



BRIDGE AND ROOF CO. (INDIA) LIMITED.

NOTICE INVITING eTENDER (eNIT) NO.:

BANDR/SGEL/61041/BOS/NIT/SC/01 DATED 26.03.2025

ALONGWITH TENDER DOCUMENT
FOR

“NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN.”

BRIDGE AND ROOF CO. (INDIA) LIMITED
KANKARIA CENTRE (4TH/5TH FLOOR)
2/1, RUSSEL STREET,
KOLKATA – 700071
CIN NO : U27310WB1920GOI003601

MASTER INDEX

NAME OF WORK: "NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN."

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**NOTICE INVITING
eTENDER (eNIT)**

BANDR/SGEL/61041/BOS/NIT/SC/01 DATED 26.03.2025

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BRIDGE AND ROOF CO. (I) LTD.

"KANKARIA CENTRE" (4TH/5TH FLOOR),
2/1, RUSSEL STREET,
KOLKATA-700071.

NOTICE INVITING TENDER

Online SINGLE PERCENTAGE RATE Offer(s) in two part system are invited from reputed, resourceful and experienced parties meeting prescribed qualifying criteria for following work

Sl. No.	Description of work and NIT No.	Tender Document available on CPP Portal from	Due date of submission of Bid
1.	"NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN."	26.03.2025	09.04.2025

Interested, resourceful contractors may download the tender documents from CPPP website:

<https://eprocure.gov.in/eprocure/app>

Corrigendum / Addendum, if any shall be hosted in Company's website: www.bridgeroof.co.in

& CPPP website: <https://eprocure.gov.in/eprocure/app>

BRIDGE AND ROOF CO. (India) LTD.

"KANKARIA CENTRE" (4TH/5TH FLOOR),
2/1, RUSSEL STREET, KOLKATA-700071.

CIN No. : U27310WB1920GOI003601

Notice Inviting eTender (eNIT) No: BANDR/SGEL/61041/BOS/NIT/SC/01 DATED 26.03.2025

- 1 Online **Single Percentage Rate** bids are invited from reputed and experienced parties meeting prescribed qualifying criteria by BANDR for "NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN."
- 2 Brief Details of Work:

Sl. No.	Name of work and Location	Assessed value 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	"NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN."	₹ 129.64 Crores	₹ 25000/- + 18% GST = ₹ 29,500 (Rupees Twenty Nine Thousand Five Hundred Only) Payable by Demand Draft (D.D.) / Pay Order / Banker's Cheque (Subject to realization), in favour Of Bridge & Roof Co. (I) Ltd. And Payable at Kolkata, West Bengal Shall Be Submitted alongwith The Bid Documents. (No A/C Payee Cheque Shall Be Considered). THE BIDDER MAY ALSO MAKE ONLINE PAYMENT TOWARDS THE COST OF TENDER DOCUMENT IN AUTHORISED DESIGNATED BANK ACCOUNT AND ALSO UPLOAD THE "ONLINE PAYMENT RECEIPT" OF THE SAME. DETAILS OF THE DESIGNATED BANK ACCOUNT IS FURNISHED BELOW. NAME OF THE BENEFICIARY: BRIDGE AND ROOF CO. (INDIA) LTD. NAME OF THE BANK: INDIAN BANK. ACCOUNT NO.: 4 1 7 9 5 4 5 8 0. IFSC CODE: I D I B 0 0 0 R 0 2 4.	₹ 77.05 Lakh (Rupees Seventy Seven lakhs and Five Thousand Only) Payable by Demand Draft (D.D.) / Pay Order / Banker's Cheque (Shall be Pledged)/Fixed deposit/Bank Guarantee/Insurance Bond with initial validity of six month in favour Of Bridge & Roof Co. (I) Ltd. And Payable at Kolkata, West Bengal Shall Be Submitted alongwith The Bid Documents. (No A/C Payee Cheque Shall Be Considered). The bidder may also make online payment towards the Cost of EMD In authorised Designated Bank Account And Also Upload The "Online Payment Receipt" Of The Same. Details Of the Designated Bank Account Is Furnished Below No A/c. payee Cheque shall be considered. EMD amount submitted by successful bidder shall be returned after submission of BG towards Performance Guarantee. EMD of un-successful bidder(s) shall be returned on expiry of the validity period of Bidder's offer or after finalization of Tender whichever is earlier.	06 (Six) Months for Entire BOS Package and 36 Months O&M after commissioning.	General Manager (Commercial) Bridge And Roof Co.(India) Ltd, Kankaria Centre (5 th Floor), 2/1, Russel Street, Kolkata-700071
			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, WORKS CONTRACT ARE NOT COVERED UNDER PP POLICY. NO EXEMPTION FOR SUBMISSION OF TENDER FEE SHALL BE ENTER TAINED FOR DGS&D/MSME/NSIC/SSIC BIDDERS. THEREFORE, DGS&D/MSME/NSIC/SSIC REGISTERED BIDDERS HAVE TO SUBMIT TENDER FEE AS SPECIFIED IN THE NIT DOCUMENT ALONGWITH THEIR OFFER			

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3 CRITICAL DATE SHEET:

Dates & Time For:-	:	Dates and Time
Bid Document Publishing Date	:	26.03.2025
Bid Document Download Start Date	:	26.03.2025
Bid Submission Start Date	:	27.03.2025
Pre Bid Clarification End Date		01.04.2025
Bid Submission End Date	:	09.04.2025. at 16:00 Hrs.
Last date of submitting Tender fee / earnest money and physical documents as specified in Tender Document.	:	10.04.2025 at 16:00 Hrs
Date of Opening of Technical Bid	:	10.04.2025 at 16.30 Hrs
Date of Opening of Financial Bid	:	Would be informed later on to the Techno-commercially recommended bidder(s) only through CPP Portal system.

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 & 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**
- (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.

QUALIFYING CRITERIA

Qualifying Criteria for participating in the Tender “NOTICE INVITING TENDERS (NIT) FOR ENGAGING ASSOCIATE FOR BALANCE OF SYSTEM PACKAGE FOR DEVELOPMENT OF DESIGN, ENGINEERING, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING THREE (03) YEARS COMPREHENSIVE OPERATION & MAINTENANCE OF 100 MW (AC) SOLAR POWER PROJECT AT NAWA, DIDWANA KUCHAMAN, RAJASTHAN.”

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:**I. QUALIFICATION CRITERIA FOR THE APPLICANTS: -**

- A) The Bidder should have submitted **Original Notarized Copy** of Work Order / Letter of Intent, Job Completion Certificate / relevant documents confirming proof of execution of work / executed value of ongoing work of similar in nature, executed during last 7 years ending last day of months previous to the one in which application are invited should be either of the following:

Three works of executed value not less than ₹ 57.64 Crores each.

OR

Two works of executed value not less than ₹ 72.05 Crores each.

OR

One work of executed value not less than ₹ 115.30 Crores.

The above values of completed contract(s) shall be exclusive of GST.

1. “SIMILAR WORK” shall mean a

A project involving the design, supply, installation and commissioning of Solar EPC Project (Including or excluding Supply of Solar PV Module).

Or

Execution of any industrial project in the fields of solar energy or any construction, undertaken either as a developer or as an EPC (Engineering, Procurement, and Construction) contractor for Government/PSU/PSE or private organizations

Or

Collaboration in the form of a consortium with an entity that has previously executed a solar project (either ground-mounted or floating) as a developer or EPC contractor for Government/PSU/PSE or private organizations. One of the Consortium partners should fulfill the eligibility criteria.

2. In case of different work order/purchase order having same scope of work in same project have been executed by a bidder, cumulative value of such completed work order / purchase order meeting the similar work shall also be considered for the purpose of evaluation.
3. “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.
4. Substantial completion shall be based on 80% (value wise) or more works completed under the contract.
5. For arriving at cost of similar work, the value of work executed shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent per annum, calculated from the date of completion of work to the date of bid opening.
6. If the qualifying work is completed in the 7 years period as specified above, even if it has been started earlier, the same will also be considered to meet the requirement.
7. Experience should be in the name of the bidding company only and not in the name of subsidiary /

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associated / group company etc.

8. However, for contracts under which the applicant participated as a joint venture member, only the applicant's share by value shall be considered to meet the requirement.
9. 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.
10. Experience should be in the name of the bidding company and not In subsidiary / associate company / group company etc. However, for contracts, under which the applicant participated as a joint Venture member, only the applicant's share by value shall be considered to meet this requirement.

“Completed” means that work of above value (Executed Gross Project Value) or till Gross Project Value of Work executed (in case of running work) should have been completed ending the previous day of last date of Tender submission

Notarized copy of Completion Certificate mentioning Executed Value of Work & Date of Completion along with corresponding LOI/WO duly certified by clients from an officer not below the rank of EE or equivalent, substantiating the above mentioned criterion under Sl. No. 12.1 as well as value of work to be submitted.

1.3.2 FINANCIAL CRITERIA

- i) The Bidder should have an Annual Average Turnover for the FY 2021-22, 2022-23 and 2023-24 as below: -

<u>Eligibility criteria</u>	<u>Amount (In INR)</u>	<u>Remarks</u>
Annual Average Turnover for the last three (03) Financial Years, ending on 31st March, 2024.	43.23 Crores	One of the Consortium partners should fulfil the eligibility criteria

- ii) The Net Worth must be positive during Financial Year 2023-24

iii) Following evidence/proof is to be submitted by the applicant in support of fulfilment of **“Financial Criteria”**:

- Annual report, Audited financial statements.

• Besides Annual report/Audited financial statements, the bidders are required to submit Statutory Auditor/CA Certificate in support of Net worth, turnover etc.

Such certificate(s) should contain Unique Document Identification Number (UDIN), duly generated by Statutory Auditor/practicing Chartered Accountant.

iv) Note for Clause No 1.3.2: -

a) The Net worth shall be submitted in terms of definition under sub section 2 (57) of the Companies Act 2013 as amended from time to time, duly certified by Statutory Auditor/a practicing Chartered Accountant.

b) Other income shall not be considered for arriving at annual turnover.

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c) “Holding Company” shall have the meaning ascribed to them as per Companies Act of India.

d) For Annual Turnover indicated in foreign currency, the exchange rate as on last date of the closing of each Financial Year will be considered. The rate of SBI Bill selling rate on closing basis will be considered for evaluation of Annual Turnover.

e) For the purposes of meeting financial requirements, only unconsolidated audited annual accounts shall be used. However, audited consolidated annual accounts of the Bidder may be used for the purpose of financial requirements provided the Bidder has at least twenty six percent (26%) equity in each company whose accounts are merged in the audited consolidated accounts.

f) In case an Applicant does not satisfy the annual turnover criteria, stipulated above on its own, its Holding Company would be required to meet the stipulated turnover requirements as above, provided that the Net Worth of such Holding Company as on the last day of the preceding financial year is at least equal to or more than the paid-up share capital of the Holding Company. In such an event, the Applicant would be required to furnish a letter of Undertaking from the Holding Company

Original Notarized Copy of LOI/ WO and respective Completion certificate or any other documents (**Original Notarized Copy**) to substantiate the above nature as well as the value of work.

B) DOCUMENT TO BE SUBMITTED IN SUPPORT OF PREQUALIFICATION CRITERIA

- NAME, ADDRESS, DETAILS OF THE ORGANIZATION INCLUDING NAME(S) OF THE OWNER/PARTNERS/PROMOTERS AND DIRECTORS OF THE FIRM/COMPANY.
- 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.
- COPY OF **AUDITED BALANCE SHEET(S) / TURNOVER CERTIFICATE** DULY SIGNED BY CHARTERED ACCOUNTANT WITH HIS / HER SEAL, SIGNATURE & REGISTRATION NUMBER FOR LAST 03 (THREE) FINANCIAL YEARS ENDING 31.03.2023. THE YEAR IN WHICH NO TURNOVER IS SHOWN, WOULD ALSO BE CONSIDERED FOR WORKING OUT THE AVERAGE.
- 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.
- PHOTO COPY OF CURRENT **INCOME TAX RETURN DEPOSITION ACKNOWLEDGEMENT**.
- PHOTO COPY OF **PAN CARD** ISSUED BY INCOME TAX AUTHORITY.
- PHOTO COPY OF **GST REGISTRATION CERTIFICATE**.
NOTE: BIDDER SHOULD SUBMIT THE COPY OF LAST FILED MONTHLY / QUARTERLY GSTR-3B RETURN AS GST CLEARANCE CERTIFICATE ALONG WITH GST REGISTRATION CERTIFICATE WITH OFFER. **THE BIDDER(S), MUST BE GST COMPLIANT IN ALL RESPECT UNDER THE GST LAW TO EXECUTE THE AFORESAID JOB.**
- PHOTO COPY OF **ESIC REGISTRATION CERTIFICATE**.
NOTE : 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.
- PHOTO COPY OF **P. F. REGISTRATION CERTIFICATE**.

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- INFORMATION ON **LITIGATION HISTORY**, LIQUIDATED DAMAGE, DISQUALIFICATION ETC. DECLARATION IN BIDDER'S LETTER HEAD.

NOTE: The bidder should have No consistent history of litigation with B AND R/ Client of this job / Consultant of this job

- CONSTITUTION AND **LEGAL STATUS** ALONG WITH ATTESTED COPIES OF DEEDS/ARTICLES AND MEMORANDUM OF ASSOCIATION ETC. AS APPLICABLE.
- DIRECT OR INDIRECT JOINT VENTURE(S) / CONSORTIUM / SPECIAL PURPOSE VEHICLE (SPV) / SPECIAL PURPOSE ENTITY (SPE) ARE NOT PERMITTED TO PARTICIPATE.

C) The Bidder must have Photo-copy of the following documents :

- PAN** No.
- P.F.** Registration No.
- ESI** Registration No.
- GST** Registration No.

2.0 DETAILS TO BE FURNISHED WITH APPLICATION :

The Bidders are requested to furnish the following details seriatim as under.

- Name, address, details of the Organization.
- Constitutional Status i.e., to specify whether proprietary or partnership firm etc with documentary evidence
- Copy / copies of completion certificate(s) of similar type of work(s) stated in Sl. No. 1(A) above from respective **Owner(s) / Client(s) mentioning name, address, email-id, contact number and nature of work(s) date(s)** of commencement and value(s) of the job(s) executed in last 7(seven) years.
- Yearly Sales Turnover** and Audited Balance Sheet for Last 3 (three) years i.e. 2021-2022, 2022-2023, 2023-2024
- Documentary evidence of **Permanent Account No. (PAN)** with Income Tax Department.
- Documentary evidence of P.F., GST Registration with the concerned department.
- P.F. Registration No.** (if not registered with PF Department, successful Bidder must take Registration within one month from the date of Award).
- Current Income Tax Deposition** Document.
- GST Registration Certificate, (If not registered with the GST Authorities, Bid shall be cancelled).**
- Constitution and legal status** along with attested copies of Deeds / Articles and Memorandum of Association etc. as applicable.
- Name(s) of the **Owner / Partners / Promoters and Directors** of the Firm / Company.
- Power of Attorney** in favour of the person who has signed the bid on Non Judicial Stamp paper of Appropriate value
- Details of supervisory personnel in their Co's Roll.
- Information on litigation history, liquidated damages, disqualification etc.
- Details of work in hand and current commitment.
- No Deviation Certificate in Bidder's Letter Head

3.0 The Bids are to be submitted in Two Bid system (i.e. Techno-Commercial Bid with Tender Fee & EMD and Price Bid) and bidders should submit the relevant documents in seriatim as per the above criteria along with their Techno-Commercial Bid.

Sub-letting of the job, if awarded, shall not be permitted.

Note for Clause I (a) above :

- If the qualifying work is completed in the Seven (7) year period specified above, even if it has been started

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earlier, the same will also be considered as meeting the qualifying requirements.

- ii) The word “executed” means the bidder should have achieved the criteria specified in the above period even if the total contract is not closed i.e. under execution and provided the works is not terminated by the client.

Bidder is liable to be disqualified, even though they meet the qualifying criteria, if they.

- Made misleading or false representations, statements and attachments submitted in proof of the qualification requirements, and / or
- 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.
- If the tenderer 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.

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:

- Substantial change in their financial or technical capacity.
- Change in their business (such as Company name, address)
- Change of ownership or holding, including any transfer of key personnel.
- 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.

Purchaser (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)

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
ePROCUREMENTSYSTEM

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. D. Tantuway) : deepak.tantuway@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
ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056

b.) (shri. Barun Kanti das) 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

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

www.idrbtca.org.in

www.tcs-ca.tcs.co.in

www.ncodesolutions.com

www.e-Mudhra.com

<http://hrinfracon.com>

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

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 KID**

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