

GOVERNMENT OF INDIA  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
**CENTRAL GROUND WATER BOARD**  
DIVISION –IV, B” BLOCK, E” WING, RAJAJI BHAWAN,  
BESANT NAGER, CHENNAI-600 090

Phone No: 044-24463171, FAX No. 044-24463262, Email: eediv4-cgwb@nic.in

**No. Div IV/NIET-01/ST-22/2022-23- 827**

**Dated: 27/5/2022**

To  
**The Officer-In-Charge,**  
National Data Centre,  
CGWB, Bhujal Bhawan,  
NH-IV, Faridabad.

Sub: Uploading of e-Tender Notice No. Div-IV/NIET-01/ST-22/2022-23 for **supply of Double fly Tent (size 3.66 mt X 3.66 mt) 50 Nos.-** Regarding.

Sir,

Please find enclosed herewith one hard copy of advertisement inviting limited tenders CGWB /Div-IV/NIET-01/ST-22/2022-23 for uploading in the CGWB website. The above soft copy of tender document is also sent to you by E.Mail. It is requested to kindly upload on CGWB Website [www.cgwb.gov.in](http://www.cgwb.gov.in) in English or Hindi for wide publicity at the earliest.

Encl A/a

भवदीय /Yours faithfully,

**(आर. काटु राजन /R.Kattu Rajan)**

सहायक अभियंता / Asst. Engineer  
कृते कार्यकारी अभियंता /For Executive Engineer

Copy to:-

1. The Regional Director, SECR, CGWB, Chennai-90 for kind information with reference to his Administrative approval vide Lr. No. 6-16(2)/ST/2022-23-730 dated 12.05.2022, please.
2. The Executive Engineer Central Ground Water Board, Division:  
I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII/XIII/XIV/XV/XVI/XVII,  
Ahemedabad / Ambala / Varanasi / Ranchi / Nagpur / Ghuwahati / Jammu/Hyderabad /  
BBSR / Jodhpur / Bhopal / Raipur / Bangalore / Kolkata / Bareilly / Dharamashala
3. The AEE / AE / JE / AAO / Cashier / JE/SK / Work shop / Notice Board CGWB, Div-IV Chennai.
4. Firms to which tender document sent free of cost as per annexure.

**(आर. काटु राजन /R.Kattu Rajan)**

सहायक अभियंता / Asst. Engineer  
कृते कार्यकारी अभियंता /For Executive Engineer

Office: B-Block, E-Wing, (Ground Floor), Rajaji Bhavan, Besant Nagar, Chennai-600 090, Phone 044-24463171, Fax 044-24463262

Workshop / Stores: 25, Old Trunk Road, Pallavaram, Chennai 600043, Phone 044-29999889

Gram: "BHUMJAL", Email: eediv4-cgwb@nic.in

Save Water ! \* Save World !

Government of India  
Ministry Of Water Resources, River Development and Ganga Rejuvenation  
Central Ground Water Board  
Division-IV, Chennai-90

**E-Tender Document for**

Supply of **Shouldary Double Fly Tent, size 3.66m X 3.66m** with Accessories as per standard specification as Annexure 'A'. The outer fly and inner fly should be made of water proof cotton woven canvas, with 475 gram per Sq mt and breaking load 1320 N as per IS 1422.

Height of outer fly = 2.6 mts,

Height of inner fly = 2.3 mts and wall = 1 mts.

**475 GRAMS PER** Sq mt, Breaking load 1320 N as per IS 1422

**Threads used for stitching should be of superior quality** and should have durability of minimum 2 years. Each joint should have minimum **three layer of stitching**.

(Specifications enclosed)

Delivery / FOR : CGWB, Stroes, 25, Old trunk road,  
Pallavaram, Chennai-600043.

**NIET No:01/2022-23**

The Executive Engineer  
Central Ground Water Board,  
Division - IV,  
B Block, E wing, Ground floor,  
Rajaji Bhawan, Besent Nagar  
Chennai -600090 (Tamilnadu)  
PhoneNo.044-24463171 FaxNo.044-24463262  
Email:[eediv4-cgwb@nic.in](mailto:eediv4-cgwb@nic.in)

1. Name of Contract: Supply of **Shouldary Double Fly Tent, size 3.66m X 3.66m** with Accessories as per standard specification as Annexure 'A'. The outer fly and inner fly should be made of water proof cotton woven canvas, with 475 gram per Sq mt and breaking load 1320 N as per IS 1422.  
Height of outer fly = 2.6 mts,  
Height of inner fly = 2.3 mts and wall = 1 mts.  
**475 GRAMS PER** Sq mt, Breaking load 1320 N as per IS 1422  
**Threads used for stitching should be of superior quality** and should have durability of minimum 2 years. Each joint should have minimum **three layer of stitching.**  
 (Specifications enclosed)  
 Delivery / FOR : CGWB, Stores, 25, Old trunk road,  
 Pallavaram, Chennai-43
2. Name of Purchaser: The Executive Engineer  
 Central Ground Water Board, Division - IV,  
 B Block, E wing, Ground floor, Rajaji  
 Bhawan, Besent Nagar Chennai –  
 600090
3. Address of Purchaser: The Executive Engineer  
 Central Ground Water Board, Division - IV,  
 B Block, E wing, Ground floor, Rajaji  
 Bhawan, Besent Nagar, Chennai –600090  
 Phone No. 044-24463171, Fax No.044-24463262  
 Email: [eediv4-cgwb@nic.in](mailto:eediv4-cgwb@nic.in)
4. Language of the Tender : English
5. EMD : Rs.22500 (only DD).
6. Validity of Tender : 120 days from the date of opening of bids
7. Pre-bid meeting : N/A
8. Deadline for Submission Of Online Bid : 12.00 hours on 13.06.2022
8. Date & Time for opening of Bid : 15.30 hours on 14.06.2022

**NOTICE INVITED E-TENDER**  
**No:DIV-IV/NIET-01/ST-22/2022-23**

**THIS e-TENDER DOCUMENT CONTAINS 18 PAGES****Contents**

<b>Sl.no.</b>	<b>Subject</b>	<b>Page Nos.</b>
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## SCHEDULE OF REQUIREMENT

Sl. No	Description	QTY
1.	<p><b>Shouldary Double Fly Tent, size 3.66m X 3.66m</b> with Accessories as per standard specification as Annexure 'A'. The outer fly and inner fly should be made of water proof cotton woven canvas, with 475 gram per Sq mt and breaking load 1320 N as per IS 1422.</p> <p><u>Height</u> of outer fly = 2.6 mts,  <u>Height</u> of inner fly = 2.3 mts and wall =1 mts.</p> <p><b>475 GRAMS PER</b> Sq mt, Breaking load 1320 N as per IS 1422</p> <p><b>Threads used for stitching should be of superior quality</b> and should have durability of minimum 2 years. Each joint should have minimum <b>three layer of stitching.</b></p> <p>(Specifications enclosed)</p> <p>Delivery / FOR : CGWB, Stroes, 25, Old trunk road,  Pallavaram, Chennai-600043.</p>	50 Nos.

GOVERNMENT OF INDIA  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
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DIVISION –IV, B” BLOCK, E” WING, RAJAJI BHAWAN,  
BESENT NAGER, CHENNAI-600 090

Phone No: 044-24463171, FAX No. 044-24463262, Email: eediv4-cgwb@nic.in

**No. Div IV/NIET-01/ST-22/2022-23 - 827**

**Ph. No: 044-24463171**

**Dated : 27/05/2022**

**FAX: 044-24463262**

**Email: eediv4-cgwb@nic.in**

**E-TENDER NOTICE.No 01 of 2022-23**

eTender Notice No.	Description of item	Qty	EMD	Cost of Tender Document	Closing date of receipt of Tender	Opening date of Tender & venue
I	II	III	IV	V	VII	VIII
01 of 2022-23	<p><b>“Shouldary Double Fly Tent, size “3.66m X 3.66m with Accessories as per standard specification as Annexure ‘A’.</b></p> <p>Delivery / FOR : CGWB, Stores, 25, Old trunk road, Pallavaram, Chennai-43</p>	50 Nos.	Rs.22500/- (Rupees twenty two thousand and five hundred only)	Free of cost (By hand\ By downloading from website <a href="http://www.cgwb.gov.in">www.cgwb.gov.in</a> & <a href="http://www.eprocure.gov.in/cppp">www.eprocure.gov.in/cppp</a> )	13.06.2022 (12-00hrs)	14.06.2022 (15-30hrs) Office/ chamber of Executive Engineer, CGWB, Div-IV, Chennai

**NOTE:** 1. Rate should be quoted FOR Divisional Store CHENNAI (PALLAVRAM).

2. The tenderer should provide 1Sq mt sample of Tent Inner and Outer cloth on or before closing date of tender.

- The tender document set can also be down loaded from the Web sites: (i) [www.cgwb.gov.in](http://www.cgwb.gov.in) (ii) [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp) and **the bidders are required to submit soft copies of their bids through online on the CPP Portal by using valid Digital Signature Certificates.**
- The Tenders which are not submitted / Uploaded in the prescribed tender documents, Tender acceptance letter, Tenders without requisite EMD, incomplete tender, tender not complying to terms and condition, specification and conditional tenders etc. will be summarily rejected.
- Eligibility:** Details of the above stores supplied to the Govt. Dept / PSU should be mentioned along with the copy of Supply order.
- The Executive Engineer reserves the right to increase/decrease the quantity and to accept/reject any or all the tenders without assigning any reason thereof.
- EMD received after closing date and time due to postal delay or whatsoever the reason will not be accepted.
- Sample cloth of Inner and Outer flies of size 1 Sq mt (duly signed and stamped by the firm) in sequence should be submitted before opening of etender. The inner and outer flies should be made of water proof cotton woven canvas with 475grams per Sq mt and breaking load 1320 N as per IS 1422.
- Other terms & conditions are furnished in tender document.

  
EXECUTIVE ENGINEER

SPECIFICATIONS OF SHOULDARY DOUBLE FLY TENTS**DESCRIPTION:**

Tents shall be double flied. It shall consist of an outer fly with hoods and an inner fly with overlapping purdhas at each end of the walls. **Threads used for stitching should be of superior quality** and should have durability of minimum 2 years. Each joint should have minimum **three layer of stitching**.

**Outer Fly:**

The outer fly shall be composed of two folds of cloth in the following order:-

- I. Water proof Cotton woven canvas cloth with 475 grams per Sq.mt or higher weight and minimum breaking load 1320N on the exterior as per IS 1422,ISI424 &IS6803
- II. Cotton dyed yellow cloth inside as per IS:177-1989 UNO3

It will have a hood at each end. The height of outer will be 2.6 mts. The edges of the hoods shall be strengthened with 50mm Niwar, placed between folds of clothes. It shall be broader by 0.6m at the bottom edge than the inner fly. It shall be 0.45m above the ground level. It shall be provided with Guy ropes. The Guy ropes at the ends will pass through the point of each hood, one end spliced around the cap and the other end passing through the point of each hood and placed between two pieces of 50mm Niwar. A small circular Tab will be fixed at the point of each hood.

Tape cotton Niwar undyed should as per IS 1895-1982

Rope cotton undyed should be as per IS 2452-1985

**Inner Fly:**

Inner Fly shall be composed of two folds of cloth in the following order:

- I. Water proof Cotton woven canvas cloth with 475 grams per Sq.mt or higher weight and minimum breaking load 1320N on the exterior as per IS 1422,ISI424 &IS6803
- II. Cotton dyed yellow cloth inside as IS:177-1989 UNO3

The height of inner fly is 2.3 mts and rick wall is 1.0 mts.

**Ridge of Outer Fly:**

A strip of 75mm Niwar with 25mm cotton rope laid above, it shall be inserted between bleached Cotton woven canvas cloth and Cotton dyed yellow cloth connecting the tow ridge caps. The side edges of Niwar shall be stitched to the folds of cloth and Niwar and rope shall be well within the ridge cap and secured by quilting. The rope shall form a loop round the cap and secured tightly.

**Ridge of Inner Fly:**

The ridge of inner fly shall be formed by inserting a strip of 100mm Niwar between the folds with 25mm cotton rope so laid on under side of the ridge and over the middle tape between the caps that the cloth of fly and centre strip of Niwar shall be doubled over the rope and sewn together with 3mm line cotton to form a beading. Loops made of two folds of 50mm Niwar shall be stitched to the ridge for suspending it from the ridge pole. The rope shall form a loop round the cap and secured tightly.

**Ventilator:**

Ventilator should be provided in purdhas (Entrance facing) of inner fly. The ventilator of 45 cm X 30 cm with square mesh mosquito netting bleached and two vertical and horizontal 40 mm Niwar, machine stitched on the netting. The ventilators shall be positioned on either side of the central strengthening tape at equal distances. The provision should given to cover the mesh by means of cotton woven canvas cloth.

The ends of outer and inner fly where ropes are to be tied should be properly reinforced with cotton Niwar as mentioned above to make it durable to bear rope-pulling force.

Cloth used should be of the specifications mentioned below. The sample of each type of cloth (1 Sq mt ) to be used, shall be submitted along with the quotation.

**List of accessories required with the tents:**

Water proof bag followed by Jute canvas good quality for each flies.	
Standing pole, 51mm Dia, 2.6 mtrs length	=2 Nos.
Ridge pole, 51mm Dia, 3.66mtrs length.	=1 No.
Jute canvas (675)grams quality bag for the flies	= 1 No.
Gunny bag for wooden pin	= 1 No.
Wooden pegs	= 28 Nos.
Iron pins 16cms long	= 22 Nos.
Wooden hammer	= 1 No.

Note: **Threads used for stitching should be of superior quality** and should have durability of minimum 2 years. Each joint should have minimum **three layer of stitching**.

**Executive Engineer**

**(Signature of the Tenderer)**



## TERMS AND CONDITIONS

### 1. Introduction

1.1 This invitation of tender is for supply of 50 Nos. of Double fly Tent. **“Date of opening: 14.06.2022 at 15.30 hrs”**

1.2 The tender document set can also be downloaded from the Websites: (i) [www.cgwb.gov.in](http://www.cgwb.gov.in)  
(ii) [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

### 2. Eligible Tenderers

- 2.1 The firm should have infrastructure - facility to supply the item as per above specification. Proof in this regard should be submitted along with tender
- 2.2 **Only reputed Supplier** having already supplied to Government Department & Public Sector unit, Supply order copies from Govt. Department / Public sector units & supply completed certificates during last 3 years (01.01.2019 to 31.12.2021) should be enclosed.
- 2.3 Bidders (Tenderer) should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Court or Government Department.  
Bidders (Tenderer) should not be in blacklisted for non-compliance of any contract by any Government Department.
- 2.4 Bidder should possess GST registration / central tax registration/PAN No. as applicable.

### 3 Amendment of tender documents

- 3.1 At any time prior to the deadline of submission of tenders, the purchaser, for any reason may modify the tender documents by amendment.
- 3.2 All the prospective tenderers that have received the tender documents will be notified of the amendment in writing or by Fax / by Email and will be binding on them.

### 4 Bid security (Earnest Money Deposit)

- 4.1 The tenderer shall furnish, as a part of its tender, Bid security (Earnest Money Deposit) of Rs.22500/- fixed.
- 4.2 The Bid security (Earnest Money Deposit), only in the form of Demand Draft in favour of **“The Executive Engineer, Central Ground Water Board, Division-IV, Chennai”** is **only acceptable**. EMD Demand Draft should be submitted before the opening of tender, failing which tender will be rejected.
- 4.3 Any tender not accompanied by bid security (EMD) will be rejected.
- 4.4 The successful tenderers Bid security (EMD) shall be deposited in CGWB, Div-IV, Chennai, Account.
- 4.5 The Tenderers with valid NSIC certificates are exempted from paying EMD.
- 4.6 The Bid security (EMD) will be forfeited:-
- a). If a Tenderer withdraw his tender during the period of tender validity specified in the Tender Form;
  - b). If the successful tenderer, fails to supply the materials as per specification, within stipulated time, the Earnest Money Deposited by the tenderer/bidder shall be forfeited. The name of defaulting tenderer shall be intimated to competent Authority for circulation to other department offices so that such tenderer is debarred from bidding in future.

## 5 Security Deposit (performance security):

- 5.1 Within fifteen (15) days of receipt of the Notification of contract award, the successful tenderer shall furnish to the purchaser the **Security Deposit of 10% of Bid value** in the form of Demand Draft in favour of "The Executive Engineer, CGWB Div IV, Chennai". The EMD already deposited shall be adjusted against the security deposit.
- 5.2. The proceeds of the Security Deposit shall be payable to the purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.
- 5.3. The Security Deposit shall be in one of the following forms: (a) Demand Draft payable to, The Executive Engineer, Central Ground Water Board, Division-IV, Chennai.
- 5.4. Failure of the successful Tenderer to furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new tenders.
- 5.5. The Security Deposit will be discharged by the purchaser and **returned to the Supplier not later than 90 days** following the date of completion of the Supplier's performance obligations under the contract including any warranty obligations.

## 6. Documents comprising the bid:

- 6.1 Bidders are required to submit/upload **Bid technical and financial bids in double cover** only through CPP Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>. Manual Bids will not be accepted.
- 6.2 The bids prepared by the Bidder shall comprise the following components (Technical bid and Financial bid in Single Cover) :-
  - a) Scanned copy of EMD (Demand Draft).
  - b) Copy of supply orders of placed during last three calendar years (01.01.2019 to 31.12.2021) to the other departments.
  - c) Copy of Audit balance sheet /Yearly turnover for last three financial years duly signed by Chartered accountant (2018- 2021).
  - d) Scanned copy of complete Specifications /technical details of stores offered with supporting technical data such as weight per Sq mt and breaking load in newton of inner and outer flies, / literature etc.
  - e) Scanned copies of GST registration/central tax registration/PAN No.
  - f) Scanned copy of Tender Acceptance letter.
  - g) Duly filled BOQ failing which the bid will be disqualified.
  - h) 1 (one) Sq mt sample piece of Tent inner fly and outer cloth should be provided on or before closing date of tender.
- 6.3 Demand draft towards EMD along with sample of Inner & outer flies etc. as specified in the tender document has to sent to the address " Executive Engineer, CGWB, Div IV,B Block, E wing, Rajaji Bhawan, Chennai, Pin 600090 on or before Bid submission closing date & time. Otherwise the tender will be summarily rejected without assigning any reason
- 6.4 **Any Conditional tenders, incomplete tenders**, tender not quoted in prescribed tender form / BOQ and any tender not complying to the terms and conditions, specifications etc as mentioned in the tender, will be summarily rejected.

## 7 Pre-Bid meeting

Deleted

## 8 Period of Validity of Tenders

8.1 The tender shall remain open for acceptance for a period of 120 days from the date of opening of tenders. If any tenderer withdraw his tender before the said period or makes any modifications in the terms and conditions of tender which are not acceptable to the department, the government shall without prejudice to any right or remedy be at liberty to forfeit the said EMD absolutely.

## 9 Deadline for submission / reach of E-tenders by online in CPPP.

Tenders must be upload in the online **on or before on 13.06.2022, 12.00 Hrs.**

## 10 Late E-Tenders

Any E-Tender upload after the deadline for submission of tenders will be rejected. And EMD / Sample received after closing date and time due to postal delay or whatsoever the reason will not be accepted.

## 11 Opening of E-Tenders by the Purchaser and evaluations of bids

11.1 The Purchaser will open the E-tenders at **15.30 hrs 14.06.2022** in the chamber of Executive Engineer, Central Ground Water Board, Div-IV, B, Block, E wing, Ground floor, Rajaji Bhwan, Besent Nagar, Chennai-600090,

11.2 In case the due date of opening happens to be a closed holiday, the tenders will be opened at 15.30 hours on the next working day.

11.3 The purchaser will evaluate and compare the tenders, which have been determined to be substantially responsive.

11.4 The bids received through online e-tender will be evaluated as per eligibility criteria under clause-2 and Documents comprising the bid under sub clause-6.2 and the lowest quoted bidder is determined based on the total cost (Including all and transportation charges).

11.5 During evaluation of the tenders by the purchaser may ask the tenderer for clarification of his tender. The request for clarification and the response shall be in writing and no change in the prices or substance of the tender shall be sought, offered or permitted.

11.6 No tenderer shall contact the purchaser on any matter relating to his tender from the time of the tender opening to the time the contract is awarded. If the tenderer wish to bring additional information to the notice of the purchaser, the same should be done in writing only.

## 12 Resolution of Disputes

12.1 The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

12.2 In case of any dispute, the matter shall be referred to courts having their jurisdiction at Chennai only.

## 13 Sample of Tent cloth (Preliminary Inspection)

**13.1** The Tenderer must submit 1 Sq mt of sample cloth of to be supplied. The tender submitted without sample cloths will be liable for rejection. If the sample provided is not meeting the specification of Tent as per Annexure-A, the tender will be out rightly rejected. **The decision of committee in assessment of the quality of sample cloth will be final.**

## 14 Taxes & Duties

14.1 The supplier shall be entirely responsible for all taxes, duties, license fees, etc. incurred until completion of the contract. However, any exemption certificate, if required shall be provided by the consignee at the request of supplier.

14.2 Taxes as applicable to central Government department including Excise duty/ GST / toll tax as applicable should be clearly mentioned.

### 15 **Transportation**

16.1 The transportation to CGWB, Divisional Stores, Pallavaram, Chennai-43 shall be borne by the tenderer.

16.2 Rate Should be quoted FOR Divisional Store at Pallavaram, Chennai-43. Any tenderer which had not quoted FOR Chennai will be outrightly rejected.

### 16 **Inspection**

16.1 **Inspection** of Double fly tent will be done at CGWB divisional stores, Chennai. If the supplied material is found defective and not complying to specifications (Annexure-A), the same will be returned to the firm at his risk and cost.

### 17 **Payment**

17.1 No advance payment & payment against delivery will be entertained. Any tenderer quoted with advance payment and payment against delivery will be summarily rejected.

17.2 **Payment will be made on completion of** delivery of materials as per specification and acceptance of materials.

17.3 The tender not complying with above payment terms will be rejected outrightly.

### 18. **Delivery :**

19.1 The stores should be delivered as per specification on or before **45 days** of placing Supply order.

19.2 Executive Engineer reserve right to extend the delivery period in case of unforeseen circumstances.

19.3 The successful tenderer should provide Double fly tent with **well packed of Jute canvas and others in Gunny bags.**

### 19 **Liquidated Damages:-**

If the supplier fails to deliver any or all of the goods or to perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to other remedies under the contract, deduct from the contract Price, as liquidated damages, a sum equivalent to 1% of the delivered price of the delayed Goods or unperformed services for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the delayed Goods or services contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

### 20 **Purchaser's Right to accept any Tender and to Reject any or all Tenders:-**

- a. The Executive Engineer (Purchaser) reserves the right to increase/decrease the quantity and to accept/reject any or all the tenders without assigning any reason thereof.
- b. He also reserve to postpone the date of opening of tender without assigning any reason thereof.

### 21 **Notification of award:-**

- a. Prior to the expiration of the period of tender validity, the purchase will Notify the successful Tenderer online.
- b. The notification of award will constitute the formation of the contract.
- c. Upon the successful Tenderes furnishing of the Security Deposit the purchaser will promptly notify each unsuccessful Tenderer and will release the EMD

22 Any dispute if arise will have to be settled as per Government of India rules and it will be settled within Jurisdiction of Chennai only.

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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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.

### 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 colored (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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.
- 11) The Bidder should submit Original copies of Tender Fee & EMD/Bank Guarantee put in one envelope to the Tender Inviting Authority before the due date & Time of opening online Bids.

The Bidder should submit online bid in two packets of following :

The Packet-1 should contain scanned copies of documents as per list in para.

The Packet-2 should contain: Online BOQ duly filled in

If Single cover (1 packet) both (Technical scanned copies & financial) in one packet.

#### 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 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. The contact number for the helpdesk is Toll Free No. 1800 3070 2232 and Mobile Nos 917878007972 and 91 7878007973.

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**TENDER ACCEPTANCE LETTER.**



**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s),etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender terms & conditions including Guarantee/Warranty of above mentioned tender document(s) / corrigendum(s) / in its totality / entirety.

5. I / We do hereby declare that our Firm is not under declaration of ineligibility for corrupt & fraudulent practices issued by a court or Government Department and I/We also declare that our firm is not blacklisted/ debarred for non compliance of any contract by any Government department/PSU.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

7. I/We here furnish the EMD details and agree to abide as below

**EMD DETAILS:**

1. EMD AMOUNT DEPOSITED: RS \_\_\_\_\_
2. DD NO \_\_\_\_\_ DATE \_\_\_\_\_
3. BANK DETAILS OF DD DRAWN: \_\_\_\_\_

Should this tender be accepted in whole or in part, I / we hereby agree to abide by and fulfill all the terms of the above specifications and all the conditions of the contract annexed here with and all the provisions contained in the Notice inviting tender so far as applicable or in default thereof to forfeit any pay to the President of India or his successor in office for the sum of money mentioned in the said conditions. A sum \_\_\_\_\_ of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only is here by forwarded in Demand Draft pledged in favor of Executive Engineer, Central Ground Water Board, Division - IV, CHENNAI payable at SBI Main Branch, Chennai as Earnest Money. If I / we fail to supply the material specified in above memorandum, I / we agree that the President of India or his successor in office shall without prejudice to any other right or remedy be at liberty to forfeit the said Earnest Money absolutely.

Yours faithfully

Date :

Signature of the Contractor  
with Seal,

(Name and complete address in block letters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_

Validate

Print

Help

### Item Rate BoQ

Tender Inviting Authority: The Executive Engineer, CGWB, Division-IV, Rajaji Bhawan, Chennai-600090

Name of Work: Supply of 50 Nos. Shouldary Double fly Tent, FOR (Delivery) CGWB, Div-IV, Stores, Pallavaram, Chennai-43

Contract No: Div-IV/NIET-01/ST-22/22-23

Bidder Name :						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (including all Taxes, GST & Transportation) Rs. P	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Supply of 50 Nos. Shouldary Double fly Tent					
1.01	"Shouldary Double Fly Tent, size "3.66m X 3.66m with Accessories as per standard specification as Annexure 'A'.  Delivery / FOR : CGWB, Stores, 25, Old trunk road, Pallavaram, Chennai-43	50	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only		