

EOI No. C-2(b)/EOI/0704/384/2025/1

Dated: 17-02-2025

FORMAT NO.: CEL/FR/MMD/03(01)



**INVITATION FOR
EXPRESSION OF INTEREST (EOI)**

for

**Outsourcing of Automated Solar PV Module
Manufacturing Plant with Manufacturing/Operation,
Maintenance, Marketing and Sell under, 'Make in
India Initiative'**

EOI No. C-2(b)/EOI/0704/384/2025/1 dated 17-02-2025

**General Manager
Materials Management Division
Central Electronics Limited,
4, Industrial Area, Saur Urja Marg, Sahibabad-201010(UP) INDIA
Tel.No.0091-120-2895145 FaxNo.0091-120-2895148
Email: mmd@celindia.co.in;
Website: www.celindia.co.in**

This invitation calling for expression of interest (EOI) consists of following Parts:

- i. **Part1:** General Information & Eligibility Criteria
- ii. **Part2:** Format for Submission of Response to EOI.
- iii. **Part3:** Undertaking and Declaration by Bidder.
- iv. **Part4:** General Guidelines and Terms & Conditions

N.B.

All the above Parts (1 to 4) shall be duly filled in, wherever required and signed by authorized representative of the bidder on each page and shall be submitted along with the specified documents on or before the last date indicated elsewhere.

Part 1: General Information & Eligibility Criteria

INTRODUCTION:

Central Electronics Limited (CEL) is a Central Public Sector Enterprise (CPSE) under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology which has pioneered Solar Photovoltaics in the country and has the distinction of having manufactured India's First Solar Cell in 1977 and India's First Solar Panel in 1978 and installed India's first solar power plant in 1992.

CEL was established in 1974 with the objective of taking technologies developed by the National Laboratories to the market and works closely with various national laboratories and institutions for a range of defense and industrial requirements. Besides Solar, CEL operates in three other business areas viz. Railway Safety and Signaling Systems, Defense Electronics and Security & Surveillance Systems.

CEL is located at a distance of approximately 01 km from Sahibabad Railway Station, 20kms from New Delhi Railway station, 38 kms from Indira Gandhi International Airport, New Delhi and is well connected by road.

CEL has an Automated Solar PV Module Manufacturing Plant in its premises with an annual production capacity of 40 MWp in 3 shift operations. The Automated Solar PV Module Manufacturing has storage facility for approximately 12MWp Solar PV Module. CEL intends to Outsource this Automated Solar PV Module Manufacturing Plant on **"As is Where is Basis"**, to interested agencies under, 'Make in India Initiative'.

EXPRESSION OF INTEREST:

This EOI is to identify interested domestic vendors for outsourcing the Automated Solar PV Module Manufacturing Plant of annual capacity 40 MWp when operated in 3 shifts.

The Automated Solar PV Module Manufacturing Plant shall be outsourced for a total period 03 years (Initial period of 2 Years which would be extendable up to 1 year only as indicated in para 3 of Part 4 of this EOI) with Manufacturing/operation, maintenance, marketing and selling of the produced Solar PV Module within outsourcing terms and conditions, which shall be finalized at later stage and shared with the parties who respond to this EOI and are considered eligible.

CEL invites Expression of Interest (EOI) in the **prescribed formats (Part-2 & Part-3)**. Further details regarding this Expression of Interest (EOI) follow:

To outsource	Annual Production Capacity	Nature of outsource	Period
Automated Solar PV Module Manufacturing Plant located in the premises of CEL, Sahibabad on, 'As is Where is Basis'.	40 MWp in 3 shift operations	Manufacturing/Operation, Maintenance, marketing and sell	Initial period of 2 Years which would be extendable up to 1 year only

PRE-QUALIFICATION CRITERIA:

#	Criteria	Documents to be submitted
1	The bidder should be an entity/ incorporated under Companies Act, 1956 or Companies Act, 2013 and further amendment (s), OR A registered partnership firm (registered under section 59 of the Partnership Act, 1932) OR A limited liability partnership (under the Limited Liability Partnership Act, 2002). OR Constitution of Business as Proprietorship OR a Consortium	<ul style="list-style-type: none">a. Copy of certificate of incorporation from Registrar of Companies. ORb. A Registered partnership deed ORc. A LLP registration certificate issued by registrar of companies ORd. Valid NSIC Registration (For Proprietorship)e. Consortium Agreement (wherever applicable) Maximum number of parties including lead bidder can be 03 (three) in the Consortium Agreement.f. In addition, PAN Card and GST Registration Certificate shall also be submitted.
2	Bidder must have an Average Annual Turnover of Rs.12 Crores in any three consecutive financial years out of last four years i.e. FY 20-21, FY 21-22, FY 22-23 and FY 23-24.	Copies of the audited balance sheet and profit and loss account of any three consecutive financial years out of last four years i.e. i.e. FY 20-21, FY 21-22, FY 22-23 and FY 23-24.
3	The Bidder should not have been debarred/ black listed by CEL/ any Department under Ministry of Science & Technology and its name should not be in the list of debarred firms displayed by DoE, Central public procurement portal (CPPP) & GeM. In this regard an undertaking by the bidder shall be submitted on their letter head.	Undertaking as per the format attached to be submitted.

HOW TO APPLY:

Interested agencies desirous of taking the subject Automated Solar PV Module Manufacturing Plant on outsource basis from CEL, may submit their Expression of Interest online at www.etenders.gov.in along with specified documents and duly filled in enclosed “Part 2: Format for Submission of Response to EOI” and “Part 3: Undertaking and Declaration by Bidder”.

Documents to be submitted with duly filled “Part 2 - Format for Submission of Response to EOI” and “Part 3: Undertaking and Declaration by Bidder”:

1. Certificate of Incorporation as may be applicable.
2. Copies of the audited balance sheet and profit and loss account of any three consecutive financial years out of last four years i.e. FY 20-21, FY 21-22, FY 22-23 and FY 23-24.
3. GST registration as may be applicable.
4. Pan Card copy.
5. Power of Attorney for authorized person.
6. Business details of the participant/applicant as prescribed in Part 2 along with documentary proof as applicable.
7. All documents submitted shall be duly self-certified by the participant as being true and authentic. Interest/Offer/Bid is liable to be rejected if documentation is not complete.
8. It may be noted that Eoi along with specified documents needs to be submitted online **ONLY**.

TIMELINE (Tentative):

#	Activity	Timeline
1	Floating of Eoi	17/02/2025
2	Visit of the bidders to the Automated Solar PV Module Manufacturing Plant at CEL premises and technical discussions. <i>(Bidder has to submit, request for the visit at least two days in advance through email to marketing@celindia.co.in)</i>	Up to 28/02/2025
3	Clarification to Queries	28/02/2025
4	Last Date of Submission of Eoi & Opening of Eoi	03/03/2025, 11:00 AM

CONTACT DETAILS FOR QUERIES:

Sh. Ashutosh Gupta
Chief Manager (M&CC)
Central Electronics Limited,
4, Industrial Area, Saur Urja Marg,
Sahibabad–201010 (UP) INDIA
Email: marketing@celindia.co.in

Part 2: Format for Submission of Response to EOI

(On official letter head of the Bidder)

(To be submitted by the Bidder along with specified documents)

EOI for Outsourcing of Automated Solar PV Module Manufacturing Plant, with Manufacturing/Operation, Maintenance, Marketing and Sell under, 'Make in India Initiative'

Sl. No.	Description	Details
1	Name of the Bidder	
2.	Status(Company/Partnership Firm / LLP)	
2.1	GST No, as may be applicable	
2.2	PAN No.	
2.3	Nature of Business:	
	Name of the Product/Service	
	Actual Production/Service <i>Previous Financial Year</i>	
	Location and Address of Production/Service Facility	
	Production/Service Capacity per Annum <i>(Applicable for existing Solar PV Module Manufacturer)</i>	
3	RegisteredAddress	
	TelephoneNo.	
	MobileNo.	

4	Communication Address	
	Telephone No.	
	Mobile No.	
5	CIN/UIN / etc.	
6	Average Annual Turnover in Rs. Crores in any three consecutive financial years out of last four years i.e. FY 19-20, FY 20-21, FY 21-22 and FY 22-23.	Figures:
		Words:
7	Details of the Person authorized to sign all documents including correspondence, etc.	
	Name of the Authorized Person	
	Designation	
	Telephone No.	
	Mobile No.	
	Email Id:	
8	Any other relevant information	

For and on behalf of - _____

Date :

Signature:

Place :

(Authorized Representative)

Name:

Designation:

Part 3: Undertaking and Declaration by Bidder

(On official letter head of the Bidder)

EOI for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/ Operation, Maintenance, Marketing and Sell under, 'Make in India Initiative'

UNDERTAKING

We, the undersigned [insert name of the "Bidder"] having read, examined and understood in detail the EOI for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/ Operation, Maintenance, Marketing and Sell under, 'Make in India Initiative' hereby declare as under that :-

1. We give our unconditional acceptance to all terms& conditions of this EOI, as appended. In token of our acceptance to the terms & conditions of EOI, the same have been signed and stamped by us and enclosed to the response. We hereby confirm that the provisions of the EOI shall be binding on us.
2. We have submitted our response strictly as per provisions and format of the EOI, without any deviations, conditions and without mentioning any assumptions or notes.
3. We hereby unconditionally and irrevocably agree and accept that the decision made by CEL in respect of any matter regarding or arising out of the EOI shall be binding on us. We hereby expressly waive any and all claims in respect of EOI process. We confirm that there is no litigation or dispute, award, order, judgment or decree pending against us, which may materially affect our ability to participate or function under the obligations with regard to EOI.
4. Details of the contact person are furnished below:
 - i. Name:
 - ii. Designation:
 - iii. Address:
 - iv. Contact numbers:
 - v. Email ID :
5. We are enclosing herewith the entire response containing duly signed formats in the electronic format submitted online at **www.etenders.gov.in** as per the EOI for consideration.
6. It is confirmed that our response is consistent with all the requirements of submission as stated in the EOI and subsequent communication from CEL, if any.
7. The information submitted in our response is complete, strictly as per the requirements stipulated in the EOI and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response.
8. We confirm that all the terms and conditions of our response are valid for acceptance for a period of 3 months from the response deadline.

We remain,

Yours sincerely
(Name, Designation and Signature of Authorized Person)

EOI for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/Operation, Maintenance, Marketing and Sell under, 'Make in India Initiative' by CEL

DECLARATION

We M/s _____ understand that:

1. All the documents submitted by us with our bid against Eol No. **C-2(b)/EOI/0704/384/2025/1** are authentic and true to the best of our knowledge and belief. In case, any document is found false at any stage, CEL may reject our bid/cancel the contract / ban the business dealings with us/ suspend us from quoting in future tenders/ take any other action as per the terms of the Eol.
2. This Eol by CEL is not a commitment for any profit receivable by any agency due to Outsourcing of Automated Solar PV Module Manufacturing Plant, with Manufacturing/Operation, Maintenance, Marketing and Sell under, 'Make in India' initiative.
3. I / We shall be bearing all costs associated with the preparation and submission of the Eol. CEL will, in no case be responsible or liable for these costs, regardless of the conduct or outcome of the assessment / evaluation process.
4. CEL may, at its sole discretion, ask for additional information/ documents and/ or seek clarifications from the Applicant(s) after the Deadline for submission of response, inter alia, for the purpose of removal of inconsistencies or infirmities in their responses.
5. Based on Eol response, CEL will float RFP/Tender among the qualified bidders and outsource the Automated Solar PV Module Manufacturing Plant, with Manufacturing/Operation, Maintenance, Marketing and Sell under, 'Make in India' initiative, on outsourcing basis.
6. This Eol is indicative only and non-committal and does not confer upon the applicant any rights or entitlements of any kind.

Thanking you,

(Signature of authorized person)

Date:

Name

Place:

Designation:

Company Seal:

EOI for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/Operation, Maintenance, Marketing and Sell under, 'Make in India Initiative' by CEL

UNDERTAKING

(Signed & stamped by an authorized person of the bidder's company / firm and duly notarized to be submitted)

We, M/s _____ hereby give undertaking that our firm is not debarred/ black listed by CEL / any Department under Ministry of science & technology and name of our firm does not appear in the list of debarred firms displayed by DoE, Central public procurement portal (CPPP) & GeM as on date. We understand the provisions of OM No.F.1/20/2018-PPD dated 2nd November 2021 issued by Department of Expenditure, Ministry of Finance, Government of India, which are acceptable to us.

Date:
Place:

Signature of Authorized Person
Name:
Designation:
Seal

Part 4: General Guidelines and Terms & Conditions

1. The parties which respond to this EOI in the manner so prescribed and which, in the considered opinion of CEL meet the pre-qualification criterion as mentioned, will be shortlisted for participating in the process further.
2. A RFP/Tender with a benchmark price arrived at by CEL and having detailed conditions and obligations of CEL and of the prospective successful party would be circulated amongst the shortlisted bidders. The participating bidders are expected to bid above the benchmark price so indicated through an online bidding/auction as so decided by CEL.
3. Automated Solar PV Module Manufacturing Plant shall be outsourced to Successful Bidder. The Automated Solar PV Module Manufacturing Plant shall be outsourced with Manufacturing/Operation, Maintenance, Marketing and Sale of Solar PV modules for a period of 02 years on, "As is where is basis". CEL, considering various factors including the satisfactory performance of the contract, statutory compliances etc, reserves the right to consider the case for extension for a further period up to 1 year only.
4. The contract for outsourcing may be terminated, on any ground and for any reason whatsoever, by CEL or the Successful party at any point of time with a notice of 3 months. This notice period will not be available to the Party in case of termination of contract arising out of situation mentioned in para 12 of this part (Part 4). The decision of CMD, CEL on termination of contract will be final and binding.
5. The manufactured Solar PV Module shall be marketed, priced and sold by the successful bidder. CEL shall not exercise any control on these aspects during the period of outsourcing unless it is against the interest of CEL as determined by CMD CEL or unless it violates any law for the time being in force in India. The process of sale/purchase of manufactured Solar PV Modules shall be defined in outsourcing contract.
6. CEL shall extend following facilities to prospective outsourcing agencies for running of the Automated Solar PV Module Manufacturing Plant:
 - a. Complete Automated Solar PV Module Manufacturing Plant with production annual capacity 40 MWp on 'As is where is basis'. (The parties are encouraged to visit the plant site during the period mentioned in the Eoi). The plant condition may be jointly checked before handover.
 - b. Supporting infrastructure/utilities for running the Automated Solar PV Module Manufacturing Plant.
 - c. Round the clock security
 - d. Power and water supply at prevailing commercial rates on actual utilization basis shall be provided.
 - e. Maintenance of the building (civil and electrical only) during the period of outsourcing contract.
7. All required spares, oils, lubricants, all consumables, Tools & Plants, skilled and unskilled manpower etc. required for successful operation and complete/ total maintenance of Automated Solar PV Module Manufacturing Plant and its

- associated equipment/vehicles shall be arranged by the bidder/agency, at their own cost.
8. The applicable legal/health/statutory/regulatory compliances as per law of land, if there, with regard to all the manpower deployed, shall be met by the bidder and CEL shall not be held responsible for the same, directly or indirectly.
 9. It is advised to operate and maintain the machine to its full capacity at all times of outsourcing contract. It is directed to operate and service as per OEM specifications.
 10. All collected waste materials is to be disposed off by agency without violating any statutory compliance norms. The agency shall be fully responsible for maintaining all the insurances as per law of land at its own cost.
 11. Agency/Bidder directly or through their partners shall not in any way, directly or indirectly, use CEL's name or logo or good-will for the purpose of sale of Solar PV Modules.
 12. CEL reserves the right for inspection of the plant/assets/premises on a regular basis. Agency/successful bidders shall comply with the observations made by CEL representatives. The contract may be terminated immediately if the observations are not complied to, in stipulated period. The decision of CMD, CEL on termination of contract will be final and binding.
 13. In case of any liability on CEL, in any manner that arises on any account related to the operation of the contract including due to non- compliance of any statutory condition, the agency shall keep CEL indemnified for any such liability.
 14. The Agency agrees to indemnify and hold harmless and defend CEL, CEL's Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Agency's performance under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the agency, its officers, employees, agents, subcontractors, licensees, or invitees
 15. CEL reserves its right to take appropriate action as deemed fit in case information / details provided are found false even at a later date.
 16. The agency having interest may apply and shall give consent for signing an outsourcing agreement when called by CEL after following the due procedure.
 17. The Automated Solar PV Module Manufacturing Plant and the associated assets of CEL shall remain the property of CEL.
 18. The successful bidder would have to handover the plant in running condition to CEL after end of contract period. The maintenance of the module manufacturing plant along with all equipment's and facilities provided by CEL would be the responsibility of the firm during the period of contract.
 19. CEL will follow the timelines mentioned in this EOI on 'best effort' basis but also retains unequivocal right to take or not to take any further action on this EOI.
 20. Submission of proposal in response to this EOI would be treated as absolute acceptance of all the terms & conditions mentioned in this EOI.

Consortium Agreement

This consortium agreement (the "Agreement") is made and executed on _____Day of _____Month, 2025 for the bid for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/Operation, Maintenance, Marketing and Sell Under, 'Make in India Initiative' for Central Electronics Limited, a company registered under Companies Act, 1956, having its registered office at _____ (herein after referred to as "CEL"), by and between:

THE COMPANY/FIRMS/SOLE PROPRIETORSHIP _____ having its principal _____ place _____ of _____ business _____ at _____ (herein, after referred to as "Bidder")

AND

M/s _____ a company / firm/proprietorship having its registered office at _____, herein after referred to as "Party" (Herein after referred to individually as PARTY and collectively including Bidder as "PARTIES" and as "consortium")

WHEREAS CEL has issued to the said consortium the document (EOI/RFP) No. _____ dated for Outsourcing of Automated Solar PV Module Manufacturing Plant with Manufacturing/Operation, Maintenance, Marketing and Sell Under, 'Make in India Initiative' at CEL, Sahibabad.

AND WHEREAS the CEL has been assured by the PARTIES that:

- a. Bidder shall be the leader of the consortium for the contract;
- b. The PARTIES jointly meet the eligibility criteria for tender/RFP/EOI No. _____ dated _____ as per CEL;
- c. The PARTIES shall coordinate their resources in such a way that they will jointly & severally fulfill the requirements of the CEL as per EOI;
- d. M/s _____ and M/s _____ shall be jointly and severally liable for the execution & compliance under this and subsequent contract agreement;
- e. "CONTRACT" is the final agreement between CEL and the bidder.

NOW THEREFORE, the PARTIES have entered into the following consortium agreement (the 'Agreement') on _____Day _____Month to which the parties witness as follows:

1. The PARTIES , each having its own expertise and each as a separate legal entity, shall join their efforts in order to make the consortium successful ;

2. Leader of the Consortium (i.e. Bidder) shall be overall responsible for the contractual obligations for manufacturing /operation of the plant. But the Leader and other parties of the consortium will be jointly and severally liable for the execution of the CONTRACT and shall also be liable jointly and severally for damages in accordance with the CONTRACT terms.
3. The leader of this consortium shall be responsible for overall coordination of the scope of work of the PARTIES and of overall execution of the CONTRACT. However, each PARTY shall remain liable towards the other PARTY for contract execution and for its actions and deficiencies.
4. The parties undertake to co-operate with each other according to the principles of good faith and to refrain from acting in any way that may contravene good faith and to refrain from acting in any way that may contravene aims and objectives of this agreement and to make reasonable effort in order to prevent or minimize any possible disadvantage for the other. The cooperation of the PARTIES under the agreement is on mutually exclusive basis. Therefore, no PARTY shall in any way whether directly or indirectly - coordinate or tie up with any new person, company or firm for the subject matter of this agreement.
5. Each PARTY shall bear its costs, incurs for the offer prepared and will be fully responsible and liable for the complete performance of the CONTRACT and this agreement. This includes but is not limited to the liability of the PARTIES under the CONTRACT and under this agreement and each PARTY's liability for damage from its non-performance, defective, faulty or delayed performance of the PARTY as per the provision of the CONTRACT. Each party shall bear all related costs, charges and risks as shall be agreed in the CONTRACT.
6. All matter and any disputes shall be governed by the law of India (both substantive and procedural) for the time being in force and shall be subject to exclusive Jurisdiction of the courts at Delhi / Uttar Pradesh.
7. This Agreement shall become effective upon signature by the' PARTIES and shall remain in full force and effect until all obligations, liabilities and warranties undertaken given by the PARTIES in connection with the present agreement have been settled.
8. This consortium agreement shall be co terminus with the CONTRACT signed between CEL and bidder.
9. Any matter, which is not stipulated in the Consortium agreement, shall be settled in good faith by discussion among the parties in the spirit of understanding and co-operation.
10. None of the PARTIES shall have the right to introduce a new party or consortium parties or to assign or in any way transfer any of its rights or obligations under this agreement to any other company, firm or person during the tenure of the CONTRACT.
11. The Consortium will nominate/authorize a representative who will have the authority to conduct all business for and on behalf of all the partners of the

Consortium during the bidding process and, in the event the Consortium is awarded the CONTRACT, during CONTRACT execution.

12. It is agreed to authorize the lead bidder of this consortium agreement to submit & sign the techno- commercial proposal (i.e. the technical and the financial part of the bid) on the behalf of this consortium.
13. Notices and other communications under this Consortium agreement shall be in writing and communicated through post, courier, fax, email or any other recognized mode of such communication. All such notices and communications shall be directed to the address as mentioned in the Consortium agreement.
14. Each PARTY shall be responsible to comply with the applicable laws and rules of the land for their own personnel and property.
15. PARTIES agree to be fully responsible for the successful execution/performance of the CONTRACT in accordance with the terms of the Contract. In case of any breach of the said CONTRACT by any of the PARTIES of the consortium, liability shall be borne by the PARTIES jointly and severally.
16. The consortium undertake & declare that:
 - a. We accept all the terms & conditions of the tender/EOI/RFP for which this agreement is signed.
 - b. We jointly qualify the EOI eligibility criteria.
 - c. The consortium jointly is meeting all the other eligibility criteria.
 - d. The parties of this consortium are not the parties of any other consortium, for submission of proposal against this EOI.
 - e. We are submitting the consortium agreement as per the EOI.
 - f. We certify the documents submitted by us in the response to said EOI are authentic and true. We undertake to accept all EOI /RFP/CONTRACT terms. We certify that we have read and accepted all the terms and conditions of this EOI and its corrigendum (if any) and we have submitted the EOI document according to the EOI conditions
 - g. We unconditionally accept the terms & conditions of this EOI

Signed on this _____ day of _____ of the year 2025 by the authorized representatives of

Firms Name : M/s

Firms Name : M/s

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Date:

Date:

(THESE ARE NIC'S INSTRUCTIONS AND NOT A PART OF THE TENDER)

Instructions for Online Bid Submission

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

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://etenders.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.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.

(THESE ARE NIC'S INSTRUCTIONS AND NOT A PART OF THE TENDER)

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.

(THESE ARE NIC'S INSTRUCTIONS AND NOT A PART OF THE TENDER)

- 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.
