

# **Instructions to Bidders on e-Procurement in CMRL**

## **Introduction**

GOVERNMENT e-PROCUREMENT SYSTEM has successfully rolled out the e-bid submission Tendering System through its web site <http://eprocure.gov.in> Tenders of various Departments has 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 <http://eprocure.gov.in> using the option “**Click here to Enroll**”. This enrollment is free at this point of time. Possession of a **Valid Class II/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 <http://eprocure.gov.in> 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 informed that they are gradually switching over to e-Tendering system in a phased manner. All the tenders in future will be issued through the e-Tendering system and only registered vendors will be allowed to participate in the tendering process.**

## **Instructions to Bidders on e-Procurement in CMRL**

i. **CPP portal:** The procurements of goods and services of CMRL will be done through e-procurement. This is implemented to ensure free & fair vendor participation, and to ensure greater transparency in procurement.

ii. **Enrolment:** To participate in e-procurement all vendors must enroll themselves with the CPP portal. The procedure mentioned below is to be followed:

- Ø Go to "<http://eprocure.gov.in/eprocure/app>" web site.
- Ø Click on "**Click here to enroll**". It will take you to '**on line enrolment**' screen.
- Ø Against **User type**, select either 'individual' or 'corporate'.
- Ø Please specify your **log in ID**, indicated in the application while applying for DSC
- Ø Please create your own **password**. Before creating, please refer to '**Password Policy**' that appears on the right side of the screen. Password should be in accordance with that policy.
- Ø **Confirm the password** once again.
- Ø Click on "**Next**"
- Ø You will see a screen which will have several fields. Please fill as many fields as possible, but keep in mind **to fill all mandatory fields which are marked with an asterisk (\*)**.
- Ø After entering the fields, click on "**Submit**".
- Ø You will get a message that Log in ID registered successfully, that completes your entry.

iii. **Registration:** Tenders are open to the eligible bidders, In order to submit the Bid, the bidders have to get themselves registered on-line on the e-Procurement portal (<http://eprocure.gov.in/eprocure/app>) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India. The on-line Registration of the Bidders on the portal will be free of cost and one time activity only. If the bidder is an individual person then he should register himself under "Individual" category and if the bidder is a proprietorship firm/partnership firm/Joint venture/Company then registration should be under "**Corporate**" category. The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or his duty authorized person.

iv. **Tender dates:** Tenders will be published on-line on <http://eprocure.gov.in/eprocure/app> website and eligible bidders having Class II/ III Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India, will be able to participate.

v. **Detailed instructions on procedure of Submission of Bid are detailed below:**

- a. It is the directive of Govt. of India to process tendering on line to ensure

transparency, and fairness in the process and security of documents. Hence, the bidder has to submit the bids on line in the system available at the above referred portal. The bidder has to agree to the on-line user portal agreement. Then only the system will permit the bidder to proceed further in the system. He has to fill all mandatory fields indicated by an asterisk (\*). All documents indicated to be submitted in 'cover details' are to be enclosed without fail. These documents are to be uploaded only in.doc or .pdf or .jpg or .rar formats. Deviations in tender if any are to be mentioned in the document 'Deviation'. If 'Deviations' have cost implications, the same are to be explained in the document and the corresponding cost is to be indicated in the BOQ provided in the field. In case of difficulty in filling the form, the undersigned may be contacted.

**b. Price Bid:** The Price bid containing the Bill of Quantity will be in Excel format and will be downloaded by the bidder and he will quote the rates, taxes & duties etc. for his offered services on this Excel file. Thereafter, in the '**Item Rate**' **BOQ format** the bidder should quote for all the tendered items. Where, any row or column is not applicable, the bidder has to indicate '0' against this. The system will generate a comparative statement. Therefore, all costs are to be indicated in the BOQ format. Order will be finalized on technically cleared, L-1 offer. Lower bidder may be chosen from the item rates quoted inclusive of tax. The bidder may modify and resubmit the bid on-line, if he wishes before the bid submission date and time. The system will accept only the last submitted bid. Bidder can find out the status of his tender on line, any time after opening the bids. **The tenderer should not rename the BOQ file or modify the format while uploading in the system. The file name should be the same as the file given in the tender.**

**c.** All bids are to be submitted on-line on the website <http://eprocure.gov.in/eprocure/app>.

**d. Withdrawal of Bid:** Bidder may withdraw a bid submitted already before the bid submission date and time.

**e. Clarifications:** Bidders can seek clarification, if any before the due date and time. The clarifications sought will be furnished by CMRL before the due date. **These clarifications will be sent even to those who have not sought the clarification but participating in the tender.** Tender received offline won't be considered.

**f. Bid Validity:** The validity period of the bids shall be specified in the tender by the Tender Inviting Authority. The bidder shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter any terms/conditions thereof without the written consent of CMRL. If a bidder is found violating this condition, CMRL shall have right to take appropriate further action.

**g.** The bidder will be responsible for safe rendering of services to CMRL as mentioned above. The L1 bidder will be decided by the system on the basis of total price. It will be calculated automatically by the system based on the price quoted by the bidders, by summing up the basic rate with other price elements, as given by the bidders on-line. Non submission of any price component by bidder will be taken as 'zero' by the system, the evaluation will be done accordingly and that price element will be assumed to be included in the basic price quoted by the bidder.

**h.** It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-tender website. Under any circumstances, CMRL shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or internet connectivity failures.

**i.** The Technical bids will be decrypted and opened online, on or after the scheduled dates and time. Till such time, the bids will be only in the encrypted form. After the scheduled time, the bids will be opened by stipulated *Bid Openers* with their Digital Signature Certificates (DSC). The Technical-bids shall be evaluated based on the information furnished by bidders. If any clarification is required from bidder, CMRL will seek such clarifications.

**j.** After evaluation of Technical-bids, all the bidders who participated in the tender will get information regarding their acceptance or otherwise of their tender. In case of non-acceptance of tender, reason shall be furnished. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders communicating the date and time of opening of price-bid, in case of TWO BID SYSTEM ONLY.

**k.** The Price-bid of the successful bidders (qualified in Technical-bid) will be decrypted and opened on-line, on or after the scheduled date and time by the Bid Openers with their Digital Signature Certificates (DSC). The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.

#### **vi. GOVERNING OF TENDER**

Any order resulting from this tender enquiry, shall be governed by the terms & conditions of the tender, and the tenderer quoting against this enquiry, shall be deemed to have read and understood the same.

#### **vii. VALIDITY OF TENDER**

The tender must be valid for the period mentioned in the tender. In exceptional circumstances, CMRL may request for extending the period of validity for a specified additional period. CMRL request and tenderer response shall be made in writing / email.

### **viii. FRAUDULENT PRACTICES**

The highest standard of ethics shall be observed during execution of the contract. The firm shall not be eligible to participate, where it has been determined to have engaged in corrupt or fraudulent practices. In this regard decision of CMRL will be final and binding on the tenderer.

### **ix. COST OF TENDERING**

The tenderer shall bear all the costs associated with the preparation and submission of its offer, and CMRL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process including cancellation of this tender process.

### **x. CONTENT OF TENDER DOCUMENTS**

The tenderer is expected to examine the tender documents, including all instructions, forms, terms and specifications. Failure to furnish all information that are required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in rejection of their tender. CMRL decision in this regard is final and binding on them.

### **xi. CURRENCIES AND PAYMENTS**

The rates quoted by the tenderer shall be in the same currency as indicated in the BOQ (price bid).

### **xii. CLARIFICATION on "TECHNICAL & COMMERCIAL" TERMS OF THE TENDER**

To assist in examination, evaluation and comparison of "Technical and Commercial" part of the Tenders, CMRL may at its discretion, seek from the tenderer individual clarification of their Tenders if so required. The request for clarification and the response shall be in writing, fax or e-mail, but no change in the rates or prices or substance of the tender shall be sought, offered or permitted. After receiving all clarifications, technical acceptance of the tender will be finalized.

### **xiii. OPENING THE "BOQ (PRICE BID)"**

After receiving all clarifications and technical and commercial acceptance of the tender by CMRL, BOQ ("Price Bid") shall be opened of only those technically and commercially accepted and cleared tenders, which, in the view of CMRL, have met the requirements of the Techno-Commercial terms. CMRL's decision in this regard will be final.

### **xiv. CLARIFICATION ON THE "BOQ"( PRICE BID)**

To assist in the examination, evaluation and comparison of tenders, CMRL may, at its discretion, seek from the firm's individual clarification of their tenders if so required. The request for clarification and the response shall be in writing by fax or e-mail, but no change in the rates or prices or substance of the tender shall be sought, offered or permitted. CMRL reserves the right

to accept or reject any deviations, variations or alternative offers which are not submitted in accordance with the tender documents.

**xv. CMRL'S RIGHT TO ACCEPT OR TO REJECT TENDER**

CMRL reserves the right to accept or reject any tender, to cancel the tender process and reject all tenders at any time prior to award of the contract, without thereby incurring any liability to the affected Firm any obligation to inform the affected Firm of the grounds for CMRL action.

**xvi. COUNTER OFFER**

Where counter terms & conditions are offered by the tenderer, the tenderer shall not be governed by those, unless, specific acceptance of the same is conveyed in writing by CMRL.

**xvii. AWARD CRITERIA**

CMRL will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and technically accepted and has been evaluated as L1 on item wise cost inclusive of taxes.

**xviii. NOTIFICATION OF AWARD:**

Prior to the expiration tender validity period, CMRL will notify to the successful Tenderer in writing or e-mail or by registered letter, that their offer has been accepted. A detailed Purchase Order with agreed terms and conditions will be issued to the successful Tenderer.

**xix. DISCRETION TO ALLOCATE WORK:**

CMRL reserves right to accept or reject any or all tender without assigning any reason thereon whatsoever. The Tenderer shall have no right to withdraw his offer once he has quoted for the same. The contract will be released either in full or part thereof at CMRL discretion.

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