



Tamil Nadu Newsprint and Papers Limited

(A Government of Tamil Nadu Enterprise)

Kagithapuram - 639 136, Karur Dist. Tamil Nadu, India.

Phone : (0091) 04324 - 277001 to 277010

Fax : (0091) 04324 - 277025 Purchase : 277026

PMD : 04324 - 277027 Mktg : 277028 & 277029

HR : 04324 - 277273 Cell : 94860 41341 to 41343 Grams : NEWSPRINT



MM/SP/TENDER: 222313004860

12.11.2022

Dear Sir,

Sub: Tender for Procurement of Office Waste paper (White Records) in Loose form **from Kerala on FOR Kagithapuram basis** – reg.

Ref: Our TENDER No. 222313004860 DT: 12.11.2022

We, Tamil Nadu Newsprint and Papers Limited (TNPL), would like to procure **1000 MT (\pm 5%) of Office Waste Paper (White Records) from Kerala on FOR Kagithapuram basis** against the above referred tender. In this connection, please find enclosed the following:

1	General Terms and Conditions, Process Compliance Statement & Terms and Conditions for Reverse Auction Procedure	Annexure – I
2	Technical cum Commercial Bid (To be attached in e-portal)	Annexure – II
3	Price Bid schedule is to be filled in the e-portal (BOQ)	
4	Instructions to Bidders for bid submission	Annexure - III

The tender will be processed through online e-procurement system. The bidder shall submit the bid through e-procurement platform at <https://tntenders.gov.in/nicgep/app> only. Bidders are requested to quote their most competitive price through the online e-procurement portal/system.

New Tenderer can register themselves in e-Procurement System <https://tntenders.gov.in/nicgep/app> by clicking the link. The required details for registration are to be filled up by the tenderer. Upon registration, the tenderer can login to the above e-procurement portal for submission of bid. For more details, please check Annexure - III.

The Tenderers are requested to go through the General terms and conditions of the Tender, Terms and Conditions for Reverse Auction (e-auction) and Process Compliance Statement carefully and attach one copy of the same duly signed in all pages as a token of acceptance along with the Technical cum Commercial Bid in e-procurement portal.

Tenders must submit their **Technical and Price bids (BOQ) in E-Procurement portal on or before 23/11/2022 03.00 pm.** Techno Commercial offer will be opened through e-procurement portal on 24/11/2022 03.00 pm.

The due date for submission of Technical cum Commercial Bid and Price Bid is 23/11/2022 03.00 PM.

Corporate Office: 67, Mount Road, Guindy, Chennai – 600 032
Phone:(0091) 044-22354415/16/18. Fax:(0091)044-22350834/22354614
e-mail: response@tnpl.co.in / export@tnpl.co.in

Contd...2

MM/SP/TENDER: 222313004860**12.11.2022****[2]**

Initially the **Technical cum Commercial Bid** will be scrutinized and those who qualify in the **Technical cum Commercial Bid**, satisfying all the tender conditions, will only be considered for PRICE BID Stage. Please refer Qualifying conditions given at Annexure I (a)

TENDER FINALISATION METHOD:

The tenderers are advised to note that at the Reverse Auction / Price Bid, they have to quote the rate on FOR Kagithapuram basis taking the following into consideration.

Quantity and quality determination at TNPL site should be inline with terms and conditions of the tender.

The tenderers, on their own interest, should ensure that all the documents required are furnished. Tenders received without the relevant documents would summarily be rejected.

Note: At the price bid stage, TNPL would follow the following methodology to finalise the tender.

1. a. **Technical Bid is to be filled separately in given format & attached in the e-portal.**
b. **Price Bid (BOQ) is to be uploaded in the e-portal.**
2. TNPL will open the Price Bids of technically qualified bidders in the e-procurement portal.
3. The Lowest price obtained in the price bid/TNPL will fix opening price and TNPL would fix the minimum bid decrement for the **e-auction** (<https://tntenders.gov.in/nicgep/app>) and the date and time of **e-auction** will be communicated to the qualified parties through your registered Mobile number and E-mail ID in NIC portal.
4. **The lowest offer received either through e-auction or through e-portal price bid (BOQ) whichever is lower, will only be considered for placement of order.**

Further, if the bidders offer is not qualified as per the qualifying factor mentioned in the tender, their price bid (BOQ) will not be opened and will be disqualified.

TNPL reserves the right to reject any or all tenders at it's own discretion without assigning any reason whatsoever and TNPL is not responsible for any delay in submission of bid on due date and in time.

Thanking you,

Yours faithfully,
for TAMIL NADU NEWSPRINT AND PAPERS LIMITED,

DGM (Purchase)

Encl: as above

ANNEXURE – I (a) – Qualifying conditions

1	The Indigenous Waste Paper offered should strictly confirm to TNPL specifications.														
2	Tenderer should supply the entire Purchase Order Quantity without fail.														
3	Submission of Earnest Money Deposit as per tender terms.														
4	Submission of Tender within the due date and time.														
5	<p><u>Minimum Quantity Commitment:</u> Tenderers should submit their offer for a minimum commitment quantity of 300 MT, in the absence of which the Tender is liable for rejection.</p>														
6	<p>The Tenderer shall have experience in supply of waste papers not less than 200 MT in any one of the calendar month in the past three FY i.e 2019-20, 2020-21 & 2021-22 and documentary proof in the form of work order copies /performance certificate for the same to be provided. In case of existing/previous contractor to TNPL, work order particulars and other details have to be furnished.</p>														
7	<p><u>Submission of Tender Fee and Earnest Money Deposit (EMD):</u></p> <p><u>TENDER FEE:</u> In case, the tenderer has downloaded the tender document from websites, Tender Fee of Rs.590/- is to be remitted through RTGS/NEFT mode</p> <p><u>EMD: Rs.50,000/- (Rupees Fifty Thousand only)</u> should be submitted along with the Technical cum Commercial Bid through RTGS mode.</p> <p>The remittance details of both Tender fee and EMD should also be furnished in the Technical cum Commercial Bid. Further remittance statement / UTR details should be uploaded in the online procurement portal : https://tntenders.gov.in/nicgep/app</p> <p>Bank details for RTGS payment:</p> <table border="1"> <tr> <td>Account Number</td><td>1152223000000372</td></tr> <tr> <td>Description</td><td>CC Account</td></tr> <tr> <td>Account Name</td><td>TAMIL NADU NEWS PRINT AND PAPERS LTD</td></tr> <tr> <td>Corporate Address</td><td>KAGITHAPURAM, KARUR DISTRICT, TAMIL NADU-639136</td></tr> <tr> <td>BANK NAME</td><td>KARUR VYSYA BANK</td></tr> <tr> <td>Branch address</td><td>KARUR WEST (L.N.S), ERODE ROAD, LNS POST, KARUR, PIN Code 639002</td></tr> <tr> <td>IFSC Code</td><td>KVBL0001152</td></tr> </table> <p>Offers received without EMD are liable for rejection. TNPL will not entertain any request for adjusting the EMD from the tenderer's due/running bills or from the EMD/Security Deposit of any other tender participated by the tenderer.</p>	Account Number	1152223000000372	Description	CC Account	Account Name	TAMIL NADU NEWS PRINT AND PAPERS LTD	Corporate Address	KAGITHAPURAM, KARUR DISTRICT, TAMIL NADU-639136	BANK NAME	KARUR VYSYA BANK	Branch address	KARUR WEST (L.N.S), ERODE ROAD, LNS POST, KARUR, PIN Code 639002	IFSC Code	KVBL0001152
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Note:

Tenderers who do not comply with the above conditions will not be qualified in the tender for Price bid stage.

ANNEXURE - I
GENERAL TERMS AND CONDITIONS:

DEFINITIONS:

01	<u>PURCHASER:</u> Purchaser means Tamil Nadu Newsprint and Papers Limited having its Registered Office at No 67, Mount Road, Guindy, Chennai 600 032. The term Purchaser includes successors and assigns of Tamil Nadu Newsprint and Papers Limited.
02	<u>SUPPLIER:</u> Supplier means the persons, firm or corporation to which the contract is addressed. The term supplier includes its successors and assigns.
03	<u>COMPLETE AGREEMENT:</u> The order/contract to be finalised including the terms and conditions, the work specifications hereto and any additional terms and conditions incorporated into and attached hereto.
04	<u>MATERIAL:</u> Office Waste Paper (White Records) in Loose form
05	<u>SCOPE OF WORK:</u> Supply of Office Waste Paper (White Records) from Kerala on FOR Kagithapuram basis.
06	<u>QUANTITY:</u> 1,000 MT (\pm 5%)
07	TNPL reserves the right to split the order on more than one vendor. TNPL also reserves the right to place order for full tender quantity or part quantity thereof.
08	<u>SPECIFICATIONS:</u> The Tenderer should be in a position to supply the Indigenous Waste Paper as per TNPL specifications given below: <ul style="list-style-type: none"> • White Records in Loose form • The brightness of paper (%ISO without UV) shall be not less than 60 • Ash content in the paper shall be below 20%. • Moisture should not be more than 10%. • <u>Out Throw/Rejection should not be more than 1%.</u>
09	<u>PRICE:</u>
(a)	The price should be quoted on FOR Kagithapuram basis.
(b)	The price quoted and accepted against the tender would be FIRM for the entire duration of the contract.

10	<u>Packing:</u> Supplies should be strictly in line with the Tender/Order specifications.
11	<u>DELIVERY:</u> To commence supplies immediately from the issue of Purchase Order date and to be completed within the validity period. Supplier should strictly adhere to TNPL's delivery schedule.
12	<u>VALIDITY:</u> The rate should be valid for a period of 30 Days from the date of price bid opening / e-auction. No tenderer is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the tenderer due to withdrawal of offer by him. The order will be valid for a period of one month from the date of order.
13	<u>PAYMENT TERMS:</u> 100% Payment will be made within 7 days from the date of receipt of material subject to acceptance.
14	<u>Shortages:</u> Weight variation up to 0.5% will be allowed to take care of Weigh Bridge to Weigh Bridge variation. However, if the weight variation exceeds 0.5%, the actual weight recorded in TNPL Weigh Bridge will be taken for accounting and payment purpose.
15	<u>Taxes and Duties :</u> Applicable Taxes and Duties will be borne by TNPL
16	<u>FORCE MAJURE:</u> If, at any time during the continuance of the contract, the performance in whole or in part of any obligations under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, acts of civil commotion, strikes, lockouts, sabotages, fire, floods, explosions, epidemics, quarantine restrictions or other acts of God, Acts of Government in the country of Origin(hereinafter referred to as eventualities) then provided notice of the happening of any such eventualities is given by the Supplier within 7 days from the date of occurrence thereof, neither party shall, by reasons of such eventuality, be entitled to terminate this contract not shall have any claim for damages against the other. Deliveries under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist. Provided that if the performance in whole or part by the Supplier or any obligation under this contract is prevented or delayed by reasons of any eventuality for a period exceeding 30 days, TNPL may at its option terminate this contract by notice in writing.

Contd...3.

17	<p><u>ACCEPTANCE OF SUPPLY:</u></p> <p>In the event of an order, the Indigenous Waste Paper will be inspected at TNPL site and TNPL decision on acceptance or rejection will be final and binding on the supplier. In case, if the material is rejected on account of excessive Out Throws/Rejections/excessive Moisture, TNPL will impose suitable Penalty to the Supplier and may take the material. It is the responsibility of the Supplier to clear the rejected material from TNPL's premises in case of total rejection.</p>														
18	<p><u>REJECTION OF MATERIAL:</u></p> <p>If the consignment of Waste Paper is rejected due to non conformity of the specification, the Supplier shall make necessary arrangements to take back the consignment from TNPL site.</p>														
19	<p>On completion of loading of the material, Supplier shall intimate the following details immediately to the Purchaser by Fax/e-mail. Name of the Transporter, Vehicle no, Exact quantity, Value, LR No. and Date.</p>														
20	<p><u>Submission of Tender Fee and Earnest Money Deposit (EMD):</u></p> <p><u>TENDER FEE:</u> In case, the tenderer has downloaded the tender document from websites, Tender Fee of Rs.590/- is to be remitted through RTGS/NEFT mode</p> <p><u>EMD: Rs.50,000/- (Rupees Fifty Thousand only)</u> should be submitted along with the Technical cum Commercial Bid through RTGS mode.</p> <p>The remittance details of both Tender fee and EMD should also be furnished in the Technical cum Commercial Bid. Further remittance statement / UTR details should be uploaded in the online procurement portal : https://tntenders.gov.in/nicgep/app</p> <p>Bank details for RTGS payment:</p> <table border="1"> <tr> <td>Account Number</td><td>1152223000000372</td></tr> <tr> <td>Description</td><td>CC Account</td></tr> <tr> <td>Account Name</td><td>TAMIL NADU NEWS PRINT AND PAPERS LTD</td></tr> <tr> <td>Corporate Address</td><td>KAGITHAPURAM, KARUR DISTRICT, TAMIL NADU-639136</td></tr> <tr> <td>BANK NAME</td><td>KARUR VYSYA BANK</td></tr> <tr> <td>Branch address</td><td>KARUR WEST (L.N.S), ERODE ROAD, LNS POST, KARUR, PIN Code 639002</td></tr> <tr> <td>IFSC Code</td><td>KVBL0001152</td></tr> </table> <p>Offers received without EMD are liable for rejection. TNPL will not entertain any request for adjusting the EMD from the tenderer's due/running bills or from the EMD/Security Deposit of any other tender participated by the tenderer.</p>	Account Number	1152223000000372	Description	CC Account	Account Name	TAMIL NADU NEWS PRINT AND PAPERS LTD	Corporate Address	KAGITHAPURAM, KARUR DISTRICT, TAMIL NADU-639136	BANK NAME	KARUR VYSYA BANK	Branch address	KARUR WEST (L.N.S), ERODE ROAD, LNS POST, KARUR, PIN Code 639002	IFSC Code	KVBL0001152
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IFSC Code	KVBL0001152														
21	<p><u>SECURITY DEPOSIT:</u></p> <p>In the event of an order, the EMD amount of the successful bidder will be converted into interest free security deposit and will be returned on successful completion of order. In the event of cancellation of order due to unsatisfactory performance of the supplier, the security deposit amount shall stand forfeited.</p>														
22	<p><u>TRANSFER AND SUBLETTING:</u></p> <p>The Supplier shall not sublet, transfer, assign or otherwise part with the contract or any part thereof, either directly or indirectly, without the previous written permission of the Purchaser.</p> <p>The Supplier shall be entirely responsible for the execution of the contract by the subcontractor, if any permitted by the Purchaser. For this purpose, the Supplier shall at his own cost ensure adequate inspection of their works by an independent organisation acceptable to the Purchaser.</p>														

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23	<u>CANCELLATION:</u> In the event of unsatisfactory performance in executing the order as per the terms, the order is liable for cancellation. In the event of cancellation, the Security Deposit will be forfeited. TNPL also reserves the right to exercise the Risk Purchase Option given in Clause (24) of the Tender.
24	<u>RISK PURCHASE:</u> In the event of Purchaser terminating the contract in whole or in part due to poor performance of the supplier, he may procure on such terms and in such manner as he deems appropriate, supplies similar to those so terminated and the Supplier shall be liable to the Purchaser for any excess costs for similar supplies. However, in case of part termination of contract by the Purchaser, the Supplier shall continue the performance of the contract to the extent it is not terminated under provisions of this clause.
25	<u>INLAND TRANSIT INSURANCE:</u> Transit Insurance shall be arranged by the Supplier at their cost.
26	<u>CORRESPONDENCE:</u> All correspondences concerning the Tender shall state the Tender number and shall be addressed to DGM (Purchase), Tamil Nadu Newsprint and Papers Limited, Kagithapuram – 639 136, Karur Dist, Tamil Nadu, India.
27	<u>JURISDICTION FOR LEGAL PROCEEDINGS:</u> Notwithstanding anything contained herein, it is hereby agreed that only the Courts at Chennai shall have exclusive jurisdiction for the adjudication of any disputes between the parties hereto, to the specific exclusion of all other courts.
28	TNPL is not bound to accept the lowest quotation and TNPL may accept (or) reject the lowest quotation or any quotation at its own discretion and go for re-tendering in case the lowest rate obtained in the tender is considered higher.
29	The tenderers are permitted to deal only with Purchase Department.

Specifications of Waste Paper (White Records)

- White Records (in Loose Form)
- The brightness of paper (%ISO without UV) shall be not less than 60
- Ash content in the paper shall be below 20%.
-

Parameters common to all grades:**a) Moisture Content:**

Material should be packed air dry and the maximum moisture allowed is 10%. In case, if the moisture is above 10%. Material with higher moisture will be accepted in exceptional cases with pro-rata reduction for the moisture than the limit specified with suitable penalty as per the formula detailed below

Adjusted Weight = Received weight x ((100- Actual Moisture as per our lab report) / (100- Acceptable moisture))

b) Out throws /Rejection Materials:

- Out-throws/ Rejection should not exceed more than 1%. In case, if the material is rejected on account of excessive Out Throws/Rejections/excessive Moisture, TNPL will impose suitable Penalty to the Supplier and may take the material. It is the responsibility of the Supplier to clear the rejected material from TNPL premises in case of total rejection.

c) You shall supply the material in loose form.



TAMILNADU NEWSPRINT AND PAPERS LIMITED

MM/SP/TENDER: 222313004860

12.11.2022

TERMS AND CONDITIONS FOR REVERSE AUCTION:

Contact Details:

Mr. S. Shanmuga Kumar DGM (Purchase)	Phone	04324-277 001	Fax	04324 – 276 368
	e-mail	shanmugakumar.s@tnpl.co.in		

Selection process of vendors:

- Bidders must submit the Process Compliance Statement duly signed, to TNPL along with Technical-cum-Commercial bid through Online portal : <https://tntenders.gov.in/nicgep/app>
- E – reverse auction will be conducted on the specified date and time intimated separately through e-mail
- On the event date, Vendors shall submit bids from their computers through Internet on <https://tntenders.gov.in/nicgep/app>. As and when other bidders place the bids, they would have the opportunity to revise their bid downwards if they wish to do so.
- The detailed procedure for reverse auction shall be as per the clause no.6 of Annexure – III: E-Tendering Terms And Conditions

All other terms and conditions are as per TNPL tender.

Bidding Price Format: Bidders should quote the **Rate on per MT basis in INR.**

- At the end of the sourcing event, TNPL will have a list of all the bidders with their final bids, and will decide on awarding the business based on the comprehensive value proposition of each Bidder.
- TNPL's decision on the award shall be final and binding. In case two bidders emerge as L1 in the bidding, the supplier who has placed the bid early would be considered active L1 and given weightage.

All other terms and conditions are as per TNPL tender.

Opening Price:

- Opening price is defined as the lowest evaluated price in price bid (BOQ)/ TNPL will fix opening price.
- Bidders can bid lower than the Opening Price.

Bid Decrement:

Bid Decrement is the minimum fixed amount by which the next bid value can be decreased.

Bid event format:

This bid event will be conducted in Standard English Price Bid Event, with Alias Name Format.

Quantity/Specifications/Terms and Conditions:

Please refer the Annexure - I for the above details.

Bidding Time & date: Will be communicated to your registered mobile number/ E-mail by NIC separately.



TAMILNADU NEWSPRINT AND PAPERS LIMITED

MM/SP/TENDER: 222313004860

12.11.2022

EVENT INFORMATION

Extension Rule:

- There would be system generated Auto Extensions of 5 minutes each, if there is a bid placed by any participating supplier(s) in the last 5 minutes.
- Extension of 5 minutes would happen for any number of times, if bid(s) is/are placed in the last 5 minutes.
- Extension will cease to occur, if no bid(s) are placed in the last 5 minutes.

Illustration:

- If a bid is placed between 14:55 Hours to 15.00 hours (say 14.57), the bidding would be extended till 15.05 hours.
- If no bids are placed between 14:55 hours to 15.00 hours, the bidding will conclude at 15.00 hours.

Validity:

The bidders should keep their bids valid for a period of 30 Days from the date of Closing of on-line auction. No bidder is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the bidder due to withdrawal of offer by him.

**TAMILNADU NEWSPRINT AND PAPERS LIMITED****MM/SP/TENDER: 222313004860****12.11.2022****PROCESS COMPLIANCE STATEMENT**

Bid Event to be held for Procurement of _____	TNPL TENDER No	222313004860
		Dt.12.11.2022

Name of the Organization: _____

The following terms and conditions are deemed as accepted by us for participation in the above bid event.

We have accepted the auction rules on participation at the bid event. The award decision by TNPL would be final and binding on us.

1. We will not divulge either our bids or those of other Vendors to any other external party.
2. We agree to non-disclosure of trade information regarding the purchase, identity of TNPL, bid process, bid technology, bid documentation and bid details.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of TNPL.
4. Based on the competitive quotes received, TNPL's decision will be final and binding on us.
5. Our participation in a bid event is by invitation from TNPL.
6. TNPL is not obliged to place the contract if the expected price of the lots or event is not met. TNPL will be at liberty to cancel the bid event and initiate a fresh one, if necessary.
7. Bids once made cannot be withdrawn or modified under any circumstances.
8. TNPL can decide to extend, reschedule or cancel the auction.
9. Bids cannot be increased. Subsequent bids from the same supplier need to be lower by at least the minimum bid decrement from the lowest bid.
10. We shall indemnify and hold TNPL, its and their successors and assigns, officers, employees and agents harmless from any direct or indirect loss or damage and or claims for personal injury or property damage caused by any contractual problems or by our negligent or fraudulent act, omission or willful misconduct or breach of any term of this Agreement.
11. TNPL or its employees or other representatives will not be liable for damages arising out of or in connection with the use of this site. This is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages and claims of third parties.
12. TNPL does not guarantee continuous, uninterrupted or secure access to its services, and operation of the site may be interfered with by numerous factors outside of its control.

13. Validity:

The bidders should keep their bids valid for a period of 30 Days from the date of Closing of on-line auction. No bidder is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the bidder due to withdrawal of offer by him.

We agree to have read, understand and agree to abide by this statement.

Organization	
Name	
Designation	
Signature & stamp /seal	
Date & Place	

ANNEXURE - II
TECHNICAL CUM COMMERCIAL BID

Note: The tenderers are required to submit the Technical cum Commercial bid strictly as per the format given below:

01	Name and Address of Tenderer		
02	Telephone No(s)		
	Fax No(s)		
	e-mail ID		
	Contact persons with mobile no (authorized to participate in the Reverse Auction)		
03	<u>Earnest Money Deposit(EMD):</u> Have you sent EMD Amount of Rs.50,000/- as per tender terms. If so, please furnish UTR No and date with name of the bank. Note: Bidding schedule of those who fail to provide UTR details towards EMD is liable for rejection.	Yes / No	
		UTR Number	
		Date	
		Amount	Rs.50,000/-
		Bank	
04	<u>Tender Fee</u> If the Tender application has been downloaded from TNPL web site whether a DD for Rs.590/- is enclosed towards Tender Fee. If so, please furnish UTR No and date with name of the bank.	Yes / No	
		UTR No	
		Date	
		Amount	Rs.590/-
		Bank	
05	Whether the tenderer agrees to submit their offer for minimum commitment quantity of 300 MT	Yes / No	
06	The Tenderer shall have experience in supply of waste papers not less than 200 MT in any one of the calendar month in the past three FY i.e 2019-20, 2020-21 & 2021-22 and documentary proof in the form of work order copies /performance certificate for the same to be provided. In case of existing/previous contractor to TNPL, work order particulars and other details have to be furnished.	Yes / No	
07	Whether tenderer agrees for specification and for Total Rejection detailed in the tender.	Yes / No	
08	Whether in a position to supply strictly as per specifications of TNPL	Yes / No	
09	Whether the tenderer can effect despatches as per TNPL tender schedule	Yes / No	

08	<u>Validity of Offer:</u> The rate should be valid for a period of 30 Days from the date of Closing of on-line auction / price bid opening. No tenderer is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the tenderer due to withdrawal of offer by him. The tenderer should confirm their acceptance of the above.	Yes / No
09	Do you have GST Registration in Kerala ?	Yes / No
10	Are you agreed to dispatch/supply material only from Kerala?	Yes / No
11	Are you agreeable for our payment terms (clause No.13 of the General terms and conditions)	Yes / No
12	Are you agreeable for the general terms and conditions	Yes / No
13	<u>SPLITTING OF ORDER:</u> TNPL reserves the right to place order for full tender quantity or part quantity thereof or split the order on more than one vendor or to place trial order in case of new vendor at its own discretion. Are you agreeable for this condition.	Agreed / Not agreed
14	<u>DECLARATION:</u> Whether the Partners or Directors or Proprietor, as the case may be of the Company, are related to any of the employees of TNPL. In case the Partners or Directors or Proprietor of the Company are related to any of the employees of TNPL, a declaration to this effect giving the details of the name of the employee, relationship etc., should be provided separately without which the offer will not be considered.	Yes / No

1. I/We hereby declare that I/We read and understood all the terms and conditions of this tender.
2. I/We hereby declare that the particulars furnished above are true and correct to the best of my/our knowledge and agreed to all the terms and conditions of this tender.

Date:
Address:

Signature with Seal

NOTE:

1. The due date for submission of completed tender document is **23/11/2022 before 3.00 PM.**
2. No late tender will be entertained. TNPL will not be responsible for the postal or any other delay in submission of bid on due date and in time.

ANNEXURE – III**INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF E-TENDER CUM AUCTION**

Bidders are requested to read the terms & conditions for participating in this E-tender cum auction .

1. The URL for online bid submission in e-tender and subsequent forward bidding is
<https://tntenders.gov.in /nicgep/app>

2. Registration:

2.1 If the bidder is already registered with NIC, they can directly login with their credentials.

2.2 If not, bidder has to follow the bidder's registration process with Tamil Nadu Government e-procurement portal. For this, the bidder may visit the above URL and click on "Online Bidder Enrollment" and fill up the registration form with their details and submit.

2.3 The bidder shall create their own user id and password during enrollment and bidders are advised to keep note of the same. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal.

2.4 For this the bidder should possess Class II or Class III signing type digital certificate. The e-token/ DSC (Digital Signature Certificate) may be obtained from one of the authorized Certifying Authorities. For detailed guidance about DSC, the bidders are advised to go through "Information about DSC" link at <https://tntenders.gov.in /nicgep/app>.

2.5 Only after registration, the bidder can submit the bids electronically through Online. Bidders have to make their own arrangement for bidding through online. Bids will not be recorded without Digital Signature.

2.6 The e-token should be used by the bidder and should not be misused by others.

2.7 DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

3. Contact persons:

For queries related to registration and online bidding

TNPL representative: Mr. Pranesh

e-mail : eps.support@tnpl.co.in

Contact No. : 04324 – 277001 (10 lines) Extn: 2849

NIC Office:

e-mail : support.etender@nic.in

Contact No. : 044 – 24466495, 24902580, 24917850



4. System Requirement:

- A computer system with at least 1 GB RAM and Internet Connectivity.
- Internet Explorer 9.0 and above or Mozilla Firefox 3.5 up to version 49.
- Internet Connectivity with at least 2Mbps speed.
- Java Run Time Engine (JRE –1.8.0) or higher.

5. Submission of E-tender:

5.1 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.

5.2 The bidder shall read the terms and conditions and accepts the same to proceed further to submit the electronic-bids.

5.3 The bidders shall submit their electronic-bids online by entering the required details and uploading the required documents.

5.4 **The BOQ template (Price Bid Template) must not be modified/replaced by the bidder** and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected. Bidders are allowed to enter the Bidder Name and Values only.

5.5 The 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.

5.6 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.

5.7 Only the files which are “attached” with the e-tender shall be considered during evaluation of the Bids. Files which are not attached to the e-tender shall not be considered for evaluation.

5.8 Since the uploaded documents have to be downloaded for evaluation of bid, bidders are advised to upload clear scanned copies.

5.9 There is no limit on the size of the file to be uploaded at the server end. However, the upload file size is decided by 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 the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

5.10 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.

5.11 It is important to note that, **the bidder has to Click on the “Freeze Bid” Button, to ensure that the Bid Submission Process is completed. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**



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5.12 At the time of freezing the bid, the e-Procurement 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.

5.13 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.

5.14 Upon successful submission of e-tender, the Bidder shall receive a bid acknowledgement mail from the system automatically in the registered email id/mobile No.

5.15 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.

5.16 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 members.

5.17 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.

5.18 After making Final Submission of e-tender and before the scheduled closing time for Bid submission, if a bidder wishes to make changes in his Bid, it can be done so by clicking the **“Resubmit”** option.

5.19 After final submission of Bid and before the scheduled closing time for Bid submission, if a bidder wishes to withdraw his bid, it can be done so by clicking the **“Withdraw Bid”** option. **By withdrawing a bid, a Bidder will lose the opportunity to re-submit his Bid against the same e-tender.**

6 Auction :

6.1 The date & time period of auction will be intimated through the e-procurement portal/ email after evaluation of the E-tenders.

6.2 The lowest (L1) price quoted in the e-tender//TNPL will fix opening price as the base price for the Auction. The bidding will be forwarded and the bidders shall quote lower rates.

6.3 The bidders shall submit their bids in the reverse bidding.

6.4 The bidders who have not participated in the e-tender cannot participate in the Auction also.

7. General:

7.1 If there are any clarifications, the same may be obtained online through the e-Procurement Portal or through the contact details given in the tender document. Bidder should take into account of the corrigendum published, if any, before submitting the bids online.

7.2 **TNPL** 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.

7.3 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, Auction 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.

7.4 E-tender / Auction cannot be accessed after the due date and time for bid submission.

7.5 The bidder shall submit the bid documents and bid in Auction online mode only, through [https://tntenders.gov.in /nicgep/app](https://tntenders.gov.in/nicgep/app) portal. Offline documents will not be handled through this system (Only EMD shall be submitted in offline and the same shall be scanned and uploaded in on line).

7.6 All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender with forward bidding. Hence the bidders are required to ensure that their email address provided at the time of registration is valid and updated. Bidders are also requested to ensure validity of their DSC.

7.7 Bidders are advised to see the web site regularly to remain updated with latest information to ensure that they do not miss out any corrigendum / addendum uploaded against the said E-tender cum Auction. **The responsibility of downloading the related corrigendum, if any, will be that of the bidders.**

7.8 For further assistance please go through the link "Bidders Manual Kit" in the portal.

7.9 During bid submission process in E-tender cum Auction, the bidder should allow to run a application JAVA ENCRYPTION APPLET (process along with screenshot available at "Bidders Manual Kit") by accepting the risk and clicking on run.. If this application is not run then the bidder will not be able to save/submit his bid.

7.10 In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.

7.11 During the entire E-tender cum Auction process, the bidders will remain completely anonymous to one another and also to everybody else.

7.12 The e-tender /Bidding floor shall remain open from the pre-announced date & time and for as much duration as mentioned.

7.13 All electronic bids submitted during the E-tender cum Auction process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the TNPL will form a binding contract between TNPL and the Bidder.

7.14 It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

7.15 TNPL reserves the right to cancel or reject or accept or withdraw or extend the tender cum auction in full or in part as the case may be without assigning any reason thereof.

7.16 The server time shall be treated as final and binding. Bids recorded in the server before the bid closing time will only be treated as valid bid. Bidders are, therefore, advised to submit their bids well before the closing time of e-tender/auction. If any bid reaches the server after the bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained.



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7.17 Bidders are advised to exercise caution in quoting their bids in e-tender/auction to avoid any mistake. **Bids once submitted can't be recalled after bid closing time.**

7.18 Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the NIT.
