

No.1-10/2017-NAT
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy
Shastri Bhawan, New Delhi

Open Tender No. 1-10/2017-NAT

TENDER NOTICE

E-bids for booking of 350 double occupancy rooms for Boarding and Lodging of Awardees Teachers from 03.09.2017(A/N) to 06.09.2017 (FN) in connection with National Award to Teachers, 2016 to Ministry of Human Resource Development, Department of School Education & Literacy.

Date of Issue of Tender Document	11 th July, 2017
Pre-bid Meeting	13 th July, 2017 3:00P.M.
Last Date & Time for submission of Bids	Upto 11.00 AM on 18 th July, 2017
Date & Time for opening of Tender Document	
Technical Bids	At 11.30 AM on 19 th July, 2017
Financial Bids of qualified bidders	At 11.30 AM on 20 th July, 2017.

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No.1-10/2017-NAT
Government of India
Ministry of Human Resource Development
Department of School Education & Literacy

Shastri Bhawan, New Delhi
dated .07.2017

E - Tender Notice

Subject:- E-Tender for booking of 350 double occupancy bedrooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016.

Ministry of Human Resource Development invites e-tenders on CPP Portal in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for booking of 350 (Approx) double occupancy bedrooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016. The contract will be subject to Eligibility Criteria and terms and conditions of the contract. The last date of receipt of bids is 18th July, 2017 upto 11.00 AM. The technical & financial bids in prescribed format and other required documents as per tender notice should be submitted on CPP Portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in PDF format. The technical bid will be opened on 19th July, 2017 at 11:30 AM. The financial bids are to be uploaded only in the prescribed BOQ and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected. Financial bids of the qualified bidders will be opened on 20th July 2017 at 11:30AM. Technical bid is purely qualifying in nature. All ten parameters of the technical bid as in Form tech-3 are required to be fulfilled. The MHRD reserves the right to open the financial bids of only those bidders who qualify in the technical bids. The tenders will be decided on least cost method. There will be no weightage to the technical bids for deciding L-1.

2. The tender document can be downloaded from the website <http://eprocure.gov.in/cppp/e-procure/app>.

3. Bidders may also contact toll free No.18002337315 of Central Public Procurement Portal for obtaining guidance to fill online tender.

(Rajender Prasad)
Under Secretary to the Govt. of India
Tele: 2338 7342

Open Tender No. 1-10/2017-NAT

1. Scope of Work and General Instructions for Bidders

1. Department of School Education & Literacy invites bids from well established and financially sound Hotels/Firms **for booking of 350 double occupancy bedrooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016. The 350 Rooms (Approx) will be blocked from 3rd to 6th September, 2017 (F/N).**
2. The e-tenders are invited under two-bid system to be decided by least cost method. The interested qualified Firms are advised to submit their bids “on-line” by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> . The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are **pre-requisite** for e-tendering.
3. The interested Firms are required to deposit an Earnest Money Deposit (EMD) of **Rs.1,20,000/-(Rupees One Twenty Thousand lakh only)** in the form of Demand Draft/Pay Order from any of the Commercial Bank in favour of **PAO, Pay & Accounts Office, Department of School Education & Literacy, Ministry of Human Resource Development, New Delhi** valid for a period of 90 days superscribing the envelope’ **for booking of 350 double occupancy bedrooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016**”. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.
4. The scanned copy of the Earnest Money Deposit (EMD) of **Rs. 1,20,000/-(Rupees one lakh Twenty Thousand only)** must be uploaded with the Technical Bid and original of the same has to be submitted to **Under Secretary (NAT), Room No.503, B Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001** latest by the last date of bid submission superscribing the envelope “EMD for tender for booking of 350 double occupancy bedrooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016”. The tenders received without the prescribed EMD will not be entertained and cancelled. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract. Any request for clarification must be sent in writing, or by email at natsection2014@gmail.com.
5. The EMD of successful firm(s) shall be returned after successful completion of contract. Otherwise, the same will be forfeited. In case of minor default, 0.1% penalty of the contract value at the discretion of MHRD shall be imposed.
6. **The successful bidders shall provides Performance Security Deposit @** of 5% of the total contract value in the form of demand draft/bankers cheque/bank guarantee in favour of PAO, MHRD payable at New Delhi.

7. The firms who are exempted, if any, from submission of EMD shall be dealt as per **General Financial Rules, 2017** subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted alongwith the bid.
8. The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
 - i) **Scanned copy of Earnest Money Deposit (EMD)**
 - ii) **Scanned copy of PAN/GIR Card.**
 - iii) **Scanned copy of IT return filed for the last 3 financial years.**
 - iv) **Scanned copy of VAT/Sales Tax registration certificate.**
 - v) **Work experience of similar work during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.**
 - vi) **Scanned copy of Trade license.**
 - vii) **Proof of adequate parking space for 20 Buses (clearly marking on the layout plan of the Hotel premises)**
 - viii) **Proof of Banquet hall space for hosting dinner/lunch for 800 pax. (clearly marking on the layout plan of the Hotel premises)**
 - ix) **Proof Of 350 double occupancy rooms capacity in hotel premises clearly indicating layout plan of hotel premises**
 - x) **TIN Number (Upload copy)**
 - xi) **Additional Information, if any (Attach separate sheet, if required).**
9. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
10. The competent authority of Department of School Education & Literacy, NAT Section, Shastri Bhawan, New Delhi reserves the right to annul any or all bids without assigning any reason.
11. Rates shall be quoted per room (double occupancy) and for lunch/dinner per person as per the menu provided in Annexure-II.

2. CLARIFICATION AND AMENDMENT OF TENDER DOCUMENTS

- 2.1 Bidders may request a clarification on any clause of the tender documents during Pre-Bid Meeting. Any request for clarification must be sent in writing, or by standard electronic means to the address indicated in the para 4 of Annexure I, up to the date of pre-bid meeting. Should the Authority deem it necessary to amend the tender document as a result of a clarification, it shall do so following the procedure under Para-2.2 below.
- 2.2 At any time before the submission of Bids, the Authority may amend the tender document by issuing an addendum in writing or by standard electronic means. To give Bidders a reasonable time within which they shall take action for amendment in their bid, the Authority may, if the amendment is substantial, extend the deadline for the submission of bid.

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ELIGIBILITY CRITERIA/TECHNICAL REQUIREMENTS FOR THE TENDERING FIRMS/HOTELS

A. TECHNICAL

1. The tendering Firms/Hotels should fulfill the following technical specifications:
 - (a.) The Hotel should be located in New Delhi (NDMC Area).
 - (b) It should be registered with the appropriate registration authority with minimum 350 rooms (double occupancy)
 - (c) It should have at least 3 years experience in making arrangement for Boarding & Lodging for Public Sector Companies/Banks or Government Departments, etc.
 - (d) Banquet Hall/Space to accommodate minimum 800 persons for dining.
 - (e) There should be ample parking space for 20 buses.
 - (f) It should be registered with the Income Tax and VAT/Sales Tax authorities of the Government. The Hotels are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily rejected.
 - i) Scanned copy of Earnest Money Deposit (EMD)
 - ii) Scanned copy of PAN/GIR Card.
 - iii) Scanned copy of IT return filed for the last 3 financial years.
 - iv) Scanned copy of VAT/Sales Tax registration certificate.
 - v) Work experience of similar work with PSUs/Banks/Govt Deptts etc during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.
 - vi) Scanned copy of Trade license.
 - vii) Proof of adequate parking space for 20 Buses (clearly marking on the layout plan of the Hotel premises)
 - viii) Proof of Banquet hall space for hosting dinner/lunch for 800 pax. (clearly marking on the layout plan of the Hotel premises)
 - ix) **Proof Of 350 double occupancy rooms capacity in hotel premises clearly indicating layout plan of hotel premises**
 - x) TIN Number (Upload copy)
 - xi) Additional Information, if any (Attach separate sheet, if required).
2. All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the least cost method for the **booking of 350 double occupancy bedrooms for Boarding**

and Lodging of Awardees Teachers in connection with National Award to Teachers 2016. The taxes shall be included as admissible

B. TERMS AND CONDITIONS

1. General

- i) All rooms will be vacated by the occupants on 6th September, 2017 (F/N). **Any person** desirous of staying beyond this date will have to pay for the boarding and lodging charges from his own resources. MHRD will not be responsible for making any payment for the stay of teachers or their companions beyond the above date.
- ii) Expenses on all phone calls – local/STD/ISD would have to be borne by the occupants of the room. MHRD would not be responsible for making any payment on this account.
- iii) No room service will be provided by the Hotel. Occupants may be informed by the hotel at the time of handing over the key that any room service will be chargeable to them and the occupants will have to make payment for such room service availed by them in the room hotel. MHRD would not be held responsible for settling the bills of the room service availed by the occupants of the room in the hotel. The hotel authorities would have to make arrangements for realizing such payment for the room service provided to the occupants in the room from the occupants of the room.
- iv) All meals including breakfast, lunch, evening tea and dinner will be served in a designated place which would be informed to the teachers. **Meals will NOT be served in the room of the occupant.**
- v) Meals would be served on production of Meal Coupons issued by MHRD to the Awardees Teachers and their companions. Adequate space is to be arranged for serving meals simultaneously to about 800 persons.
- vi) Proper arrangement of mike may also be made in the dining hall on 3rd and 4th September, 2017 for Director/JS to address the Awardees Teachers.
- vii) Most of the Awardees teachers may prefer to have meals on the seats. Therefore, proper seating arrangements will have to be made for them while serving meals
- viii) As most of the Awardees teachers are of or above 50 years of age, a stand by doctor may be arranged for providing medical facilities to them in the event of any eventuality or emergency situation.
- ix) Some of the Awardees Teachers may be handicapped and these identified teachers may be provided with appropriate disabled friendly rooms.

- x) Necessary arrangements like wheel chair etc. for disabled awardee Teachers/family members may also be made available.
- xi) In addition, suitable space to establish our reception counter for **3 days from 3rd to 6th September, 2017 (FN) is required.**
- xii) The Awardees Teachers and their companion would be taken to attend the various functions by bus. There should be ample parking space for 20 buses.
- xiii) The hotel should also intimate the name of official along with his mobile number, who will be the nodal officer for interaction with the officials of MHRD.
- xiv) The hotel should provide at least the following items:

Breakfast Menu (Complementary)

Assortment of (Canned) Juices, assortment of Cereals (With Hot & Cold Milk), Egg Preparation, One Veg Preparation (Choice Bhature/Poori Bhaji etc), One South Indian Veg Preparation (Wada/Idly/, Dosa) Sambar (Coconut Chutney, Tomato Chutney, Green Chutney, Bread Basket (Breads – White, Multigrain, Brown), Croissants, Muffins, Rolls, Jam/Preserves/Honey/Butter etc Fresh Fruit Salad, Tea/Coffee and seasonal fruits (atleast two types).

Lunch/Dinner

(Veg) Soup, Salad Bar, 1 Non-Veg Preparation – Indian, 1 Paneer Preparation – Indian, 1 Dal Item, 2 Veg Preparations – Indian, 1 Rice/Pullao Preparation, Naan, Roti, Parantha, Missi Roti etc, Dahi Item/Raita item/ Achar/Papd/Chutney and 1 Dessert Item Fresh Fruit Salad.

(The specific food items need to be different on each occasion).

Evening Tea/Coffee

One Veg Preparation (Pakora/Veg Sandwich/ Samosa with Cookies and Tea/Coffee.

- xv) The Ministry reserves the right to impose penalty of upto 10% of total bills if the services are not satisfactory.

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BID EVALUATION CRITERIA

1. All the participating firms should quote their rates (inclusive of all taxes) for making arrangement for Boarding & Lodging for Awardee Teachers.

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm will be decided on the **least cost method** for the **booking of 350 double occupancy rooms for Boarding and Lodging of Awardees Teachers in connection with National Award to Teachers 2016**. The rates quoted shall be inclusive of all applicable taxes.

2. Hotel should be located in New Delhi (NDMC) area.
3. The tender will be decided purely on **least cost method**. There will be no weightage given to Technical bid and it is purely qualifying in nature.

(Rajender Prasad)
Under Secretary to the Govt. of India
Tele: 2338 7342

Place: New Delhi
Date:

LETTER OF BID SUBMISSION

Dated: _____

To: [Name and address of Authority]

Dear Sirs,

We, the undersigned, offer to provide the services of 350 double occupancy rooms for Boarding and Lodging of Awardee Teachers from 03.09.2017 to 06.09.2017 (FN) in connection with National Award to Teachers 2016 in response to your Tender Notice No. _____ /NAT dated _____. We are hereby submitting our proposal which includes Technical Bid and Financial Bid on CPP portal website i.e. <https://eprocure.gov.in/eprocure/app> and requisite EMDs.

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained thereon.

3. The corrigendum(s) issued from time to time by your department/organisation too have all been taken into consideration, while submitting the bid.

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

5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

6. We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours sincerely,

Authorized Signature [In full and initials] _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

BIDDER'S ORGANIZATION

A: Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate (if any) for this Assignment/job in tabulated form. This should include the following:
Name of Agency/Organization

1. Name of Director of Company/ :
Active Partner of Firm/Authorized Agent/Proprietor
2. Full Address with Telephone, Fax & E-mail etc.
 - (a) Registered Office
 - (b) Head Office
3. Details of Registration (Please indicate all details including incorporation)
4. The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
 - i) **Scanned copy of Earnest Money Deposit (EMD)**
 - ii) **Scanned copy of PAN/GIR Card.**
 - iii) **Scanned copy of IT return filed for the last 3 financial years.**
 - iv) **Scanned copy of VAT/Sales Tax registration certificate.**
 - v) **Work experience of similar work during the last 3 years with PSUs/Banks/Govt Deptts (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/duly signed by the Chartered Accountant of the firm.**
 - vi) **Scanned copy of Trade license.**
 - vii) **Proof of adequate parking space for 20 Buses (clearly marking on the layout plan of the Hotel premises)**
 - viii) **Proof of Banquet hall space for hosting dinner/lunch for 800 pax. (clearly marking on the layout plan of the Hotel premises)**
 - ix) **Proof of 350 double occupancy rooms capacity in hotel premises clearly indicating layout plan of hotel premises**
 - x) **TIN number (upload copy)**
 - xi) **Additional Information, if any (Attach separate sheet, if required).**
5. Rates quoted shall be inclusive of all taxes for booking of 350 double occupancy rooms for Boarding and Lodging of Awardee Teachers in connection with National Award to Teachers 2016. The bidders are required to offer the rates for each room as per the given menu for Lunch Dinner and evening tea before posting the e-bid on e-procurement portal.

Signature of authorized person
Full Name & Designation.:
Seal:

Date:
Place :

Bidder Name :			
SUMMARY OF TECHNICAL PROPOSAL			
S. No.	Criteria*	Reference in the technical bid (Page No.)	Yes/No
1	Scanned copy of Earnest Money Deposit (EMD)		
2	Scanned copy of PAN/GIR Card.		
3	Scanned copy of IT return filed for the last 3 financial years.		
4	Scanned copy of VAT/Sales Tax registration certificate.		
5	Work experience of similar work provide to PSUs/Banks/Govt Depts etc, during the last 3 years (requisite proof thereof) and annual turnover certified for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm.		
6	Scanned copy of Trade license		
7	Proof of adequate parking space for 20 buses (clearly marking on the layout plan of the Hotel Premises)		
8	Proof of Banquet hall space for hosting dinner/lunch for 800 pax. (clearly marking on the layout plan of the Hotel Premises)		
9	Proof Of 350 double occupancy rooms capacity in hotel premises clearly indicating layout plan of hotel premises		
10	TIN Number (Upload copy)		
11	Additional Information, if any (Attach separate sheet , if required)		

*All ten parameters of the technical bid are required to be fulfilled

FINANCIAL BID SUBMISSION FORM

Dated: _____

To: [Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide the services of 350 double occupancy rooms for Boarding and Lodging of Awardee Teachers in connection with National Award to Teachers 2016 from 03.09.2017 to 06.09.2017 (FN) in response to Tender Notice No. _____ dated _____ and our Technical Bid. Our Financial Bid, as per TOR is as below:-

S.No.	Particulars/ Items	Rate inclusive of all applicable taxes per day per Room/per lunch/dinner/evening tea (in Rs.)
1.	Double Occupancy room *	
2.	Rate of lunch per person #	
3.	Rate of dinner per person #	
4.	Rate of evening tea per person #	
Total Cost of Financial Bid (including all applicable Taxes)		

* Approx. 350 Rooms are required from 03.09.2017 (A/N) to 06.09.2017 (F/N).

Lunch/Dinner/Evening Tea are required for approx. 800 pax.

2. We hereby confirm that the financial bid is unconditional and we acknowledge that any condition attached to financial bid shall result in rejection of our financial proposal.

3. Our Financial Bid shall be binding upon us up to expiry of the validity period of the Bid, i.e. before the last date.

4. We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Authorized signature (In full and initials) _____

Name and Title of Signatory _____

Name of Firm _____

Address _____

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Instructions to the Bidders/Firms/Hotels for the e-submission of the bids online through this e-Procurement Portal.

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e-udhraCA/GNFC/IDRBT/MtnITrustline/Safe Script/TCS.
2. Bidder then logs into the portal giving user Id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.

11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he /she completes the Bid Submission Process. Bids which are not frozen are considered as incomplete /invalid bids and are not considered for evaluation purposes.
14. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
15. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the Difficulties faced during the submission of bids online by the bidders due to local issues.
16. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
17. At the time of freezing the bid, thee-procurement system will give a successful bid updating Message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
18. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
19. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
20. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

21. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
22. All the data being entered by the bidders would be encrypted at the client end, and the software Uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual. **The 24 x 7 Toll Free Telephonic Help Desk Number 180030702232.**
23. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
24. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).