

NOTICE INVITING TENDERS FOR 'BUSES AND TEMPO TRAVELLER HIRING SERVICES' ON PER-DAY BASIS AND MONTHLY BASIS'
GeM e-tender (TWO COVER SYSTEM)

1. INVITATION:

Online bids are invited by the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttrakhand, for the work mentioned in the "Tender Details" given below. The bidders are requested to login to GeM website under electronic procurement portal, via URL, (<https://gem.gov.in>) for participation in e-tender (online tender).

2. TENDER DETAILS:

Particulars	Description
GeM Tender No.	GEM/2025/B/6411585
LBSNAA Reference No.	D-26011/4/2016-PRT
Name of Tender	BUSES AND TEMPO TRAVELLER HIRING SERVICES: <u>PER-DAY BASIS AND MONTHLY BASIS'</u>
Duration of contract	01.08.2025 to 31.07.2026
Name of the Buyer	LBSNAA, Mussoorie
Mode of Tender	e-Tendering through GeM – Cover-I and Cover-II
Availability of Tender Documents	GeM Portal at https://gem.gov.in
Date and time of Tender notice issuance	As per the GeM bid document.
Last date and time for Bid/Proposal submission (On or before)	
Bid (Cover-I and Cover-II) Opening Time & Date	
Bid Opening Venue	LBSNAA, Mussoorie
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Estimated Bid Value	Rs.69,02750/- (Rs. Sixty Nine Lakh Two Thousand Seven Hundred & Fifty only)
Earnest Money Deposit	Rs. 3,45,000 (Rupees Three lakh forty Five Thousand Only)
Details for queries	Landline: 0135-22222304 or Mob: 9997718377 (during office hours between 0900 Hrs to 1730 Hrs) E-mail: protocol.lbsnaa@nic.in

3. SCOPE OF WORK:

1. The number of buses and tempo traveller required on 'Per day basis and Monthly basis provided in **Annexure – A**.
2. Rates to be quoted for **Diesel vehicles** only.
3. The tenderer should ensure that after getting the contract the vehicle deployed by him/her is of the latest model (**not older than the year 2023: Undertaking in prescribed Proforma**).
4. Service Overview (not limited to the below clauses):
 1. Pick-up and Drop-off: Vehicles should be available at designated locations (e.g., airports, railway stations, hotels). Timely and prompt transportation to ensure the guests reach their destinations without delays. Assistance with luggage, if required.
 2. Outstation Duties: Vehicles should be available for travel to nearby cities or regions for official trips or events. Drivers must be familiar with the routes and handle long-distance travel carefully.
 3. Emergency or Last-Minute Requests: Vehicles must be available on short notice, if required, for any emergency or unscheduled travel needs.

4. PAYMENT TERMS:

1. Invoice submission: The service provider shall submit the invoice/bills through **online on GeM portal only**.
2. The invoice shall be submitted along with relevant documents: logbook, duty slip, toll charges receipt, parking receipt, state permit charges etc.
3. Billing cycle: Invoice shall be processed as follows:
 1. '**Per Bus/Tempo-Per Day**' - invoice with relevant documents shall be submitted once in a **week/fortnight** as applicable.
 2. '**Buses/Tempo on Monthly Basis**'- invoice with relevant documents shall be submitted first week of every month.
4. Non-submission of the above documents along with the invoice may lead to delay/deduction in payment.
5. All the penalties/fines/interest (if applicable) will be settled before making the payments.

5. QUALIFYING REQUIREMENTS:

1. **Criteria 1: Experience and Past Performance:** The bidder should have executed any Leasing /Hiring of any vehicle contract(s) within the last **three (3)** years from the originally scheduled date of tender opening in any Govt./ Govt. Undertaking/ PSU in the name of the bidder. **Documentary proof** copies of work orders/agreements along with work completion or part completion certificate from the end user indicating the value of work executed (as stipulated in **Annexure- B** below).

1. **Three** similar completed services each costing not less than the amount equal to **40(forty)** percent of the estimated cost i.e., Rs. 27.61 Lakhs.
2. **Two** similar completed services each costing not less than the amount equal to **50 (fifty)** percent of the estimated cost; i.e., Rs. 34.51 Lakhs.
3. **One** similar completed work costing not less than the amount equal to **80% (eighty)** percent of the estimated cost; Rs. 55.22 Lakhs.

2. Criteria 2: Performance Capability

1. Key Personnel: Bidder shall furnish documentary evidence that he/she would deploy (employed, hired) a Minimum of 10 Drivers/ Conductors and 1 Supervisor (as stipulated in **Annexure-C**).
2. Critical Equipment: Bidder shall furnish documentary evidence that he/she would deploy (own, hire, lease) the required number of vehicles and produce documentary proof of owning minimum 10 vehicles in the name of bidder (as stipulated in **Annexure-D**).

3. Criteria 3: Financial Capability

1. Turnover: Minimum average annual turnover of the bidder (For three Years) **Rs. 42 Lakhs** (Rs. Forty Two Lakh) (60% of the advertised value of this tender). **Documentary proof:** *Copy of Annual audited financial statement (Balance Sheet/Profit-loss statement) for last three financial years shall be uploaded on GEM portal from the originally scheduled date of tender opening duly signed, and sealed by a Chartered Accountant with UDIN No.*
2. Financial Liquidity: Bidder should have access to or has available liquid assets, lines of credit and other financial means, other than any contractual advance payments, to meet 3 months' cash flow of the estimated bid value net of applicant's commitments in this period for other contracts. **Documentary proof:** *Line of Credit/Banker's Certificate for Rs. 17.25 Lakhs (Rs. Sixteen Lakhs Twenty Five Thousand only) issued by the competent authority of any Nationalized/Commercial bank shall be uploaded on GeM portal.*

4. Other Requirements:

1. The bidder shall possess a valid Registration/Incorporation certificate of the firm and upload a copy of the same in the tender.
2. The bidder shall also possess a valid certificate of registration under the GST Act/Rules and upload a copy of the same in the tender.
3. The bidder should have obtained Permanent Account Number (PAN) under the Income Tax Act and the copy of the same should be uploaded in the tender.
4. The bidder should also upload a Self Attested Print out of the Online IT statements indicating his/her zero tax liabilities for **three (3)** consecutive years prior to bidding or for the applicable period. LBSNAA reserves the right to send the same to the Income Tax department for verification.

6. ONLINE BID SUBMISSION & PROCESSING:

1. Bidder/s shall submit the following: Experience Details (**Annexure B**), Details of Supervisor and Drivers (**Annexure-C**), Details of Current fleet of vehicles (**Annexure-D**) Technical Bid (**Annexure-E**), Technical bid Undertaking (**Annexure F**), Financial Bid through GeM portal only whereas the price bid undertaking shall be submitted in the prescribed format (**Annexure-G**) and Tender Acceptance Letter (**Annexure-H**).
2. Due to Administrative reasons, if the tender cannot be opened on the Scheduled date, the revised date of opening will be intimated later.
3. LBSNAA, reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.
4. Bidders are advised to visit the website frequently, for noting the corrigendum, if any, issued subsequently concerning the above tender.
5. If there happens to be a single tender on the scheduled date of tender opening, the same will be opened on the scheduled date and time of opening.
6. Tenders and supporting documents shall be uploaded through online mode only. Hard copy of the tender documents shall not be accepted. If required bidders may have to submit hard copy documents when required for verification.
7. Bids shall be submitted online only on Gem Portal: Bid documents may be scanned with 100 dpi with black and white option which helps reduce the scanned document's size.
8. The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing a requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (A firm that has quoted the lowest rates) tenderer.
9. Uploaded bid documents should contain serial number and signature of bidder (s) at the end of each page.

7. CORRIGENDUM:

Amendments / errata / clarifications shall be issued as Corrigendum and if any corrigendum is issued for the tender it shall form part and parcel of the tender document. The Corrigendum will be posted on the GeM website under the electronic procurement portal. Bidders are requested to visit GeM and note the Corrigendum if any before submission of offer. Any ignorance on the part of the firms for not seeing the website will not be an excuse. LBSNAA shall not be responsible if any Bidder omits to notice any corrigendum. The Corrigendum will be numbered serially. The bidders are requested to sign all the Corrigenda issued for the tender and attach it with the online bid in Cover I.

8. EARNEST MONEY DEPOSIT (EMD):

1. The EMD is to be submitted along with the tender. The Earnest Money so deposited shall not bear any interest. Micro and Small Enterprises (MSEs) registered with NSIC or any other body specified by the Ministry of Micro and Medium Enterprises are exempted from furnishing EMD. The copies of relevant documents issued by the



Competent Authority prescribed under the MSMED Act 2006 shall be enclosed on the GeM portal.

2. The EMD by cash shall not be entertained; Earnest Money shall be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee including e-Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form.
3. EMD shall be in favour of: AO (Accounts), Lal Bahadur Shastri National Academy of Administration, Mussoorie
4. The Bid Security is calculated at 5% of the contract value.
5. The Bid Security should remain valid for at least **forty-five (45) days** beyond the date of bid validity.

9. PERFORMANCE SECURITY DEPOSIT (PSD):

On acceptance of the bid, the Service Provider has to submit PSD of an amount equivalent to 5% of the value of the entire period of the contract in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit from a Commercial Bank, Bank Guarantee including e-Bank Guarantee from a Commercial Bank or online payment in an acceptable form at the time of awarding the contract. The Performance security should remain valid for at least **sixty days (60)** beyond the date of completion of all the contractual obligations.

10. SERVICE-RELATED:

1. The vehicles once detailed for the service as intended by the buyer shall not be withdrawn without prior notice unless there is a break down.
2. In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle as per the agreement conditions.
3. The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this office may get the odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
4. LPG Cylinders should not be used for running the vehicle in any case.
5. The service provider shall provide the name & address/es of the supervisor/drivers presently employed by the firm/agency (**Annexure C**).
6. The drivers should be well conversant with the roads and routes of neighboring States of Uttrakhand including Mussoorie, Dehradun and other areas of Uttrakhand. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
7. The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers/Guests.
8. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform, name badge** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.

9. The driver(s) deputed on duty should carry a valid driving license, ID and relevant documents of the vehicle(s). They should also not have been involved in more than two challan/s for negligent driving
10. The tenderer should ensure that after getting the contract the drivers deputed for service to this office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**
11. This office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**
12. All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Likewise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
13. The office shall not be responsible for tax/charges etc imposed by the Government authority in future on vehicles under any admissible rules.
14. Service Provider shall provide a single point of contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**
15. Service Provider should not have been banned or suspended or blacklisted by any department of central/state/PSU/Govt. or declared bankrupt or insolvent during the contract in the last **three (3) years**. **Technical Bid Undertaking (Prescribed Proforma) in this regard would be required to be submitted by the tenderer along with the technical bid.**

11. MISCELLANEOUS

1. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
2. This office shall not process conditional bids and all such conditional bids will be rejected summarily.
3. The bidder shall comply with all the statutory provisions governed by Indian Laws related to service contract and not be restricted to IT Act, GST Act, Labour Laws, Motor Vehicles Act, and Minimum Wages Act etc.
4. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
5. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
6. In case of any dispute of any kind and any respect whatsoever, the decision of this Office shall be final and binding.



7. All the provisions shall be binding and interpreted under Indian Laws.


Deputy Director (Sr.)
I/C Protocol
LBSNAA, Mussoorie

Enclosed:

Annexure-A: **Vehicle Requirement on Per-Vehicle-Day Basis/ Monthly Basis**

Annexure-B: **Experience Details**

Annexure-C: **Details of Supervisor and Drivers**

Annexure-E: **Details of Current fleet of vehicles**

Annexure-E: **Technical Bid (Checklist)**

Annexure-F: **Technical Bid Undertaking**

Annexure-G: **Price Bid Undertaking**

Annexure-H: **Tender Acceptance Letter**

Annexure-I: **Instructions for online bidding**



Annexure 'A'


Table 1:- BUSES AND TEMPO TRAVELLER HIRING SERVICES: PER-DAY BASIS: (INDICATIVE)

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Per-Vehicle-Day Basis	Duration
1.	Bus 31 X 33 seat	Hilly/ Plain	Local	120 KM X 12 Hrs	80 Trips (Approx.)	ANNUAL REQUIREMENT
				168 KM X 12 Hrs		
2.	Bus 31 X 33 seat	Hilly/ Plain	Outstation	300 KM X 10 Hrs		
3.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Local	120 KM X 12 Hrs	100 Trips (Approx.)	
				168 KM X 12 Hrs		
4.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Outstation	300 KM X 10 Hrs		

Table: 2- TEMPO TRAVELLER HIRING SERVICES: MONTHLY BASIS: (INDICATIVE)

Sl. No.	Type of Vehicle	Area of Operation	Type of Service	Usage Variant	Number of vehicles	Number of months
1.	Tempo Traveller 16 X 18 seat	Hilly/ Plain	Local	3000 KM X 364 Hrs	2	10

Note: Indicated requirement may vary as per the need of the Academy including local/outstation


Deputy Director (Sr.)
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LBSNAA, Mussoorie



Experience Details

(Copy of completion certificates to be attached)

Sr. No.	Name of buyer	Service Period From To: DD/MM/YYYY	Number of vehicles supplied	Completion certificate date DD/MM/YYYY
1				
2				
3				

Note: Completion Certificate shall be uploaded on the GeM portal only

Signature
Name of Authorized Signatory



Annexure 'C'

Details of Supervisor & Drivers (required)

Table 1:

Sl. No.	Supervisor Name	Working Since	Remarks

Table 2:

Sl. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Additional Detail of staff shall be added to this page)

Signature
Name of Authorized Signatory



Annexure 'D'

Details of Current fleet of vehicles- produce documentary proof of owning minimum 10 vehicles in the name of bidder

(Vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

Sr. No.	Registration Number	Owned/Leased/ Hired	Make and Model	Manufacturing Date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Additional Detail of Fleet shall be attached in this page)

Signature

Name of Authorized Signatory



Annexure 'E'

TECHNICAL BID (CHECKLIST)

Qualifying criteria for tender

(Documents to be attached to substantiate every information)

Sr. No.	Technical Parameter
1	Name, Address, and Telephone no. of Service provider including Registration/Incorporation certificate of the firm
2	Experience details as per Annexure B (refer clause 5.1)
3	Details of the supervisor and drivers as per Annexure C & Undertaking (refer clause 5.2)
4	Details of the vehicles as per Annexure D & Undertaking (refer clause 5.2)
5	Technical Bid Undertaking as prescribed in Annexure-F .
6	ITR for Assessment Year 2021-22, 2022-23, 2023-24
7	Valid Registration/incorporation certificate, GST, PAN, ESI, EPF, ISO (if any),
8	Annual Audited financial statement (Balance sheet/profit-loss statement) for last three financial years (refer clause 5.3)
9	Line of Credit (Rs.17.25 Lakhs) (Refer Clause 5.3)
10	All pages of the tender document must be signed by the bidders, in token of his / their understanding/acceptance.

I have read the terms & conditions of the Tender Notice and it are to certify that the information furnished above is true & correct.

Signature

Name of Authorized
Signatory



Annexure 'F'

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on Daily trip basis/monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of the latest model and would not be older than 2023.
2. I/We indemnify the buyer (LBSNAA, Mussoorie) against all damages/charges arising out of the service contract.
3. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two challan/s for negligent driving.
4. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me..
5. I/we shall provide a single point of contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles.
6. I/we have not been banned or suspended or blacklisted by any department of central/state/PSU/Govt. or declared bankrupt or insolvent during the contract in the last **three (3) years**.
7. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them.

Signature

Name of Authorized Signatory



PRICE BID UNDERTAKING

(Tender name/no.) _____

and related activities envisaged in the Bid document.

1. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I/We offer to work at the rates as indicated in the price Bid.
3. I/We shall agree to the prices (Night Halt Charges and any other charges) as finalized by the contract signing authority

Signature

Name of Authorized Signatory



Annexure 'H'

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letterhead)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: -

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
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/ organization shall without prejudice to any other ~~right or remedy~~ be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature
Name of Authorized Signatory



Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal. More information, useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of Govt. E-Marketing Portal (<https://gem.gov.in>) by clicking on the link "Online bidder Enrolment" on the GeM 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 GeM Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by GeM India 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 DSCs 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 GeM/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the GeM 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 GeM 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 GeM 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. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

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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 documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get the bid documents ready 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 the bid submission process.

SUBMISSION OF BIDS

1. Bidders 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. Bidders 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. Bidders 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 available in the scanned copy should be 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 sky blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The GeM/CPP server time (which is displayed on the bidders' dashboard) will be considered as the standard time for reference as the deadline 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




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unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secure 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 openers 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 documents 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.


Deputy Director (Sr.)
I/C Protocol
LBSNAA, Mussoorie

