



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
[Institute of National Importance established under the Act of  
Parliament]

Mubarakpur, Mukhtia, Bahadurpur

Post: Harbanshganj, Jais, Amethi

Pin Code- 229 304

Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

**E-TENDER**

**FOR**

**PROCUREMENT OF 40 Nos. HIGH END DESKTOP**

**TENDER NO. RGIPT/Jais/E-Tender-IT-AKV/2018-19/08**

**Dated: 26.12.2018**

**Dated: LAST DATE OF SUBMISSION OF TENDER – 18.01.2019**

Tenders can be downloaded from [www.rgipt.ac.in](http://www.rgipt.ac.in) and <https://rgipt.euniwizard.com/>

For any information, other modifications and/ or corrigendum may kindly visit the above websites.

<b>Bid Address to the</b>	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
<b>Mode of Submission</b>	Online Mode
<b>Indenter</b>	<b>Name: Mr. Anil K Verma</b> Department – IT Department <b>Email: <a href="mailto:averma@rgipt.ac.in">averma@rgipt.ac.in</a></b> <b>Mobile No. 07376689525</b>
<b>Any other Clarification</b>	<b>Stores &amp; Purchase Officer</b> <b>Email: <a href="mailto:sarora@rgipt.ac.in">sarora@rgipt.ac.in</a></b> <b>Mobile No. 09450376642</b>

**E Tendering Helpdesk Number: 011-49606060/7398741154/9015535108/7042643428**

**E Tendering Helpdesk email ID: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**

**[ewizardkrishn@gmail.com](mailto:ewizardkrishn@gmail.com)**

**E- TENDER ENQUIRY FOR THE SUPPLY & INSTALLATION OF**  
**40 Nos. HIGH END DESKTOP**  
**AT RGIPT, AMETHI (IN TWO PART BID SYSTEM)**

Online Tenders from reputed Original Equipment Manufacturers/ Authorized Dealers for **PROCUREMENT OF 40 Nos. HIGH END DESKTOP** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304.

<b>Type of Tender</b>	<b>E-TENDER (OPEN)</b>
Place of Opening of E-Tender	Conference Room, 2 <sup>nd</sup> Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
E-Tender No.	RGIPT/Jais/E-Tender-IT-AKV/2018-19/08
<b>E-Tender Date</b>	<b>27.12.2018 (Wednesday)</b>
Item Description	40 Nos. High End Desktop
Tender Type	<b><u>Two Bid System</u></b> : Tender should be submitted on the schedule to tender. <b>(i) Techno-Commercial Bid and (ii) Financial Bid</b>  The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
<b>Earnest Money Deposit (EMD)</b>	Rs. 94120.00 (Rupees Ninety four thousand one hundred twenty only) – Through online mode only
<b>Pre-Bid Meeting</b>	04.01.2019 (Friday) at 3.00 pm - Conference Room, 2 <sup>nd</sup> Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
<b>Last date of submission of E-Tender</b>	<b>18.01.2019 (Friday) on or before 03.30 pm</b>
<b>Date &amp; Time of Opening of Techno-Commercial bid</b>	<b>18.01.2019 (Friday) at 04.30 pm</b>
<b>Date &amp; Time of Opening of Financial Bid</b>	Will be announced later
<b>E-Tender Processing Fee (ITI Lmited)</b>	<b>RS 7500+(Applicable GST@18%)</b> through <b>e-payment</b> Gateway available on <a href="https://rgipt.euniwizard.com">https://rgipt.euniwizard.com</a>
Technical Clarification	<b>Name: Mr. Anil K Verma</b> Department: Petroleum Engineering <b>Email: <a href="mailto:averma@rgipt.ac.in">averma@rgipt.ac.in</a></b> <b>Mobile No. 07376689525</b>
Any other Clarification	<b>Stores &amp; Purchase Officer</b> <b>Email: <a href="mailto:sarora@rgipt.ac.in">sarora@rgipt.ac.in</a></b> <b>Mobile No. 09450376642</b>
<b>Date: 26.12.2018</b>	

Dated: 26.12.2018

Dear Sir,

Quotations are invited online for supply & installation of “**40 Nos. High End Desktop**” in **Two-Part Bid System** as per specifications mentioned below: -

#### ITEM PARTICULARS

Enquiry No:-RGIPT/Jais/E-Tender-IT-AKV/2018-19/08

Date: 26.12.2018

Sl. No.	Item Description
1	40 Nos. High End Desktop <b>(Technical Specifications as per tender document)</b>

The last date and time of receipt of bid is **18.01.2019 (Friday) on or before 3.30 pm.**  
Bids will be opened on **18.01.2019 (Friday) at 4.30 am.**

#### Terms & Conditions

1. **Tender filling up and submission**
  - a. Tender offer must refer to the letter/Notice inviting the Tender.
  - b. The bid should be uploaded online mentioning “**Supply & Installation of 40 Nos. High End Desktop**” to **Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.**
  - c. Bids must be submitted online against above mentioned tender.
  - d. All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
  - e. The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of **GST** and the rates quoted should be valid for at-least 60 days from the date of opening of the quotation. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
  - f. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
  - g. The tender document is not transferable.
  - h. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
  - i. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
  - j. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. **EMD (Earnest Money Deposit)**

The EMD should pay only in online mode on <https://rgipt.euniwizard.com> of **Rs.94120.00 (Rupees Ninety four thousand one hundred twenty only)**. No interest shall be paid on earnest money deposited.

a) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.

b) **The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.**

c) **The EMD of successful bidder will be returned after the submission of Performance Security.**

3. **Performance Security**

The successful bidder will provide “Performance Security” for an amount of 10% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favouring “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT, Jais, Amethi Campus Branch. **Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier (Total Period of FDR/Demand Draft – Warranty Period plus 180 days).** Thereafter the security will be returned, provided there is no defect in the equipment supplied.

4. **Evaluation Criteria**

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total in Financial Bid (**Bidder must submit the technical bid & financial bid separately**).

5. **Bid Validity**

The bid must be valid for 180 days from the date of opening of Technical Bid.

6. **Payment terms**

80% payment will be released against successful supply of equipment at site i.e Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and balance 20% after installation & commissioning of the equipment and subject to submission of original Bill/ Invoice as certified by the Indenter.

7. **Price Validity**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Centre Govt. / state Govt. or Local authorities.

8. **Warranty**  
Five Years onsite is required on all the items. Warranty period will start from the date of installation.
9. **Delivery**  
The timely delivery of the 40 Nos. HIGH END DESKTOP is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within maximum 10-12 weeks from the receipt of Purchase Order.**
10. **Bid Acceptance and Rejection**
  - a. RGIPT reserves the right to reject the bid without assigning any reason what so ever.
  - b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.
11. **Late Receipt of Bids**  
No bids will accepted or considered after the due date and time.
12. **Liquidity Damage Clause**  
In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.
13. **Replacements of Goods Broken, Damaged or Short**  
If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.
14. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.
15. Authorized representative may choose to be present at the time of opening of quotation at their own cost.
16. **Only one PRICE BID should be submitted for the above item.**

**Stores & Purchase Officer**

EMD should be pay only in online mode on <https://rgipt.euniwizard.com> .

**Terms & Conditions must be fulfilled for Eligibility in the tender -**

Sl. No.	Description
	<b>The EMD of Rs. 94120.00 (If the EMD is paid, then the bid will be automatically rejected) is to be pay online.</b>
1	Technical Specification Compliance Statement <b>-(On the letter head of the Company) - Annexure -1</b>
2	Manufacturer's Authorization Form - In defined format OR Self Declaration of Manufacturing Unit - <b>Annexure - 2</b>
3	Price Reasonability Certificate - In defined format <b>(On the letter head of the Company)- Annexure - 3</b>
4	Declaration Certificate (Acceptance of terms & conditions of the tender) - In defined format <b>(On the letter head of the Company) - Annexure - 4</b>
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper - In defined format - <b>Annexure - 5</b>
6	Copy of Firm Registration
7	Copy of PAN Card & GST No.
8	The Bidder Should be an established Original Equipment Manufacturer (OEM) in India or their Authorized Partner for Computer Desktops/ Laptops and should have been in this business for a period exceeding 3 (three) years (Self Declaration) - List of Clients
9	OEM should be from the Top 3 Vendors in IDC Worldwide PC Shipments in the last 3 quarters of year 2018
10	The Bidder or their OEM should possess valid ISO 9001:2008 & 14001:2004 Certification for the Production/ Manufacturing Process.
11	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant
12	Last three years CA certified turnover certificate <b>(Average Turnover of last three years should be Rs. 39.00 Lakh)</b>
13	Last 3 year Income Tax Return (ITR)
14	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission

**Technical Specification of 40 Nos. High End Desktop**

<b>S. No.</b>	<b>Technical Specification</b>
1	8th Gen, Intel® Core i7 8700 Processor, minimum 3.2 GHz base frequency, Up to 4.6 GHz max. turbo frequency with Intel® Turbo Boost Technology, 12 MB cache, 6 core
2	Chipset should be the Intel® Q370 - latest Generation
3	OEM motherboard with OEM's name printed on it (no sticker).
4	Memory should have minimum 8GB 2400MHz DDR4 SDRAM upgradeable up to 64 GB with minimum 4 DIMM slots or better
5	Hard Drive should have minimum 256 GB SSD and 1 TB SATA, 7200 RPM. The OS should be bootable from SSD.
6	Additional Discrete 4 GB Graphic Card
7	BIOS mode should be UEFI.
8	System Unit should have integrated internal speaker
9	Monitor should have same make and warranty as of offered PC and minimum 23.8" Flat panel Widescreen (Full HD minimum 1920x1080) LED monitor with height adjustable stand.
10	Keyboard should have same make and warranty as of offered PC and minimum 104 Keys or higher USB Keyboard.
11	Mouse should have same make and warranty as of offered PC and should be optical USB Scroll Mouse with Mouse Pad.
12	10 External USB : 5 x 3.1 Gen 1 (1 Type-A front, 4 Type-A rear), 1 USB Type-C x 3.1 Gen 2 (front), and 4 x 2.0 (2 Type-A front - 1 front with PowerShare, 2 Type A rear - 2 SmartPower On)
13	Recovery bootable media should be provided in pen drive.
14	Preloaded 64-bit Operating System should be Microsoft Windows 10 Professional with latest patches.
15	LAN should be integrated Gigabit Ethernet LAN 100/1000 with IP Compliance of IPv4 & IPv6 compliant from day one.
16	Security should compliance with Trusted Platform Module (TPM) 2.0 /TCPA compliant. <b>Proof of compliance is required to be submitted.</b>
17	Small Form Factor with maximum volume of 8 Liters.
18	All required cables like power cable (5 Amp, Indian style connector /top) to connect PC to power socket/UPS and VGA Cable to connect PC to the monitor.
19	It should be energy star 6.0 or Higher compliant.
20	System Unit should be EPEAT-Gold Certified.
21	Monitor/Screen should be TCO Certified.



22	Declared Noise Emission in accordance with ISO7779 and ISO 9296 or equivalent standard for CPU in ideal condition should be less than equal to 45 db.
23	Submit the data-sheet, Recovery media and technical literature mentioning all the above details of the offered product.
24	5 year onsite support

Place:

Date:

Signature and seal of the Manufacturer/ Bidder



## **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

### **CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR TECHNO-COMMERICAL BID**

#### **Part -1**

**MOST IMPORTANT: PLEASE DON'T ADD OR UPLOAD ANY ANNEXURE OF  
PRICE BID IN TECHNO-COMMERICAL BID DOCUMENTS. OTHERWISE  
YOUR BID WILL BE REJECTED.**

**Checklist for submission of documents for Techno-Commercial Bid**

Sl. No.	Description	Enclosed/Not Enclosed
	<b>The EMD of Rs. 94120.00 (If the EMD is not attached with documents, then the bid will be automatically rejected) is to be pay online.</b>	
1	Technical Specification Compliance Statement <b>-(On the letter head of the Company) - Annexure -1</b>	
2	Manufacturer's Authorization Form - In defined format OR Self Declaration of Manufacturing Unit - <b>Annexure - 2</b>	
3	Price Reasonability Certificate - In defined format <b>(On the letter head of the Company)- Annexure - 3</b>	
4	Declaration Certificate (Acceptance of terms & conditions of the tender) - In defined format <b>(On the letter head of the Company) - Annexure - 4</b>	
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper - In defined format - <b>Annexure - 5</b>	
6	Copy of Firm Registration	
7	Copy of PAN Card & GST No.	
8	The Bidder Should be an established Original Equipment Manufacturer (OEM) in India or their Authorized Partner for Computer Desktops/ Laptops and should have been in this business for a period exceeding 3 (three) years (Self Declaration) - List of Clients	
9	OEM should be from the Top 3 Vendors in IDC Worldwide PC Shipments in the last 3 quarters of year 2018	
10	The Bidder or their OEM should possess valid ISO 9001:2008 & 14001:2004 Certification for the Production/ Manufacturing Process.	
11	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant	
12	Last three years CA certified turnover certificate ( <b>Average Turnover of last three years should be Rs. 39.00 Lakh</b> )	
13	Last 3 year Income Tax Return (ITR)	
14	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission	

**Signature of the Bidder  
With stamp**

**Date:**



**MANUFACTURERS' AUTHORIZATION FORM (MAF)  
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,  
Director  
Rajiv Gandhi Institute of Petroleum Technology  
Mubarakpur, Mukhtia, Bahadurpur  
POST: Harbanshganj, Jais, Amethi - 229304

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

**Signed:** [insert signature(s) of authorized representative(s) of the Manufacturer]

**Name:** [insert complete name(s) of authorized representative(s) of the Manufacturer]

**Title/Designation:** [insert title]

**Duly authorized to sign this Authorization on behalf of:** [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Yours faithfully,

(Name of manufacturers)

**OR**

**SELF DECLARATION OF MANUFACTURING UNIT**

**PRICE REASONABILITY CERTIFICATE  
(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. .... dated .....for the items vide our bid No. ....dated .....are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

**DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)**  
**(ON THE LETTER HEAD OF THE COMPANY)**

1. I, \_\_\_\_\_ Son/ Daughter of Shri \_\_\_\_\_ Proprietor/  
Partner/CEO/MD/Director/Authorized Signatory of M/s \_\_\_\_\_ am  
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated  
document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated,  
sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----

Place: -----

-----  
Signature of the Authorized Person

Full Name: -----  
Company Seal: -----

**NON-BLACKLISTING DECLARATION**

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my/ our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

**Our Firm/ Company/ Agency is not been blacklisted or banned by any Central Government Department/ State Government Department, PSU, University, Autonomous Institute or Any other Govt. Organization.**

Date

Signature of the Tenderer

Place

Stamp

**Note: This certificate should be executed on duly notarized `100/- Non Judicial Stamp Paper.**





# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**

## **FINANCIAL BID**

**FINANCIAL BID – 40 Nos. HIGH END DESKTOP**  
**(ON THE LETTER HEAD OF THE COMPANY)**

**Financial Bid in Indian Currency**

**Name of the Bidder/Tenderer:**

**Name & Model No of offered good:**

**Tender No.:**

<b>S. No.</b>	<b>Details</b>	<b>Total Amount (In INR)</b>
<b>1</b>	Basic Cost of <b>40 Nos. High End Desktop</b> with accessories defined in Technical Specifications Statement of the Tender Document	
<b>2</b>	<b>Add:</b> Packing & Forwarding Charges, If any	
<b>3</b>	<b>Add:</b> Installation & Commissioning Charges, If any	
<b>4</b>	<b>Add:</b> Transportation Charges upto RGIPT, Jais, Amethi, If any	
<b>5</b>	<b>Add:</b> Any other Charges, if applicable ( <b>Please specify</b> )	
<b>6</b>	<b>Add:</b> GST (Taxes)	
<b>Total Price (Sum of Sl. No 1 to 6) F.O.R RGIPT, Amethi Price</b>		

Total Bid price in Indian currency (INR)\_\_\_\_\_

In words: \_\_\_\_\_

Name\_\_\_\_\_

Business Address\_\_\_\_\_

**Note:**

(a) The cost of optional items shall be indicated separately.

Date

Place

Signature of the Tenderer

Stamp

**MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizard.com>.

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizard.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the **Registration fee of Rs. 2360/- Per vendor/per year**.
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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizard.com>**

## SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## 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.
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 formats. Bid Original documents may be scanned with 100 dpi with Colored 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 Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well 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 as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as **“e-payment” 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 EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. 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 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 bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. 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 e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is "011-49606060"**