

**TENDER  
FOR  
“HIRING OF A TEA/COFFEE  
VENDING MACHINE AND SUPPLY  
OF TEA/COFFEE  
MATERIALS/CONSUMABLES FOR  
STPI-NOIDA”**



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**SOFTWARE TECHNOLOGY PARKS OF INDIA (STPI)**

(Ministry of Electronics & Information Technology, Govt. of India)

Ganga Software Technology Complex, Sector-29, Noida-201303

Phone: +91-120-2470400; Fax: +91-120-2470403

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## CONTENTS

1. Schedule of Tender .....	3
2. NOTICE INVITING e-TENDER .....	4
3. STPI - INTRODUCTION .....	5
4. Eligibility Criteria .....	5
5. Terms of Work Order .....	5
6. General .....	5
7. Contents of Technical Bids .....	5
8. Instructions for Commercial Bids .....	6
9. Other Conditions .....	7
10. TENDER ACCEPTANCE LETTER .....	10
11. CHECKLIST FOR BIDDERS ELIGIBILITY CRITERIA FOR HIRING OF EXPERIENCED CATERING AGENCY FOR STAFF CAFETERIA AT STPI-NOIDA .....	11
12. FINANCIAL BID .....	12
13. Contact Details of the Bidder(s) .....	14
14. Special Instructions to the Contractors/Bidders for the .....	15
15. e-submission of the bids online through e procurement tender site .....	15

## Schedule of Tender

**SUBJECT: OPEN TENDER THROUGH E-TENDERING PROCESS FOR “TEA/COFFEE VENDING MACHINE AND SUPPLY OF TEA/COFFEE MATERIALS/CONSUMABLES FOR STPI-NOIDA”**

(Tender Ref. No. STPIN/PUR/QUO/20-21/02)

1.	<b>MODE OF TENDERING</b>	e-Tender(online) on URL <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/ app</a> in Two-Bid System as follows: (a) Technical Bid (b) Financial Bid
2.	<b>EMD/BID SECURITY</b>	<b>Rs. 12,000/- (Rupees Twelve Thousand only)</b>
3.	<b>DATE &amp; TIME OF PUBLISHING OF TENDER</b>	<b>11/02/2021; 11:30 HRS</b>
4.	<b>DATE &amp; TIME OF PRE-BID MEETING</b>	<b>22/02/2021; 11:00 HRS</b>
5.	<b>LAST DATE &amp; TIME FOR SUBMISSION OF BID</b>	<b>04/03/2021; 15:30 HRS</b>
6.	<b>DATE &amp; TIME FOR OPENING OF TECHNICAL BID</b>	<b>05/03/2021; 15:45 HRS</b>
7.	<b>DATE &amp; TIME FOR OPENING OF FINANCIAL BID</b>	TO BE CONVEYED SEPARATELY
8.	<b>VALIDITY OF BID</b>	90 DAYS FROM THE LAST DATE OF CLOSING

## **NOTICE INVITING e-TENDER**

**TENDER REF. NO. STPIN/PUR/QUO/20-21/02 DATED 11/02/2021**

Director, Software Technology Parks of India, Noida, invites tender for **“HIRING OF A TEA/COFFEE VENDING MACHINE AND SUPPLY OF TEA/COFFEE MATERIALS/CONSUMABLES FOR STPI-NOIDA”**.

The tender document is available on our website [www.noida.stpi.in](http://www.noida.stpi.in) and <https://eprocure.gov.in/eprocure/app> from 11/02/2021 at 11:30 Hrs. onwards.

Last date for submission of Tender is 04/03/2021 at 15:30 Hrs.

**(Director)**  
**STPI NOIDA**

## **STPI - INTRODUCTION**

Software Technology Parks of India (STPI) is an Autonomous Society under Ministry of Electronics and Information Technology, Government of India (MeitY). Established by the Government of India in 1991 with an objective of boosting the Software Exports from India, STPI has been the critical support agency for the Indian Information Technology Industry for the statutory services, technology services, incubation services, industry promotional and government interfacing services.

STPI's Industry Promotional and Service Provider role has been one of the key ingredients in the success story of Indian IT offshore industry. STPI is headquartered in the national capital of New Delhi and has its branch offices at 57 cities across India.

## **Eligibility Criteria**

The firm / agency shall be NCR based Authorized Distributor/Supplier/Franchise of Nestle (Nescafe), Hindustan Unilever (Bru), Amalgamated Bean Coffee Trading Co. Ltd. (Café Coffee Day), Lipton, Tata, Twingings or equivalent. Signed and scanned copy of documentary proof to be furnished.

## **Terms of Work Order**

- a. The successful bidder has to complete the installation of Coffee/Tea vending machine within 10 days from the date of award letter unless the period is extended by mutual agreement.
- b. The machine should be a new and good working condition.
- c. The consumables must be branded and Old/sub-standard/re-used/ open seal Material will be returned and Bidder shall have to replace such material on his own expenses.

## **General**

- a. Bidders are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.
- b. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site. Interested parties/firms can inspect and verify the site situated at STPI Noida during the pre-bid meeting with prior permission from Administration Department (Ph. : 0120 – 2470410 & 2470503)
- c. Bidders are requested to submit their most competitive rates. It may please be noted that incomplete tenders will NOT be accepted.

## **Contents of Technical Bids**

- a. **Proof of EMD of Rs. 12,000/- Deposited through NEFT**
- b. The bidder shall upload the scanned copy of the entire documents as part of the Technical Bid in the stipulated format, **as per Annexure-2.**

## Instructions for Commercial Bids

- a. Financial Bid: Scanned copy of Commercial Bid as per **Annexure-3 and Annexure-3 (a)**
- b. STPI-Noida reserves the right to cancel/withdraw the bid without assigning any reasons for such decision. STPI-Noida also reserves the right to award to any bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability whatsoever on the part of STPI-Noida consequently.
- c. Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- d. STPI-Noida reserves the right to accept the offer in full or in parts or reject summarily.
- e. The bidding process is stipulated in the tender document clearly. In case of any clarifications about bidding process/eligibility criteria the bidders may seek clarification during the pre-bid meeting. The clarifications sought after the pre-bid meet will not be entertained.

### **Subletting of Work**

The firm shall not assign or sublet the work/job or any part of it to any other person. The tender is not transferable. Only one tender shall be submitted by one bidder.

### **Scope of Work**

Bidder should provide and install a new tea and coffee vending machine at STPI-Noida Office:

- a. The bidder should maintain vending machine in good working condition. AMC for the tea and coffee machine is in the scope of the bidder.
- b. Supply of Tea and Coffee materials/consumables as per the requirement.

### **Tender Process**

The bid must be submitted through online mode only in two parts as **Two Bid System** mentioned below:

- a. **Part-1 (Technical Bid) should contain the following :  
Annexure-1, 2 along with the relevant documents.**
- b. **Part-2 (Financial Bid) should contain the following:  
Financial Bid as per Annexure-3 and ANNEXURE – 3 (a)**

**Staff Strength of STPI-Noida: 160 Approximately**

## Other Conditions

### 1. Earnest Money Deposit (EMD)

- Earnest Money of **Rs 12,000 (Rupees Twelve Thousand only)** should be deposited through NEFT, Bank Details - Bank of India, SB A/c - 711710110001585, IFSC Code- BKID0007117 or stpi@upi on or before bid submission closing time as mentioned in the tender document/corrigendum at STPI Noida failing which offer will be liable for rejection. Bidders, however, have to attach scanned copies of Earnest Money Deposit in Technical Bid while submitting the bids online. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash /cheque.
- EMD of the successful bidder will be retained as security deposit and refunded to successful bidder along with release of payment of last quarter. The EMD will be returned to all unsuccessful bidders after finalization of tender and bears no interest.
- The successful bidder, on award of contract / order, must send the contract/order acceptance in writing, **within 7 days** of award of contract/order, failing which the EMD will be forfeited.
- The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender.
- The bidders those who have registered with NSIC shall be exempted for submission of EMD. However, the bidder shall submit the valid NSIC registration certificate for availing such exemptions. Copy of the valid NSIC certificate should be submitted along with the tender document in Technical Bid through online mode only, failing which offer may be liable for rejection of the bids.

### 2. Forfeiture of EMD /Security deposits:

- If the successful bidder refuse/fails to accept purchase/work order within Seven days,
- If the Bidder withdraws tender before/after finalization of the tender.
- If the successful bidder abandons the contract.
- If the contract is terminated by STPI due to poor performance/variation of any clause of agreement or any bad act of selected bidder.

3. **QUANTITY:** Present requirement is for 5500 (Approx) cup per month (tea & coffee). However, this quantity is likely to vary as per actual consumption.

4. **The bidder may submit the bid documents online mode only, through CPPP Portal. Offline documents/hard copies will not be accepted.**

5. The Tea/Coffee should be served in good quality paper cups measuring 100 ml each with net contents of not less 80 ml. each.

6. STPI-Noida shall not be responsible in any way for any breach by the Service Provider of the rules and regulations governing the running of such establishments.

7. **PERIOD OF CONTRACT:** The contract will be initially valid for a period of one year extendable for further period of one year on mutually agreed same rates, terms and conditions to both parties.

8. **TERMINATION OF CONTRACT:** The contract can be terminated with one month's notice from either side.
9. **AWARD CRITERIA:** STPI will award the Contract to the successful Bidder whose bid would be determined to be substantially responsive, technically complied and determined as the best evaluated bid in terms of lowest rates. The lowest rates (L1) will be evaluated as per the Financial Bid Form in Annexure-3 and Annexure-3 (a).

The quoted cost should be inclusive of all ingredients of tea/coffee such as fresh milk, tea bags, coffee, sugar, paper cups and rentals, etc. mentioned in Annexure-3. **The bidder is to quote a uniform rate for Green Tea/Tea and Coffee as the same shall remain valid throughout the contract period and no variation in price is allowed. Tax, if any, applicable should be indicated separately.**

10. For any query/clarification, vendor may call/visit STPI-Noida(0120-2470454,410) before quoting for the tender.
11. The bidder has to submit the copy of PAN/GST Registration.
12. STPI reserves the right to terminate the agreement at its option at any time without assigning any reason, thereof.
13. STPI reserves the right to reject any or all of the tenders or accept them in part or to reject lowest tender without assigning any reason thereof.
14. **TERMINATION BY DEFAULT:** The STPI Noida may, without prejudice to any other remedy for breach of contract, by written notice of default sent to supplier, terminate the Contract in whole or part:
  - a) If the Supplier fails to provide services within the time period.
  - b) If the Supplier fails to perform any other obligations under the Contract.
15. **REJECTION OF THE BID:** The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of bid which is not substantially responsive to the bid document in every respect may result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of STPI-Noida will be final.
16. The discount, if any, should be merged with the quoted prices. If the bidder does not follow this stipulation, the bid is liable to be rejected.
17. The bids received after specified date & time will not be considered.
18. The bids complete in all respects & submitted through e-procurement portal shall only be accepted. No bid shall be accepted if submitted as a hard copy.
19. **BLACKLISTING:** Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI, the STPI shall have right to reject the bid and forfeit the performance security or terminate the contract, as the case may be, without any compensation to the bidder.
20. **ARBITRATION:** All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled by reference to arbitration by the Director, STPI Noida. The award made in pursuance thereof shall be binding on both parties. The venue of arbitration shall be Noida.



21. **FORCE MAJEURE:** If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God,(herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

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**Signature of the Bidder**

## **TENDER ACCEPTANCE LETTER**

(To be given on a Stamp Paper of Rs. 100/-)

Date.....

To,

**The Director,  
Software Technology Parks of India  
Ganga Software Technology Complex  
Sector 29 Noida – 201303 (U.P)**

**Subject: Acceptance in respect of terms & conditions for HIRING OF A TEA/COFFEE VENDING MACHINE AND SUPPLY OF TEA/COFFEE MATERIALS/CONSUMABLES FOR STPI-NOIDA**

(Tender Ref. No. STPIN/PUR/QUO/20-21/02 Dated 11/02/2021)

Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website <https://www.eprocure.gov.in/eprocure/app> .
2. I/We hereby certify that I/we have read all the terms and conditions of tender document from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including the Scope of Works, Checklist, all Annexure(s)/Para's, etc., which shall form part of the contract agreement and I/we shall abide hereby by all the terms & conditions contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
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 my bid including the forfeiture of earnest money deposit.
6. I/ We confirm that our bid shall be valid up to **90 days** from the date of closing bid.
7. I/ We hereby certify that all the statements made and information supplied in the enclosed Annexures/Para's etc. furnished herewith is true and correct.
8. I/ We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.
9. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
10. I/ We certify / confirm that we comply with the eligibility requirements as per Bid documents.
11. I/We declare and confirm that (i) we have not been Black listed or deregistered by any Central/State government department or Public sector undertaking and none of our works had ever been terminate by client after award of contract during last three years. (ii) No agent, middle man or any intermediary has been or will be engaged to provide any service, or any other item of work related to the award and performance of this contract. We acknowledged the right of the employer, if he finds to the contrary, to declare our tender to be non-compliant and if the contract has been awarded to declare the contract Null and void.
12. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
13. 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 said earnest money deposit absolutely.

.....  
**Signature & Seal of the Bidder**  
**Name and Address:**

**CHECKLIST FOR BIDDERS ELIGIBILITY CRITERIA FOR  
HIRING OF EXPERIENCED CATERING AGENCY FOR  
STAFF CAFETERIA AT STPI-NOIDA**

S. No.	Criteria	Document Required	Compliance (Yes/No)	Page No.
1.	Detail of EMD of Rs. 12000/-	Copy of Bank Receipt/UTR, etc.		
2.	The Service provider and its Authorized dealers should be located within Delhi/NCR	Self-declaration with address and contact details of the Service Provider and Authorized Dealer list		
3.	In case the Bidder is a Registered Company	Attested copies Certification of Incorporation or memorandum of Articles and Articles of Association		
	In case of Partnership Firm	Partnership Deed		
	In case of Proprietor Firm	PAN Card		
4.	Valid GST Service Tax Registration Certificate	Self attested Copy		
5.	PAN Card	Self attested Copy		
6.	TENDER ACCEPTANCE LETTER (To be given on a Stamp Paper of Rs. 100/-)	Scanned copy		
7.	The bidder should not be currently blacklisted /suspended or any services related dispute with any organization/Central Govt./State Govt./Educational institute/PSUs/ Banks	Self Undertaking (As per Annexure-4)		
8.	Contact Details of the Bidder(s)	As per Annexure-5		

**Note** -Attach attested documentary proof in support of each of the above with the Technical bid, failing which bid is liable to be rejected. STPI Noida reserves the right to verify the credentials of the bidders.

.....  
(Signature & Seal of the Bidder)

**FINANCIAL BID**  
(In the letter head of Bidder)

Validate

Print

Help

[Item Wise BoQ](#)

Tender Inviting Authority: Director, Software Technology Parks of India - Noida

Name of Work: Hiring of a Tea/Coffee Vending Machine and Supply of Tea/Coffee Materials/Consumables for STPI-Noida

Contract No: STPIN/PUR/QUO/20-21/02 dated 11.02.2021

Name of the Bidder/ Bidding Firm / Company

**PRICE SCHEDULE****(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)**

(This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER R #	NUMBER R #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE with Taxes In <b>Figures To be entered by the Bidder in Rs. P</b>	TOTAL AMOUNT With Taxes <b>col (14) = sum (8) to (13) in Rs. P</b>	TOTAL AMOUNT In Words
1	2	3	4	5	7	14	15
1	<b>Item</b>						
1.01	Coffee Bean/Filter/Instant	Noida 1	1	kg		0.00	INR Zero Only
1.02	Plain Tea Bag/Packet	Noida 2	1	Kg		0.00	INR Zero Only
1.03	Masala Tea/Ginger Tea/Cardamom	Noida 3	1	kg		0.00	INR Zero Only
1.04	Sugar Sachet	Noida 4	1	Kg		0.00	INR Zero Only
1.05	Branded Paper Cup (150ml)	Noida 5	1	Unit		0.00	INR Zero Only
1.06	Wooden Stirrers	Noida 6	1	Unit		0.00	INR Zero Only
1.07	Green Tea, Mint, Lemon, Ginger Honey Lemon	Noida 7	1	Unit		0.00	INR Zero Only
1.08	Tomato Soup	Noida 8	1	Unit		0.00	INR Zero Only
1.09	Hot n Sour Soup	Noida 9	1	Unit		0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>							<b>INR Zero Only</b>

- ❖ The Monthly rentals of vending machine should be inclusive of rates quoted above.
- ❖ The above BoQ is given only for reference purposes.

\_\_\_\_\_  
(Signature & Seal of the Bidder)

**DECLARATION**

We declare and confirm that

(i) We have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and

(ii) No agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Work Contract.

We acknowledge the right of the Employer, if he finds to the contrary, to declare our bid to be non-compliant and if the Contract has been awarded, to declare the Contract null & void.

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**Signature & Seal of the Bidder**

**Contact Details of the Bidder(s)**

<b>1.</b>	<b>Name of the Firm/Company</b>	
<b>2.</b>	<b>Complete Postal Address</b>	
<b>3.</b>	<b>Contact Person with Designation</b>	
<b>4.</b>	<b>Mobile No. Of Contact person</b>	
<b>5.</b>	<b>Email ID</b>	

**Signature & Seal of the Bidder**

## **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through e procurement tender site**

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 eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS. Bidder then logs into the portal giving user id / password chosen during enrollment.
2. The e-token that is registered should be used by the bidder and should not be misused by others.
3. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
4. 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.
5. 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.
6. 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.
7. If there are any clarifications, this may be obtained online through the eProcurement 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.
8. 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.
9. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
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 75-100 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, the eProcurement system will give a successful bid updation 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.
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 eProcurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

***For any other queries, the bidders are asked to contact on 24 x 7 Toll Free Telephonic Help Desk Number 1800-3070-2232 or Mobile Nos 91-7878007972, 91-7878007973, 91-7574889871 and 91-7574289874 or Mail to : [cPPP-nic@nic.in](mailto:cPPP-nic@nic.in)***