



RESERVE BANK INFORMATION TECHNOLOGY PRIVATE LIMITED

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## **Request for Proposal (RFP)**

# **Procurement of Servers and Software**

(10- November-2021)

RFP: ReBIT/CPO/2021/70

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## 1. About ReBIT

ReBIT has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for the RBI's IT related functions and initiatives. Given the need for interoperability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator.

## 2. Disclaimer & Disclosures

- Reserve Bank Information Technology Private Limited (ReBIT), Mumbai, has prepared this document for one-time engagement. While ReBIT has taken due care in the preparation of this RFP document and believe it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
- The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and not rely only on the information provided by ReBIT in submitting the bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right not to proceed with the project to change the configuration of the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the Tender without the Vendors having the right to object to such reissue.

- The proposal in response to RFP should be submitted by a person duly authorized to bind the bidder to the details submitted in the proposal. The submitter should give a declaration that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding.

### 3. Scope

This RFP is to solicit quotations from eligible bidders for the procurement of Servers and Software.

The successful bidder will be expected to provide all the necessary support for delivery of the items, warranty and required support during the warranty period.

### 4. Deliverable Details – Server’s specifications

Category-1: Server Specifications		Quantity
Model	DeLL/Lenovo/HP/IBM, Rack servers only.	02
Processors (CPU)	Intel Xeon processor with 112 cores, Required 1 or 2 sockets with fully populated.	
Memory	256 GB, 2.99 GHz Motherboard to be populated with 256 GB RAM and with scope for additional 56 GB	
Hard Disk	4.8 TB usage disk space (extend upto 7.2 TB) 4 disks SATA with 1 redundant disk - RAID 5	
OS, Virtualization and HCI	Server should be latest Generation support all OS, virtualization platforms and Hyperconverged infrastructure (HCI) cloud platform.	
Other	Dual NIC cards (10G) - ethernet	
Warranty	3 years	
Support	3 Years Onsite, 24 X 7 Standard support	
Power supply unit	Redundant power supply	
Server form factor	2U server (upto 3U max)	
Scope of work	Bidder should provide server installation, power on Self-test to ensure delivered server is in working state and installation of hypervisor with license activation.	

S.N.	Category 2: Software	Quantity
1	VMware V-center	3
2	Redhat Linux Enterprise Edition 3 years subscription	1
3	PL/Sql develop tool - Single user license	1
4	Windows 2019 OS standard edition	2
5	SharePoint 2019	2

## 5.1 Contact

Bidders are required to direct all communications related to this RFP to [procurement@rebit.org.in](mailto:procurement@rebit.org.in)

Procurment - Head (C.P.O)

Reserve Bank Information Technology Pvt Ltd (ReBIT)

502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai - 400706

## 5. RFP Timelines

The key timelines for this RFP are as below.

Milestone	Target End Date
Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFP requirement	Procurement of Servers and Software
Method of selection	<ul style="list-style-type: none"> <li>Line-item wise award of PO.</li> <li>The selection process would consist of Technical bid evaluation and Commercial bid evaluation. Only Technically qualified bidders commercial bid will be opened. Based on commercial bid evaluation successful bidder will be selected.</li> </ul>

Milestone	Target End Date
Availability of RFP documents	10-November-2021 RFP document shall be available on ReBIT's website (URL: <a href="https://rebit.org.in/procurement">https://rebit.org.in/procurement</a> ) and CPPP e-procurement portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Last date and time for submission of pre-bid queries	15- November -2021, 1600 IST
Pre-Bid meeting	17- November- 2021, 1600 IST The video conferencing link will be shared with those bidders who are interested to participate in the meeting. The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a> along with their queries, if any, as per the last date and time specified above for submission of the pre-bid queries
Last Date to publish Meeting-cum-corrigendum to the bid document	23 November-2021 through ReBIT's website (URL: <a href="https://rebit.org.in/procurement">https://rebit.org.in/procurement</a> ) and CPP Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Last date and time for bid submission (on or before)	30- November- 2021, 1600 IST through CPP Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
Technical Bid Opening	03 December - 2021, 1700 IST
Commercial Bid Opening	Shall be informed separately via email to qualified bidders
Name and address for communication	Head CPO (Centralised Procurement Office), Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706 Email: <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>

## 6. Inquiries and questions

Inquiries and questions regarding the proposal document, scope of services, or the terms and conditions shall be submitted via e-mail to [procurement@rebit.org.in](mailto:procurement@rebit.org.in) by the date and time mentioned above. All responses from ReBIT to all inquiries shall be sent via email as per above timelines.

## 7. Submittal Instructions

The bidder should submit the technical and commercial bid strictly in accordance with the specifications, requirements as mentioned under this RFP.

**Technical Bid Submission requirement** – under technical bid, Bidder needs to submit following:

- i. Proposed server details meeting all the requirements / specifications, and strictly in the compliance of this RFP.
- ii. Proposed server make / model fact sheet, data sheets, product catalogue, and related supporting documents substantiating that proposed server strictly meets required specifications.
- iii. “No deviation confirmation declaration” on bidder’s letter head
- iv. Bidder should submit MAF - Manufacturer Authorization form that they are authorized Dealer / Distributor / Agents / Partner to supply the quoted OEM products. Please refer Annexure A in this regard
- v. The Bidder should not be currently blacklisted by any bank / institution in India or abroad. Self-declaration is required in this regard
- vi. The bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the bidder considers that it does not affect its ability to deliver the requirements as per the Tender, it shall provide details of the action(s). Self-declaration is required in this regard.
- vii. Interested Bidders are required to submit their bid, accompanying all supporting documents mentioned in RFP documents in the CPP Portal.
- viii. Original DD/BG for EMD must be submitted physically in sealed cover at the name and address mentioned in the timeline on or before scheduled date and time.

- ix. ReBIT may, at its discretion, extend the deadline for submission of bids by releasing corrigendum to this tender document
- x. Bidders which meet all aforesaid parameters will be considered for commercial Bid Opening process. **Any deviation / non-compliance will lead to rejection of the BID.**
- xi. All submissions will become the property of ReBIT. Recipients shall be deemed to license and grant all rights to ReBIT to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission
- xii. Bids submitted in any other form will **NOT be accepted.**
- xiii. Sole responsibility rests with the bidder to see that their RFP response/ bid is received on time. Any responses received after due date and time are liable to be rejected.
- xiv. In case the lowest selected bidder backs out ReBIT reserve the right to approach other bidder for matching L1.

## 8. Bid Security/ EMD

The Bidder should deposit bid security of INR 1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of a demand draft in favour of Chief Executive Officer. Reserve Bank Information Technology Pvt. Ltd., payable at Mumbai or a Bank Guarantee in the format prescribed at Annexure B issued from Scheduled Commercial Bank. Bank Guarantee should be valid for minimum 180 days from the date of issuance of RFP with claim period of one month. The scanned copy of DD/ BG should be submitted along with technical bid and the original DD/BG shall be couriered to the below address so as to reach us on or before the date of bid submission.

Address: The Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd (ReBIT502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai – 400706)

The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder.

No interest shall be payable by ReBIT in respect of the EMD amount.



The EMD is refundable after signing of the contract and furnishing Performance Bank Guarantee (PBG- 3% of the total contract Value) for successful bidders.

The EMD of an unsuccessful Bidder shall be refunded within 30 days after the final decision on the Bids or on expiry of the bid validity period whichever is earlier.

The unsuccessful Bidders should submit the Letter for Refund of EMD/Bid Security for returning the bid security amount.

Micro & Small Enterprises (MSE) units and Start-ups are exempted from payment of EMD and tender fee provided the products and/or services they are offering, are manufactured and/or services rendered by them. Exemption as stated above is not applicable for selling products and/or services, manufactured/ rendered by other companies. Bidder should submit supporting documents issued by competent Govt. bodies to become eligible for the above exemption.

The Earnest Money Deposit (EMD) may be forfeited:

- ✓ If the successful bidder withdraws/revokes offer or modifies/changes the same.
- ✓ If the successful bidder fails to submit the Performance Bank Guarantee within the stipulated period. Additionally, ReBIT at its discretion may also cancel the contract awarded to the selected Bidder without giving any notice.
- ✓ If the successful bidder makes any statement or encloses any form/document which turns out to be false/incorrect/misrepresentation at any time during the RFP / Contract finalization of successful bidder / signing of the contract.
- ✓ Where the Bidder, withdraws after opening of Part I / Technical Bid at any time before finalization of successful bidder without any satisfactory / valid reasons.
- ✓ If any technically qualified bidder fails to login into the Reverse Auction portal, where applicable, then the same will be treated as withdrawal of the Bid.
- ✓ If the bidder makes any statement or encloses any form/document which turns out to be false/incorrect/misrepresentation at any time during the RFP process.

## 9. Commercial Quote – Format

The commercial submission must be in the below format.

S.N.	Item description	Quantity (Nos.)	Unit Cost (in INR)	Taxes – applicable (in INR)	Total Unit cost (in INR)	Total Cost (in INR)
<b>Category 1: Server</b>						
1	DeLL/Lenovo/HP/IBM, Rack servers with 3 years warranty, 24x7 support	2				
<b>Category 2: Software</b>						
2	VMware V-center	3				
3	Redhat Linux Enterprise Edition 3 years subscription	1				
4	PL/Sql develop tool – Single user license	1				
5	Windows 2019 OS standard edition	2				
6	SharePoint 2019	2				

### Note:

- For Line item no 2,4,5 & 6: If above license are provided in subscription basis then it will be for 3 years validity.
- Bidder should submit the quote in commercial quote format only. Quote submitted in any other format will not be accepted.
- The vendor selection will be done based on two stage evaluation i.e. Technical bid evaluation and Commercial bid evaluation.
- Commercial bids of Only technically qualified bidder(s) would be considered for opening.
- ReBIT reserves the right to alter the requirements / cancel the item requirement(s) at its sole discretion. Further, the Bidders agrees that the price quoted by them would be proportionately adjusted with such additions or deletions of item requirements.

### Other Submission Requirements

- Interested bidders are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the Bidder's risk.
- Each Bidder will furnish all the information required in the RFP.

- A signed purchase order or contract furnished to the successful Bidder results in a binding contract.
- Servers need to be delivered at *Reserve Bank Information Technology Pvt Ltd (ReBIT502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai – 400706.*
- Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the Proposal Documents made in any other manner will not be binding, and Bidder shall not rely upon such interpretations, corrections and changes. ReBIT will not be responsible for oral clarification.
- Bidder should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFP could be conveyed promptly.
- If ReBIT, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then ReBIT reserves the right to communicate such response to all Bidders.
- ReBIT will notify all short-listed Bidders in writing or by mail as soon as practicable about the outcome of the RFP. **ReBIT is not obliged to provide any reasons for any such acceptance or rejection.**
- Bidders are not permitted to submit more than one bid. Only single unit price (one quote only) for the respective item will be required to quote.
- The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
- The bids that are not submitted in the prescribed format or incomplete or after due date in any sense are liable to be rejected. ReBIT reserves the right to accept or reject any bids without assigning any reason and ReBIT's decision in this regard will be treated as final.
- The bid shall be in English Language.
- All prices shall be expressed in Indian Rupees only.
- Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
- Contacting ReBIT - From the time of bid opening to the time of Contract award, if any bidder wishes to contact ReBIT for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact ReBIT with a view to canvas

for a bid or put any pressure on any official of ReBIT may entail disqualification of the concerned bidder or its bid.

- Subsequent to the orders being placed/agreement executed, the successful bidder shall pass on to ReBIT all fiscal benefits arising out of reductions in Government levies viz. sales tax, excise duty, custom duty, etc.

### Terms of Payment

- Delivery of the items (on or before):
  - ✓ Servers - Within 3-4 weeks from date of issuance of PO.
  - ✓ Software - within 2 weeks from date of issuance of PO
- Selected Bidder should raise single invoice for selected item(s) post supply, delivery, installation and acceptance of item(s) by ReBIT.
- Time is essence of Supply & Delivery. In case of delay, Liquidated damages will apply at the rate 0.5% of order value per week of delay.
- Full payment will be made only after the successful completion of the activities in scope to the satisfaction of ReBIT.
- There is no provision for any partial payment prior to the completion of all the activities.
- Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT)
- After ReBIT has received a valid invoice and Delivery, ReBIT agrees to remit payment within forty five (45) days from the date the invoice acknowledgement.

### Taxes and Duties

Prices should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, service taxes etc. The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to ReBIT.

### Subcontracting

The selected Bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

### Period of validity of bids / Responses

- Prices and other terms offered by Bidders must remain valid for the period of 90 days from date of closure of this RFP.
- In exceptional circumstances ReBIT may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.
- ReBIT, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

### Force Majeure

Neither Party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting Party's control even after exertion of best efforts to prevent such failure, which failure may include, but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, fire or floods.

### Arbitration

- In the event of any dispute or differences between the parties relating to the Contract or PO (Purchase Order) whichever is issued later the same shall be referred to arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai, India.
- In the event of failure to resolve the differences through arbitration, either of the parties shall be free to undertake necessary further legal course with the Courts of Law in Mumbai who shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to Agreement.

### Limitation of liability

Neither party shall, in any event, regardless of the form of claim, be liable for any indirect. Special, punitive, exemplary, speculative or consequential damages, including, but not limited to any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages. Subject to the above and notwithstanding anything to the

contrary elsewhere contained herein, the maximum liability, of selected Bidder (vendor) and purchaser (ReBIT) shall be, regardless of the form of claim, restricted to the total of bill of material received by vendor from ReBIT for the event that gave rise to such liability, as of the date such liability arose, during contract period.

Limitation of liability will not be applicable to any legal injuries suffered by ReBIT due to the Service Provider in following scenarios:

- a. fraud, wilful misconduct or gross negligence;
- b. breach of intellectual property with respect to third party claims; and breach of confidentiality, cybersecurity breach or data losses

### Other Terms and Conditions

- ReBIT reserves the right to alter the requirements specified in this RFP Document. ReBIT will inform all Bidders about changes, if any.
- The Bidder agrees that ReBIT has no limit on the additions or deletions on the items for the period of the contract. Further, the Bidder agrees that the price quoted by the Bidder would be proportionately adjusted with such additions or deletions of item requirements.
- ReBIT reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of ReBIT to do so.
- The successful bidder will have to bear all the legal charges like cost of Stamp duty etc. at the time of signing Purchase Agreement/Service Level Agreement.
- ReBIT reserves the right to accept or reject any bid or scrap the Tender without assigning any reason thereof and ReBIT's decision in this regard will be treated as final.
- Ownership of this RFP: The content of this RFP is a copy right material of ReBIT. No part or material of this RFP document should be published in paper or electronic media without prior written permission from ReBIT.
- Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the Vendor without advance written consent of ReBIT and any such sale, lease, assignment or transfer otherwise made by the Vendor shall be void and of no effect.
- ReBIT will not reimburse the vendor for non-business hour work (weekends and evenings), travel, lodging, meals or other business costs. Ensure these costs are included in your RFP response.

## Commitments

All quotes should be submitted initially on the most complete basis and with the most favourable financial terms available. The selected bidder's proposal may, at ReBIT option, be made part of the final purchase contract and all representations in the bidder's proposal may be considered commitments to supply the systems/items as described.

## RFP Revisions

ReBIT reserves the right to change the schedule or issue amendments to the RFP at any time. ReBIT also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be notified individually to each participating bidder.

## Ownership of documents, data and hardware

- ReBIT shall own the documents, prepared by or for the Bidder arising out of or in connection with this RFP, Purchase Order & Contract.
- Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by ReBIT, the Bidder shall deliver to ReBIT all documents provided by or originating from ReBIT and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by ReBIT at no additional cost.
- The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents.

**Annexure A: Manufacturer’s Authorization Form (MAF)**

(To be filled for hardware/ application software / system software/ RDBMS/ any other suites, whatsoever applicable separately)

**To**

**Procurement- In - Charge**

**Reserve Bank Information Technology Pvt Ltd (ReBIT)**

**502, Building No 1, MindSpace Juinagar,**

**Nerul, Navi Mumbai – 400706**

Dear Sir,

We \_\_\_\_\_ who are established and reputed manufacturer / developer of \_\_\_\_\_ having organization at\_\_\_\_\_ and \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above RFP / tender. We hereby extend our full guarantee and warranty for the following software’s / products offered by the above firm in response to ReBIT’s RFP/ tender and contract for supply, installation, commissioning, services and support for Products & Services as specified in tender / RFP as per the terms and conditions set out in the document for the purpose.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(Please mention the names of the Software, Desktop, laptop, Servers, System Software, RDBMS, any other suites, whatsoever applicable separately)

**Yours faithfully,**

**(Name)**



**Annexure B: Bank Guarantee for EMD**

To,  
The CEO,  
Reserve Bank Information Technology Pvt. Ltd.  
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706

Dear Sir,

M/s \_\_\_\_\_ having their registered office at \_\_\_\_\_ (hereinafter called the "Bidder") wish to respond to the Request for Proposal (RFP) for Setup and Implementation of RSB, self and other associated Bidders and submit the proposal for the same as listed in the RFP document.

Whereas the "Bidder" has submitted the proposal in response to RFP, we, the \_\_\_\_\_ Bank having our head office \_\_\_\_\_ hereby irrevocably guarantee an amount of (Amount as per the RFP) (Rupees \_\_\_\_\_ in words Only) as bid security as required to be submitted by the "Bidder" as a condition for participation in the said process of RFP.

The Bid security for which this guarantee is given is liable to be enforced/ invoked: We undertake to pay immediately on demand, to ReBIT, the said amount of \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) without any reservation, protest, demur, or recourse. The said guarantee is liable to be invoked/ enforced on the happening of the contingencies as mentioned above and also in the RFP document and we shall pay the amount on any Demand made by ReBIT which shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

Notwithstanding anything contained herein:

In witness whereof the ReBIT, through the authorized officer has sets its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Signature .....

Name .....

(In Block letters)

Designation .....  
(Staff Code No.) .....

Official address:  
(Bank's Common Seal)  
Attorney as per power of Attorney No.

Date:

WITNESS:

- 1 .....(Signature with Name, Designation & Address)
- 2..... (Signature with Name, Designation & Address)

## **Annexure C : 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 enrol 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 Enrolment” 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 / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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.

## **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.

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