

14. These 'Instructions to Tenderer' are to be signed by you and returned with your tender.
15. Payment of bills of successful tenders will be made after pass and payment through Bank Draft or by Crossed Draft or Cheques.
16. Railway freight on all stores imported by you in connection with requirements of the contract will be paid for by you at public rates. Under no circumstances, Government Credit Notes be issued to you in this respect.
17. You will have no claim for compensation of any concession octroiduty or in railway freight or other charges granted by or understood to be allowed by the railway authorities; be subsequently withdrawn, but in the event of any duty of customs or excise on the articles contracted for being imposed, increased, decreased or remitted after the date of the contract the amount of such imposition, increase decrease or remission shall be added to or deducted from the contract price as the case may be.
18. No priority certificates or letters to railway or other authorities will be given to you to facilitate the carrying out of the contract, except that, under exceptional circumstances, which must be explained by you in writing and accepted by him as justifying such assistance The Inspector General ITB Police khating hill,itanagar(arunachal pardesh) is authorized to address the railway authorities to assist in supplying stores.
The giving of such assistance will no way prejudice Government right to enforce the terms of contract in case of default.
19. The giving of such assistance will no way prejudice Government right to enforce the terms of contract in case of default.
20. The firm Approved by FSSAI (Enclose documents)
21. Competent Authority has the right to cancel the tender without citing any reasons

Dy. Inspector Genera
North East Frontier Hqtr, ITBP
(For and on behalf of the President of India)

ALL THE ABOVE CONDITIONS ARE ACCEPTED BY ME/US.

Witness	Name
	Address
	Occupation

Station
Dated theday of2022

Dy. Inspector General
North East Frontier Hqtr, ITBP
(For and on behalf of the President of India)



Signature of Tenderer/s

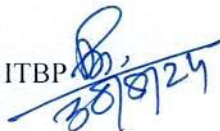
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ANNEXURE TO THE TENDER

I/We agree that:

1. The supplies will be tendered in accordance with the specifications and special conditions attached hereto.
2. It is clearly understood that specifications referred to above shall be interpreted as the minimum standard of size and quality of supply which shall be accepted and the goods supplied shall be the best according to season.
3. (a) The Government reserves the right to the issue the product of any Government or Government aided/sponsored schemes either any within or without the area covered by the contract in lieu of any article being supplied by me/us under the contract and I/We shall have claim against the Government as damages or compensation on account of the suspension or cassation of supplies in full or in caused by such issues.
(b) I/We shall ensure a sufficient continuous supply of commodities through the period of my/our contract with due regard to sub para (a) and above.
4. The supplies rendered will be subject to inspection and approval by the Board of Officers of the Inspector General, ITB Police. Any supplies rejected by the above authorities on inspection before or during the issues will be replaced by me/us at once. If not replaced, the officer concerned may proceed to procure the supplies at my/us risk and expenses under the provisions of clause 8(ii) of the tender. Any supplies issued from Government stock in accordance with clause 8(ii) of tender shall be charged at Govt. issue rates published from time to time.
5. In case of dispute between me/us & the officer operating the contract regarding quality/quantities of the supplies tendered I/We agree to abide by the decision of the Inspector General ITB Police or of such officer as may be details by him to investigate the case and his decision shall be final and binding.
6. Delivery will be made of transport arranged for and by me/us. I/We also provide and pay for labour unloading the carts at places of delivery and for weighing over supplies to units there.
7. The stores will be supplied in my/our own packing materials which I/We will arrange to recover of railway station or supply depot or Unit concerned under my/our own arrangements. Claim for loss or damage to packing material while in Govt. charge, fair wear and tear expected will invariably be submitted by me/us within one calendar month of alleged loss or damage the amount to be paid will be settled by the Inspector General ITB Police or an officer deputed by him whose decision will be final.
8. (a) The receipt for transaction will be certified by the inspector general, which will support my/our bills for audit and payment.
(b) I/We hereby agree that payment for supplies tendered by me/us under the contract will be made to the credit of my/our account in a recognized Bank in the union of India.
(c) I/We am/are required to acknowledge the receipt of all cheques/Bank Drafts issued in my/our favor. With regard to cheques sent to me/us by post. I/we shall acknowledge receipt within 15 days from the date of their receipt. Failure on my/our part to acknowledge receipt will render my/us liable to forfeit privilege of receiving chques by post and unless I/we furnish a satisfactory explanation for my/our default in this respect payment through cheques/Bank Drafts sent by post shall not be resume and I/We shall be required to obtain cheques for future payment of this contract from The Inspector General ITB Police or his representative after rendering proper receipt.
9. In the event of an agent employed by me/us for the delivery of supplies such agent must be approved by the supply officer concerned agents(s) considered undesirable by the officer operating the contract will be replaced by me/us suitable desirable person(s).

Dy. Inspector General
North East Frontier Hqtr, ITBP


30/8/24

Signature of Tenderer/s

Contd...12/-

10. Any restriction whatsoever imposed by the local or provincial Government on the export or import of the articles contracted for will not absolve me/us from the obligations of this contract and will not be accepted as an excuse for non-delivery of the same.
11. Under this contract I/We cannot refuse to provide for issue of the articles contracted for us substitute for any other item or items specified by Inspector General ITB Police the items thus supplied will be paid for as per rates quoted in the schedule. I/We will not have any claim for special rates in respect of articles thus provided.
12. I/We shall be responsible to pay octopi/terminal/sales/or any other tax liable on contract supplies, to Municipal committee or any other civil authorities.
13. I/We fully understand that this contract is liable to be terminated as 7 days notice, should changed in the system be ordered by the Inspector General ITB Police.
14. I/We hereby agree that Government shall be discharged from all liabilities under the contract or otherwise in relation to the subject matter there to unless the arbitration or a suit where such lies is commenced within six months from the expiration of the period mentioned in the schedule or any extension thereof.

The officer sanctioning the contract may extend the period of 03 (three) months aforesaid in writing owing to audit objection it is not in the opinion of the officer sanctioning the contract practicable for me/us to commence such arbitration or suit in the period aforesaid.

Nothing contained in the above provision shall apply to the refund of such portion of security deposit as is refundable to me/us after all admissible deduction.

15. I/We agree to your local purchase Organization carrying on its activities & exploring markets in area in which I/We obtain product to meet demands under this contract, either for the purpose of obtaining statistical records or for the purpose of purchasing any stores for building up reserve or augmenting supplies in other districts as may be required from time to time or as may be consistent with any state or other Government control which may be introduced during the currency of this contract. Schedule to this tender form referred in clause 1 of tender & clause 2(i) of Instructions to the tenderer.

Earnest money -Rs. 1,35,000/- (Rs. One Lakh Thirty Five Thousand Only)

Amount of Security Deposit- To be prescribed on acceptance of tender.

Period of contract: - 06 Months

Limit within the contract be in force:- **The Inspector General NE Ftr ITBPF, Khating Hill, Itanagar, Distt-Papum Pare (Arunachal Pardesh)-791111.**

S/No	Description of stores	With specializations & others details	Approximate requirement in BN	Rates tendered for delivery at BHQ	2% of the cost of the stores given in column at the tendered rate	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Schedule attached at appx "A")

Dy. Inspector General
North East Frontier Hqtr, ITBP



Signature of Tenderer/s

Contd... 13/-

TERMS AND CONDITIONS

1. The purchaser : The president of India
2. Inspection Authority : Inspector General ITB Police Force
3. Inspecting Officers : Board of Officers
4. Delivery required by : Successful tenderer will have to supply of Dry ration items Within 07 days from the Supply Order.
5. Dispatch Instructions : F.O.R Destination, as per schedule to tender free delivery to Consignee by road at own risk and cost on freight pre paid basis.
6. Consignee : The Inspector General NE Ftr ITBPF, Khating Hill, Itanagar, Distt-Papum Pare (Arunachal Pardesh)-791111
7. Conditional, telegraphic and incomplete tender will not be considered.
8. Any other styled pre-condition imposed by the tendered will not be entertained.
9. The tenderer has/have to sign each page of tender documents with his rubber stamp failing which same shall be rejected.

10 **TENDER SAMPLE CLAUSE:-**

- (i) Tenderers are requested to deposit sample of all items(excluding branded item e.g. Tata-Salt, Atta-Ashirwad&Spices-Catch)for supply of dry ration items to **The Inspector General NE Ftr ITBPF,KhatingHill,Itanagar,Distt-PapumPare (Arunachal Pardesh)-791111. Upto 25/09/2024 till 1030 Hrs.**
- (ii) The firms offer will be rejected straightway if tender sample not deposited.
- (i) Tender sample submitted by firms will be inspected by a board of officers detailed by **Inspector General NE Ftr Itbpolice Force**.The tender sample must be in conformity to QRSS specification, otherwise firm's offer will be rejected. The decision of BOO will be final.

11. **SPECIFICATIONS:-**

- (i) As per Master sample available with Ne Ftr(excluding branded item e.g.Tata,Salt,Atta Ashirwad).
- (ii)Master sample can be seen at **NE Ftr ITB Police itanagar(Arunachal Pardesh)**-on any working day.

12. **TWO BID SYSTEM:-**(as per GFR rule 168)

Tenderers are required to submit their offers in two parts in separate sealed covers as under:-

(A) FIRST COVER SHOULD CONTAIN THE SCANNED COPIES OF FOLLOWING ELIGIBILITY INFORMATION

- i) Scanned copy of tender docs (Its specification and terms and conditions duly signed &stamped by tenderer.)
- ii) Scanned copy of Earnest Money/Exemption certificate which is applicable.
- iii) Scanned copy of GST Registration.
- iv) Scanned copy of PAN Card.
- v) Scanned copy of Income Tax Return for the Assessment Years (2022-23and 2023-24)
- vi) Scanned copy of FSSAI certificate
- vii) Scanned copy of Aadhar Card

(B) SECOND COVER SHOULD CONTAIN THE FOLLOWING

Price bid/Financial Bid to be submitted online as per BOQ.(Item Price should be filled in full Rupees not in Paisefor Exemple Price oftata salt per Kg-Rs. 10.00 (is a right filled BoQ) and tata salt per Kg Rs.10.30 (wrong filled BoQ).

13. Only the first cover containing technical bid will be opened on the date indicated for tender opening price bids of only those firms will be considered for opening whose offers are complete in all respect and the tender sample submitted by them are of superior quality.

14. The rate quoted by you shall be valid for a minimum of 06 months from the date of opening of tender or completion of supply of store.

15. **Liquidated Damages:-**

In case the firm does not complete the supply within the delivery period Liquidated Damages will be charges @ 2% per month of the total cost of dry ration (Maximum up to 10%) as per para GFR 2017 if the firm fails to supply the dry ration, action will be taken against the firm to black list and also for forfeiture of its security deposit.

Dy. Inspector General
North East Frontier Hqtr, ITBP



Signature of Tenderer/s

Contd...14/-

16. **Terms of Delivery:-**

(i) Tender enquiry is involved on free delivery to consignee basis only. Hence the firm will send dry ration accordingly to the concerned consignee at firm's own risk and cost on freight paid basis as per schedule tender.

(ii) Supplied dry ration will be inspected by Board of officers strictly inconformity with the high quality & master sample, their decision to accept/reject the supplied dry ration will be final.

17. **Terms of Payment:-**

Supply will be on credit basis and payment of bill will be generally made within the 60 days from receipt of complete bill by this office. No advance/cash payment will be made against supply of dry ration.

18. **The purchaser reserves the right to cancel or reject any or all the tender without assigning any reason.**

19. **Quantity:-**

Quantity of supply for dry ration items will be intimated through Supply Order on monthly basis. Purchaser reserves his right to place contract for additional quantity/tender cost of 25% within the supply order. Similarly the purchaser also reserves the right to reduce the quantity/tender cost by 25%.

20. **Period of Contract:-**

Six months from issue of AT by Inspector General ITB Police, khating hill, itanagar (Arunachal Pardesh). Period of contract can be increased further not more than three months in case of not being completion of next tendering process which may be due to various reason.

21. **Availability of Tender:-** Online bids through CPP e-procurement system. The tender document is available at CPPPe-procurement site i.e. Prospective bidders desire to participate in this tender, may view and download the tender documents from the above mentioned website.

22. **TIME SCHEDULE** :- As per Tender Notice.

23. **EARNEST MONEY DEPOSIT:-** EMD Rs. 1,35,000/- (Rs. one Lakh thirty five thousand Only). (a)

Earnest money deposit (EMD) has to be submitted in form of DD/FDR/TDR/Bank Grantee in favour of the Inspector General, ITB Police Force, khating hill, itanagar (arunachal pardesh) 791111 Payable at SBI main branch Bank tinali itanagar (code-06091) and submit physically before date and time as per time schedule otherwise bid will be rejected. However, the scanned copy of FDR/TDR/DD/Bank grantee must be uploaded (PDF format) electronically on .

(b) All firms who are not registered with DGS&D/NSIC/MSME for subject store and required to deposit earnest money equivalent to the amount as mentioned in the tender schedule.

(c) In the absence of valid certificate from DGS&D/NSIC/MSME or Proper Bank Draft of EMD amount such tender shall be rejected straightway.

(d) The earnest money deposit (EMD) without any interest accrued will be refunded in any of following eventual situations:-

(i) In the case of those bidders who fail to qualify the eligibility criteria or whose technical bid do not qualify, the Earnest Money deposit (EMD) will be refunded without any interest accrued.

(ii) The Earnest Money of the successful tendered shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.

Dy. Inspector General
North East Frontier Hqtr, ITBP



Signature of Tenderer/s

24. **Online bid submission process:-**

- a) Online bids (Complete in all respect) must be uploaded on <http://eprocure.gov.in/eproucre/app> in latest by 25 September 2024 at 1800 Hrs.
- b) The online bids should be submitted in two Envelops as per Para 10 of tender documents.
- c) In case the day of submission is declared holiday by Govt. of India the next working days will treated as day for submission of bids. There be no change in the timings.
- d) Tender bid must contain the name and office address including telephone numbers(s) of the person(s) who are authorized to submit the bid with their signature.
- e) Un-signed/unstamped bid not be accepted.
- f) All pages of bids being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
- g) Bids are not submitted as per the specified format and nomenclature, the tender should be rejected.
- h) Ambiguous bids will be out rightly rejected.
- i) ITBPF will NOT be responsible for any delay on the part of the vendor in obtaining NOT the terms and condition of the tender notice or submission of the tender bids.
- j) The offers submitted by telegram/Fax/E-Mail etc. shall not be considered No correspondence will be entertained on this matter.
- k) The Earnest money of success full tenderer shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.

25. **Security Deposit** should be 3%of total value will have to be deposited by the successful tenderer on receipt of AT in the shape of DD/FDR to **The Inspector General, ITB Police Force, khating hill,itanagar(Arunachal Pardesh)** payable at **SBI Main Branch Bank Tinali Itanagar(Code-06091).**

26. **Placing of Purchase Orders:-**

- a) Inspector General NE Ftr ITBP has the right to choose any subset of the tendered items for ordering.
- b) Purchase order will be placed on the empanelled vendor in hardcopy.
- c) Objection, if any, to the purchase order must be reported by the vendor within the 20 working days counted from the date of purchase order for modifications, otherwise it is assumed that the vendor has accepted the purchaseorder.
- d) If the vendor is not able to supply the ordered items completely within the specified period the EMD/Security Deposit will be forfeited in full. Besides, legal action shall be taken separately.
- e) None of the annexure of this tender form in to be removed.
- f) The tenderer has/have to sign each page of tender documents with his rubber stamp failing which same shall be rejected.

27. **NOTE:-**

- 1) In case of any suggestion/amendment by any firm, request should reach this office before 03 days from opening date of the tender otherwise request will be ignored.
- 2) Tender forms are available at on CPP (<http://eprocure.gov.in/eproucre/app>) as well as ITBP website www.itbp.gov.in which can be downloaded by the interested firms.

I/We agree with the terms and conditions stipulated above.

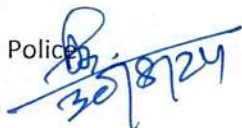
Dy. Inspector General
North East Frontier, Hqtr, ITBP



Signature of Tenderer/s

SCHEDULE OF QUANTITY				
S.N-	PARTICULARS	A/U	Approx Qty for 01 months	
1.	ATTA 10 KG PACK (ASHIRBAD)	KG	1000.000	
2.	ATTA 5 KGPACK (ASHIRBAD))	KG	1000.000	
3.	RICE 30 KG PACK HILSA	KG	600.000	
4.	RICE 30 KG PACK AARATI	KG	600.000	
5.	MAIDA 1 KG PACK ASHIRBAD	KG	150.000	
6.	POHA 500 GM PACK GOOD QUALITY	KG	25.000	
7.	BUNDI RAYTA 200 GM PACK GOOD QUALITY	KG	5.000	
8.	SUJI RAJDHANI	KG	50.000	
9.	BESAN RAJDHANI	KG	120.000	
10.	DALIA GOOD QUALITY	KG	50.000	
11.	SUGAR S-30	KG	500.000	
12.	SUGAR M-31	KG	500.000	
13.	DAL ARHAR (GOOD QUALITY WITHOUT POLICE)	KG	150.000	
14.	DAL CHANA (GOOD QUALITY WITHOUT POLICE)	KG	120.000	
15.	URAD SABUT (GOOD QUALITY WITHOUT POLICE)	KG	60.000	
16.	MUNG SABUT (GOOD QUALITY WITHOUT POLICE)	KG	60.000	
17.	DAL MASUR SABUT (GOOD QUALITY WITHOUT POLICE)	KG	90.000	
18.	KABULI CHANA (GOOD QUALITY WITHOUT POLICE)	KG	90.000	
19.	RAJMA (GOOD QUALITY WITHOUT POLICE)	KG	60.000	
20.	DAL URAD CHHILKA (GOOD QUALITY WITHOUT POLICE)	KG	60.000	
21.	MUNG DAL DHULI (GOOD QUALITY WITHOUT POLICE)	KG	30.000	
22.	MUNG DAL CHHILA (GOOD QUALITY WITHOUT POLICE)	KG	30.000	
23.	DAL MALKA (GOOD QUALITY WITHOUT POLICE)	KG	120.000	
24.	KALA CHANA (GOOD QUALITY WITHOUT POLICE)	KG	90.000	
25.	HALDI POWDER CATCH	KG	25.000	
26.	DHANIYA POWDER 1 KG CATCH	KG	25.000	
27.	MIRCH POWDER 1 KG CATCH	KG	25.000	
28.	DHANIYA SABUT (GOOD QUALITY)	KG	5.000	
29.	ELAYCHI BADI (GOOD QUALITY)	KG	3.000	
30.	ELAYCHI CHHOTI (GOOD QUALITY)	KG	1.000	
31.	KALI MIRCH SABUT (GOOD QUALITY)	KG	3.000	
32.	LONG 100 GM (GOOD QUALITY)	KG	1.000	
33.	SARSO DANA 100 GM (GOOD QUALITY)	KG	1.000	
34.	JEERA SABUT (GOOD QUALITY)	KG	10.000	
35.	COCONUT DRY (GOOD QUALITY)	KG	5.000	
36.	BIRYANI MASALA 100 GM CATCH	PKT	30	
37.	JEERA SABUT 100 GM (GOOD QUALITY)	PKT	50	
38.	GARAM MASALA 100 GM CATCH	KG	5.000	
39.	CHIKEN MASALA 100 GM CATCH	PKT	60	
40.	SABUT MIRCH (GOOD QUALITY)	KG	3.000	
41.	METHI DANA 100 GM (GOOD QUALITY)	PKT	20	
42.	MEAT MASALA 100 GM CATCH	PKT	20	

Dy Inspector General
North East Frontier HQ ITB Police


30/8/24

signature of tenderer
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43	KASHMIRI MIRCH 100 GM CATCH	PKT	20	
44	KICHEN KING 100 GM CATCH	PKT	20	
45	SABJI MASALA 100 GM CATCH	PKT	20	
46	SAHI PANIR MASALA 100 GM CATCH	PKT	20	
47	SAMBHAR MASALA 100 GM CATCH	PKT	20	
48	DALCHINI 100 GM (GOOD QUALITY)	PKT	50	
49	TEJPATTA 100 GM (GOOD QUALITY)	PKT	25	
50	KASTURI METHI 100 GM (GOOD QUALITY)	PKT	25	
51	HING 10 GM (GOOD QUALITY)	PKT	10	
52	SOAP MITHI 100 GM (GOOD QUALITY)	PKT	30	
53	PAPAD LIJJAT	PKT	40	
54	SAMIYA (GOOD QUALITY)	PKT	500	
55	MIX PICKLE 1 KG	KG	10	
56	TEA 1 KG PACK PAPUMPPARE	KG	25.000	
57	TEA 250 GM PACK PAPUMPPARE	KG	10.000	
58	GHEE 1 KG PATANJALI	KG	25.000	
59	CHILLI SOUS 750 GM	BTL	3	
60	CORN FLOWER 100 GM	PKT	10	
61	CORNFLEX 250 GM	PKT	10	
62	SABUDANA 500 GM (GOOD QUALITY)	PKT	30	
63	MAGAJ 1KG (GOOD QUALITY)	KG	10	
64	MUNGFALI DANA (GOOD QUALITY)	KG	30.000	
65	NUTRELLA FOURTUNE 200 GM	PKT	60	
66	MAKHANA 250 GM (GOOD QUALITY)	PKT	30	
67	CUT MOISHRI 250 GM (GOOD QUALITY)	PKT	40	
68	SALT BLACK 50 GM (GOOD QUALITY)	PKT	50	
69	MUSTARD OIL 5 LTR	LTR	300	
70	MUSTARD OIL 1 LTR	LTR	100	
71	AMUL MILK TONNED 1000 ML	PKT	1032	
72	AMUL MILK TONNED 500 ML	PKT	1500	
73	AMUL MILK TONNED 200 ML	PKT	450	
74	KAJU 1 KG PACK (GOOD QUALITY)	KG	20.000	
75	BADAM 1 KG PACK (GOOD QUALITY)	KG	20.000	
76	KISMIS 1 KG PACK (GOOD QUALITY)	KG	10.000	
77	PISTA 250GM PACK (GOOD QUALITY)	KG	5.000	
78	SALT (TATA)	KG	50.000	

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Dy Inspector General (P&A)
North East Frontier HQ ITB Police



signature of tenderer

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Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at.

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/password chosen during enrolment/registration.
- 4) Then the Digital Signature Certificate (Class III Certificate with signing key usage) issued by SIFY/TCS/N-Code/E-Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, Should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and they by giving the password of the e-Token/SmartCard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) 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/jpg/dwf formats. If there is more than one documents, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc. under My space/other important Documents option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster be reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority. Within scheduled date & time specified in the tender. Scanned copy of the instrument should be uploaded as part of the offer.

Dy. Inspector General
North East Frontier Hqtr, ITBP



Signature of Tenderer/s

Contd...19/-

- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender fee/emd as applicable and enter details of the instruments. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 19) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document.
- 20) Including General conditions of contract without any exception and has understood the entire document and is clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) 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 symmetric 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.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selection of (x) exit option in the browser.

For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender Document parallelly for any further queries related to technical issues, the bidders are asked to contact over phone on Toll Free number **1800-233-7315** or send a mail over to cppp-nic@nic.in.

Dy. Inspector General
North East Frontier Hqtr. ITBP
(For And On Behalf Of The President Of India)



Signature of Tenderer/s