) shall be retained till submission of valid BG towards Performance Guarantee and same shall be released thereafter. <b>EMD amount in the form of Demand Draft/Pay Order/Banker's Cheque submitted by successful bidder(s) will be treated as part of security Deposit/ Retention Money</b> and the deduction towards the Security Deposit/ Retention Money will be started after adjustment of EMD amount against value of work done in R/A bills. EMD amount of unsuccessful bidder(s) shall be returned after finalisation of tender.</p>		
		<p>As Per F. No. 190/Mech/Corres/Various Org/Stakeholder/2021-22 dtd. 18.04.22 of MSME development institute, Govt. of India, Ministry of MSME clarifies that, as per PP policy 2012, <b>works contract are NOT covered under PP policy.</b></p>			

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3.	<b>CRITICAL DATESHEET :</b>		
	Dates & Time For :-	:	Dates and Time
	Bid Document Publishing Date	:	<b>30.09.2024</b>
	Bid Document Download Start Date	:	<b>30.09.2024</b>
	Bid Submission Start Date	:	<b>01.10.2024 at 17:30 Hrs.</b>
	Bid Submission End Date	:	<b>21.10.2024 at 17:30 Hrs.</b>
	Last date of submitting Tender fees/ earnest money and physical documents, specified as Cover I in Tender Document.	:	<b>22.10.2024 up to 12:00 Hrs.</b>
	Date of Opening of Technical Bid	:	<b>22.10.2024 after 17:30 Hrs.</b>
	Date of Opening of Financial Bid	:	Would be informed later on to the Techno Commercially qualified bidder(s) only.

**GENERAL GUIDANCE:-**

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)

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.

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.

**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 & CPP Portal and not in the newspaper. Bidder shall keep themselves updated with all such amendments.

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**“DESIGN, PREPARATION OF DETAIL DRAWINGS, ENGINEERING, SUPPLY, CONSTRUCTION, INSTALLATION, TESTING, COMMISSIONING, MAINTENANCE AND OTHER RELATED WORK IN EPC CONTRACT BASIS FOR CONSTRUCTION OF 2 NOS SEWAGE TREATMENT PLANT [1 NO 150 KLD (UPGRADABLE TO 240 KLD) STP AND 1 NO 600 KLD STP (UPGRADABLE TO 960 KLD)] BASED ON ORIGINAL MBBR TECHNOLOGY IN CONNECTION WITH RE-DEVELOPMENT OF ERNAKULAM JUNCTION RAILWAY STATION AT ERNAKULAM, KERALA.”**

**NOTICE INVITING e-TENDER (e-NIT) NO.: BANDR/HO/51242/STP/EPC/NIT/01 DATED:**  
**30.09.2024.**

**ANNEXURE - A**

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**QUALIFYING CRITERIA**

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**QUALIFYING CRITERIA**

**“Design, Preparation of Detail Drawings, Engineering, Supply, Construction, Installation, Testing, Commissioning, maintenance and other related work in EPC Contract basis for Construction of 2 Nos Sewage Treatment plant [1 no 150 Kld (upgradable to 240 KLD) STP and 1 no 600 KLD STP (upgradable to 960 KLD)] based on Original MBBR Technology in Connection with Re-Development of Ernakulam Junction Railway Station at Ernakulam, Kerala.”**

**e-NIT No.: BANDR/HO/51242/STP/EPC/NIT/01 DATED: 30.09.2024**

**1.00 QUALIFICATION CRITERIA FOR PARTICIPATION IN THE TENDER:**

- a. The bidder should have successfully executed “**Similar Works**” 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.

Three **(03)** similar completed works each costing not less than **Rs. 1.75 Crore.**

**OR,**

Two **(02)** similar completed works each costing not less than **Rs. 2.18 Crore.**

**OR,**

One **(01)** similar completed work costing not less than **Rs. 3.50 Crore.**

**Note: “Similar Work” shall mean “Construction, Erection and Commissioning of Sewage Treatment Plant (STP) Work.” in any Sector.**

Completed” means that work of above value (executed gross value) or till gross value of work executed (in case of running work) should have been completed ending last day of the month previous to the one in which bids are invited.

In this regard, photocopy of Completion Certificate issued by Client along with corresponding LOI/WO or any other relevant Documents towards Scope of Work duly Certified by Client substantiating the above value nature & value of work also to be submitted.

For demerged entities (by virtue of a corporate restructuring exercise etc,) shall be permitted to use credentials of original / parent entity to satisfy the eligibility criteria in the tenders, at least, for initial five years from the incorporation of the demerged entities.

Direct or Indirect Joint Venture(s) / Consortium / Special Purpose Vehicle (SPV) / Special Purpose Entity (SPE) are not permitted to participate.

The value of executed works may be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the ending last day of the month previous to the one in which the application is invited.

**Direct or Indirect Joint Venture(s) / Consortium / Special Purpose Vehicle (SPV) / Special Purpose Entity (SPE) are not permitted to participate.**

**Note :**

**In case the work experience certificate issued by private sector (i.e) other than Government/PSU's, the completion certificate shall be supported with copies of work order/LOA/LOI, all duly notarized and TDS certificate corresponding to the receipt of payment from Client should be submitted.**

- b. The Average Annual Financial Turnover during the last 03(Three) years, ending on 31<sup>st</sup> March of the previous financial year (FY: 2022-23) should not be less than **Rs. 1.30 Crore**
- c. The bidder should submit a **bank Solvency Certificate**/letter from the bidder's banker. The solvency certificate **should not be more than 3(three) months** old from the last date of bid submission.
- d. The bidder must have valid PAN issued by Competent Authority.
- e. The bidder must have GST Registration Certificate issued by Competent Authority.

**Note:** Bidder should submit the copy of latest filed Monthly / Quarterly GSTR-3B return as GST clearance Certificate along with GST Registration Certificate with offer / bid. Moreover, contractors having registration in other **state (except Kerala)** shall raise their Tax Invoice by charging IGST only. Otherwise their price shall be evaluated by loading GST amount as applicable rate specified by bidder(s).

- f. The bidder must be P. F. & ESIC registered.  
[If not registered with the Concerned Department, then the Bidder should give a declaration in their Letter head alongwith Techno Commercial part of their Offer towards submission of the same within one month of award of Work and before releasing any Payment in their favour].
- g. 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 OM Dated 23.07.2020 issued by Ministry of Finance. relevant declaration format is enclosed as Annexure – IX.
- h. Purchase "Preference to Make in India" regarding Minimum Local Content is applicable for the "Local Suppliers" for the items/Services covered in the Tender Annexure – VIII.

**2. DETAILS TO BE FURNISHED BY THE BIDDER:**

- a. Name, Address, Details of the Organization.
- b. **Original Notarized Copy** of Completion Certificate along with corresponding LOI/WO or any other documents mentioned in above duly certified by Client's substantiating the above nature as well as **Executed Value of Work & Completion Date.**
- c. Copy of Audited Balance Sheet(s) along with Turnover Certificate duly signed by Chartered Accountant with his / her Seal, Signature & Registration Number for last 03 (Three) financial years ending **31.03.2023. Turnover should be of the Bidding company and not for Subsidiary / Associate Company / Group Company etc.**
- d. Photo Copy of Current Income Tax Deposition Acknowledgement.
- e. Photo Copy of PAN Card issued by Income Tax Authority.

- f. Photo Copy of GST Registration Certificate.  
**Note:** Bidder should submit the copy of latest filed Monthly / Quarterly GSTR-3B return as GST clearance Certificate along with GST Registration Certificate with offer / bid. Moreover, Contractors having registration in other state (**except Kerala**) shall raise their Tax Invoice by charging IGST only.
- g. Photo Copy of P. F. & ESIC Registration Certificate.  
 [If not registered with the Concerned Department, then the Bidder should give a declaration in their Letter head along with Techno Commercial part of their Offer towards submission of the same within one month of award of Work and before releasing any Payment in their favour].
- h. 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 shall not be considered for these Tenders.
- i. Constitutional and Legal status of the firm indicating registration details, partnership deed, power of attorney in case of partnership firm, affidavit in case of proprietorship firm, memorandum and article of association in case of limited Company.
- j. Name(s) of the Owner/Partners/Promoters and Directors of the Firm/Company.
- k. The bidder should submit a bank Solvency Certificate/letter from the bidder's banker. The solvency certificate should not be more than 3(three) months old from the last date of bid submission.
- l. Details of Key Supervisory personnel having sufficient experience in their Co's Roll.
- m. List of Tools & Plants owned by the Company.
- n. Purchase "Preference to Make in India" regarding Minimum Local Content is applicable for the "Local Suppliers" for the items/Services covered in the Tender Annexure –VIII.
- o. Details of Work in hand & Current Commitment.
3. The company reserves the right to waive minor deviations if they do not materially affect the capability of the Bidder to perform the contract.
4. 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 with **BANDR** or Southern Railway, 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 EMD/Retention Money / any other money due and also will be kept under Black Listing /Holiday List from being eligible for bidding in any contract with Bridge & Roof Co.(I) Ltd (**BANDR**) for the period of **2 years from the date of occurrence**.

- d) If bidder or any of constituent partner had been debarred to participate in tender by any Govt. Department/ Govt. Undertaking /Semi Govt. Department/ Local bodies during the last 5 (five) years prior to the date of this NIT such debarment will be considered as disqualification towards eligibility. A declaration in this respect has to be furnished by the bidders as per prescribed format (Annexure: X), without which the Technical Bid shall be treated as non-responsive.

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.

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:

- i) Substantial change in their financial or 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.**

**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 an unsatisfactory manner without assigning any reason whatsoever.

**BANDR** will not be liable for any loss or damages incurred by the Bidder/ Bidders in the above exercise.

5. **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 **BANDR**.
6. Due date of submission shall be written on all the covers / envelopes of the application / bid without fail.
7. Application / Bids received after the due date and time shall not be accepted. No request for extension of the due date indicated shall be entertained.
8. Telegraphic or Fax or Email offers shall not be accepted under any circumstances.
9. **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 an unsatisfactory manner without assigning any reason whatsoever.

**[S. Bhattacharya]**  
**GGM(ENGINEERING)**  
**Bridge & Roof Co. (India) Limited, Kolkata**

**For & on behalf of Tenderer**  
Signed & Stamped of Tenderer

**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**

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## **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. Subir Koley ) : [subir.koley@bridgeroof.co.in](mailto:subir.koley@bridgeroof.co.in) | Extn:- 297  
**b.)** ( Mr.S. Mistri ) : [supankar.mistri@bridgeroof.co.in](mailto:supankar.mistri@bridgeroof.co.in) | Extn: 231

**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>