TENDER DOCUMENT

TENDER No: SRO/CON/ETS/008 dated 15.05.2018

FOR

Tender for “Contractors All Risk (CAR) insurance policy & Capital Plant and Machinery Insurance Policy - Construction of G+ 7 RCC Framed structure 1116 tenements block with bus bar room including internal water supply, sanitary, electrification work in Chennai near Perumbakkam, Phase- I Reach- V”.

VOLUME - I

Notice Inviting Tender (NIT)

Special instruction to e- Bidder /Tenderers
ENGINEERING PROJECTS (INDIA) LIMITED
(A Government of India Enterprise)
Southern Regional Office, Chennai

Tender No. SRO/CON/ETS/008 May 15, 2018

Sub:- Tender enquiry for Contractors All Risk (CAR) insurance policy & Capital Plant and Machinery Insurance Policy - Construction of G+ 7 RCC Framed structure 1116 tenements block with bus bar room including internal water supply, sanitary, electrification work in Chennai near Perumbakkam, Phase- I Reach- V.

Engineering Projects (India) Ltd. invites open online Item rate type tender through e-tendering from the Government, Private Insurance & Insurance broking agencies with Authorization letter who fulfil the eligibility criteria as per the brief particulars of scope for the “Contractors All Risk (CAR) insurance policy & Capital Plant and Machinery Insurance Policy” in single stage two bid system (Techno-commercial bid & Price Bid) for the following works

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the work</th>
<th>Name of the Project</th>
<th>Policy Duration</th>
<th>Estimated cost put to tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contractors All Risk (CAR) insurance policy &amp; Capital Plant and Machinery Insurance Policy</td>
<td>Construction of G+ 7 RCC Framed structure 1116 tenements block with bus bar room including internal water supply, sanitary, electrification work in Chennai near Perumbakkam, Phase- I Reach- V.</td>
<td>One Year (01 year)</td>
<td>Rs.15,00,000/- (Rupees Fifteen Lakhs Only)</td>
</tr>
</tbody>
</table>

The details of scope of work are given in the tender document. Time schedule of Tender activities:

Time schedule of Tender activities:

(i) Last Date & Time for Downloading of tender documents: upto 30.05.2018 (10.00 AM)

(ii) Last Date & Time of online submission of Tenders: On or before 30.05.2018 up to 12.00 PM.

(iii) Date & Time of online opening of tender (Technical Cum Price Bid): 30.05.2018 upto 02.30 PM.
1. Contractors/Bidders who fulfill the following requirements are eligible to participate in this tender.

   a) Experience of having similar nature of policy provided to Govt./PSU Projects in the past five years. Offers are invited from Govt./PSU/Private Sector Unit/Broking Company. If broking companies are participated, authorization letter from the concerned insurance company should be produced along with technical bid
   
   b) Party should have registered with GI (India)/ IRDA
   
   c) Should have valid Permanent Account Number of Income Tax (Copy of PAN to be enclosed)
   
   d) Should have GST Registration No. (Copy of GST Registration certificate to be enclosed).

2. Tender documents comprising of the following are available on the website of EPI: www.engineeringprojects.com & CPP Portal: www.eprocure.gov.in and as well as on TCIL portal http://www.tcilindia-electronic tender.com

   (i) Notice Inviting Tender, Special instructions to Bidders for e-Tendering (Vol-I).

   (ii) Risk Inspection Report by the surveyor, Copy of Previous CAR policy (Vol-II)

   (iii) Price Bid /Bill of Quantity - (Vol-III).

3. In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

4. Interested bidders have to necessarily register themselves on the portal https://www.tcilindia-electronic tender.com through M/s Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities:

   M/s Telecommunications Consultants India Limited,  
   6th Floor, TCIL Bhawan, Greater Kailash – 1,  
   New Delhi – 110 048  
   Contact No. : 011-26241790, 98683 93717/75/92, Email-ID: ets_support@tcil-india.com

   They may obtain further information regarding this tender from GGM (SR) the address given at Clause No.10.0 below from 10:00 hours to 17:00 hours on all working days till the last date of online submission of Bidding Documents.

   For proper uploading of the bids on the portal namely https://www.tcil-indiaelectronic tender.com (hereinafter referred to as the ‘portal’), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s Telecommunications Consultants India Limited, New Delhi directly, as and when
required, for which contact details are mentioned above. The EPI in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

5. Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 18:00 Hrs. on 15.05.2018; however interested bidders have to pay tender fees for participating in the tendering and submitting the bid. For this purpose the interested bidders shall be required to pay Rs.2500.00 (Rupees Two Thousand Five Hundred only)( including GST @ 18%) as non-refundable document fees in the form of demand draft in favour of “Engineering Projects (India) Ltd.” payable at Chennai along with the Technical Bid without which bids shall be liable to disqualify.

E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to Clause no. 2 (a) to 2 (i) under Single Stage Two Envelope Bidding Procedure on the TCIL portal on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders’ representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging in to the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders.

6. The Terms & Conditions contained in this NIT and tender documents shall be applicable. In case of any unscheduled holiday taken place on the last day of submission of tender, the next working day will be treated as scheduled day and time for submission of Tender.

7. The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the on the website of EPI: www.engineeringprojects.com & CPP Portal: www.eprocure.gov.in and as well as on TCIL portal http://www.tcilindia-electronicstender.com. The bidders are required to check the aforesaid website regularly for this purpose, to take into account before submission of tender. All Corrigendum and addendums if any are also to be submitted duly signed & stamped.

8. EPI reserves the right to accept any or reject any or all offers or extend the date of submission of the offer or cancel any or all the tender (s) or annul this process without assigning any reason whatsoever.

9. The tenderer is required to submit all the documents duly signed and stamped on each page as token of acceptance.

10. The Tender documents shall be submitted to

   The Group General Manager
   Engineering Projects (India) Ltd.
   3-D, East Coast Chambers
   92, G.N. Chetty Road
   T.Nagar, Chennai 600 017
   Ph.No. 044-28156421, 044-28156886, 044-28157106
   Fax No. 044-28156629
   Email: sro@engineeringprojects.com
**Details of Site In Charge:**

Shri M. Mathi Mathavan, Senior Manager (Tech),
Engineering Projects (India) Limited
Tamil Nadu Slum Clearance Board
Phase- II, Reach-II
Chemmenchery, Perumbakkam
Chennai.

For more information on EPI, visit our website at: http://www.epi.gov.in

For more information on the e-tender visit website of M/s Telecommunications Consultants India Limited, New Delhi at: https://www.tcil-india-electronictender.com

**GGM (SR)**
**Date:** 15.05.2018
**Proposal for Contractors All Risk (CAR) insurance Policy**

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a) Name &amp; Address of principal trade or business</td>
<td>Construction of Tamil Nadu Slum Clearance Board, Perumbakkam</td>
</tr>
<tr>
<td></td>
<td>b) Name and address of the contractor Trade or business</td>
<td>Engineering Projects (India) Limited 3 – D, East Coast Chambers, 92, G N Chetty Road, T Nagar Chennai - 600 017.</td>
</tr>
<tr>
<td>2</td>
<td>The insured interests whose interests are to be insured?</td>
<td>Principal employer, contractor and its subcontractors</td>
</tr>
<tr>
<td>3</td>
<td>The contract works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Full description of the contract</td>
<td>Construction of G+7 RCC Framed structure 1116 tenements block with bus bar room including internal water supply, sanitary, electrification work in Chennai near Perumbakkam, Phase- I Reach- V.</td>
</tr>
<tr>
<td></td>
<td>b) Please give details:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Building (Type of construction, number of store etc.)</td>
<td>i) RCC framed structure buildings</td>
</tr>
<tr>
<td></td>
<td>ii) Blasting operation</td>
<td>ii) No</td>
</tr>
<tr>
<td></td>
<td>iii) Excavation</td>
<td>iii) Yes</td>
</tr>
<tr>
<td>4</td>
<td>a) Value of the project</td>
<td>Rs.54,71,95,717/-</td>
</tr>
<tr>
<td></td>
<td>b) Work Done Value Up to date</td>
<td>Rs.22,12,15,763/-</td>
</tr>
<tr>
<td></td>
<td>c) Completion period</td>
<td>18 Months and EoT applied upto <strong>30.06.2019</strong></td>
</tr>
<tr>
<td></td>
<td>d) Deductible excess</td>
<td>To be clearly specified and included in the offer. Policy shall be effective from the date of receipt of 1st installment of premium by the Insurance Company.</td>
</tr>
</tbody>
</table>
Scope of Work And Special Terms And Conditions

<table>
<thead>
<tr>
<th></th>
<th>Scope of work</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>CAR insurance cover - Construction of G+ 7 RCC Framed structure 1116 tenements block with bus bar room including internal water supply, sanitary, electrification work in Chennai near Perumbakkam, Phase- I Reach- V.</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Value of work</td>
<td>Rs. 54,71,95,717/-</td>
</tr>
</tbody>
</table>
| c | Insurance Coverage:                                                           | (i) CAR including all structures constructed and under construction at site in above scope of work and storage of materials against all loss or damage from whatever cause arising other than the expected risks from the date on which it becomes the property of the Purchaser, Tamil Nadu Slum Clearance Board until is handed over by EPI to the purchaser, for a period of 18 months & EoT applied upto 30.06.2019.  
  
  (ii) Third party insurance against liability for damage or injury occurring for any person (including any employee of EPI or TNSCB or other contractors) or to any property due to arising out for execution of the work Earthquake coverage, arising out during execution of the work, value Rs.50 Lakhs.  
  
  (iii) Loss of or damage to Plant and Equipment, value Rs.50 Lakhs |
| d | Other details to be noted                                                      | (i) Deductible compulsory excess, free add-on covers, no of installments etc.  
  
  (ii) Escalation of 20%  
  
  (iii) Owners surrounding property without FLEXA up to 10% of sum insured  
  
  (iv) Amendment of firefighting endorsement wording  
  
  (v) STFI Cover (Act of God, Earth quake)  
  
  (vi) Free 50/50 clause  
  
  (vii) 72 hours clause  
  
  (viii) Free Automatic Reinstatement upto 10% of sum insured  
  
  (ix) Loss minimization expenses  
  
  (x) Debris removal upto Rs. 2 Crores  
  
  (xi) Professional fees  
  
  (xii) Waiver of contribution clause  
  
  (xiii) Expediting cost including Air freight & express freight up to 30% of Net Claim amount.  
  
  (xiv) Deductible compulsory excess: As per standards norms |
Proposal for Capital Plant and Machinery:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Item</th>
<th>Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MIXER MACHINE</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td>BENDING MACHINE</td>
<td>4.00</td>
</tr>
<tr>
<td>3</td>
<td>CUTTING MACHINE</td>
<td>4.00</td>
</tr>
<tr>
<td>4</td>
<td>HAND CUTTING MACHINE</td>
<td>6.00</td>
</tr>
<tr>
<td>5</td>
<td>Petrol Vibrator</td>
<td>8.00</td>
</tr>
<tr>
<td>6</td>
<td>Vibrator needle</td>
<td>8.00</td>
</tr>
<tr>
<td>7</td>
<td>0.5HP CURING MOTOR</td>
<td>3.00</td>
</tr>
<tr>
<td>8</td>
<td>1HP CURING MOTOR</td>
<td>5.00</td>
</tr>
<tr>
<td>9</td>
<td>1.5HP CURING MOTOR</td>
<td>2.00</td>
</tr>
<tr>
<td>10</td>
<td>EARTH RAMMER</td>
<td>1.00</td>
</tr>
<tr>
<td>11</td>
<td>MINI LIFT with wheel barrow set</td>
<td>5.00</td>
</tr>
<tr>
<td>12</td>
<td>LEVELLING INSTRUMENT</td>
<td>1.00</td>
</tr>
<tr>
<td>13</td>
<td>BUILDER HOIST WITH WHEEL BARROW SET</td>
<td>5.00</td>
</tr>
<tr>
<td>14</td>
<td>TRUCK</td>
<td>5.00</td>
</tr>
<tr>
<td>15</td>
<td>TRAILER</td>
<td>1.00</td>
</tr>
<tr>
<td>16</td>
<td>CRANE</td>
<td>1.00</td>
</tr>
<tr>
<td>17</td>
<td>EXCAVATOR</td>
<td>1.00</td>
</tr>
<tr>
<td>18</td>
<td>DG SET</td>
<td>1.00</td>
</tr>
<tr>
<td>19</td>
<td>MOBILE CRANE</td>
<td>1.00</td>
</tr>
<tr>
<td>20</td>
<td>WATER TANK</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The machinery details mentioned below is tentative. Name and type of machinery tend to change from time to time as per progress of project and client requirement. The major plant & machinery are planned to hire regularly from time to time whenever required.
Special instructions to Bidders for e-Tendering

General

The Special Instructions (for e-Tendering) supplement ‘Instruction to Bidders’, as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tending mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Engineering Projects (India) Ltd. has decided to use the portal https://www.tcil-india-electronicitender.com through TCIL, a Government of India Undertaking. This portal is based on the world’s most ‘secure’ and ‘user friendly’ software from Electronic Tender®. A portal built using Electronic Tender’s software is also referred to as Electronic Tender System® (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Sealed Bid System

- Single Stage Two Envelope

Broad Outline of Activities from Bidder’s Perspective:

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System® (ETS)
3. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
4. View Notice Inviting Tender (NIT) on ETS
5. For this tender -- Assign Tender Search Code (TSC) to an MA
6. Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading ‘Free Copy of Tender Documents’. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
7. Clarification to Tender Documents on ETS
   – Query to Engineering Projects (India) Ltd. (Optional)
8. View response to queries posted by Engineering Projects (India) Ltd.
9. Bid-Submission on ETS
10. Attend Public Online Tender Opening Event (TOE) on ETS
    – Opening of relevant Bid-Part (PQ Application)
11. Post-TOE Clarification on ETS (Optional)
    – Respond to Engineering Projects (India) Ltd. Post-TOE queries
12. Attend Public Online Tender Opening Event (TOE) on ETS  
   – Opening of relevant part (Financial-Part)  
   (Only for PQ Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

**Digital Certificates**

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer http://www.cca.gov.in].

**Registration**

To use the Electronic Tender® portal https://www.tcil-india-electronictender.com, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the ‘Supplier Organization’ link under ‘Registration’ (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee

as applicable.

**Any Instructions for Online/ Offline Payment of Registration Fee??**

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

**Important Note:** To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under ‘ETS User-Guidance Center’ located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to ‘Essential Computer Security Settings for Use of ETS’ and ‘Important Functionality Checks’ should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

<table>
<thead>
<tr>
<th>TCIL/ ETS Helpdesk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone/ Mobile</td>
</tr>
<tr>
<td>Emergency Mobile Numbers: +91-9868393775,</td>
</tr>
</tbody>
</table>
Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

- Submission of Bid-Parts/ Envelopes
  - Technical-Part
  - Financial-Part

Offline Submissions:

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.

Contact Persons Name:

GGM(SR)
Engineering Projects (India) Ltd.
3D, EC Chambers, 92 GN Chetty Road
T.Nagar, Chennai – 600 017

The envelope shall bear (the project name), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

1. Original copy of the Tender Fee of Rs 2500/- (Rupees Two Thousand Five Hundred only) (including GST @ 18%) in form of DD.

2. Pass-phrase (Both for technical and financial bid in separate envelope) to decrypt the Bid.
**Note:** The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission in addition to PQ documents listed in NIT Clause no.2 (a) to 1(i).

**Note:** Bidders are required to pay applicable ETS bidding fees online at the time of bid submission.

**Special Note on Security and Transparency of Bids**

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the ‘Electronic Forms’ and the ‘Main-Bid’ are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a ‘password’, a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

**CAUTION:** All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the 'Main-Bid', the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (eg the higher price) for the purpose of short-listing, and the lower of the two pieces of information (eg the lower price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, ‘Pass-Phrase’ of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to *Engineering Projects (India) Ltd.* in a sealed envelope before the start date and time of the Tender Opening Event (TOE).
There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/portal.

**Public Online Tender Opening Event (TOE)**

ETS offers a unique facility for ‘Public Online Tender Opening Event (TOE)’. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Engineering Projects (India) Ltd. office for the Public Online TOE.

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’, including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders’ representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted offline by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public Online Tender Opening Event (TOE)’.

ETS has a unique facility of ‘Online Comparison Chart’ which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled ‘Minutes of Online Tender Opening Event (TOE)’ covering all important activities of ‘Online Tender Opening Event (TOE)’. This is available to all participating bidders for ‘Viewing/Downloading’.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.
SEVEN CRITICAL DO’S AND DON’TS FOR BIDDERS

Specifically for Supplier organizations, the following ‘SEVEN KEY INSTRUCTIONS for BIDDERS’ must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS

2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz ‘Date and Time of Closure of Procurement of Tender Documents’ and ‘Last Date and Time of Receipt of Bids’. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of --Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS

4. For responding to any particular tender, the tender (ie its Tender Search Code or TSC) has to be assigned to an MA. Further, an ‘Official Copy of Tender Documents’ should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. **Note:** Official copy of Tender Documents is distinct from downloading ‘Free Copy of Tender Documents’. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

5. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to ‘Annul Previous Submission’ from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)

7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) ‘ONLY IF’ your ‘Status pertaining Overall Bid-Submission’ is ‘Complete’. For your record, you can generate and save a copy of ‘Final Submission Receipt’. This receipt can be generated from 'Bid-Submission Overview Page' only if the ‘Status pertaining overall Bid-Submission’ is ‘Complete’.

**NOTE:**

*While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.*