Instruction to Contractors/Bidders for Online Bid Submission through eProcurement Portal (www.uktenders.gov.in)

The bidders are required to submit soft copies of their bids electronically on the eProcurement System Government of Uttarakhand (www.uktenders.gov.in), using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement System Government of Uttarakhand, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement System Government of Uttarakhand.

More information useful for submitting online bids on the eProcurement System Government of Uttarakhand may be obtained at: https://www.uktenders.gov.in

REGISTRATION

1. Bidders should do Online Enrollment in this portal (https://www.uktenders.gov.in) using the option Click Here to Enroll available in the Home Page. Bidders are advised to register their valid email and mobile number as part of the registration process. 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/ SafeScrpt/ TCS etc.
2. Bidder then logs into the portal giving user id/password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the eProcurement System Government of Uttarakhand, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date etc. to search for a tender published on the eProcurement System Government of Uttarakhand.
2. Once the bidders/contractors have selected the tenders they are interested in, they may download the required documents/tender schedules.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. 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.

    Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

4. 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. 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.
6. 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.
7. 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.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. 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 (TIA), within the bid submission date and time for the tender.
4. The "Bid Security", and or "Cost of the Prequalification/Bid Documents (if applicable)" shall be submitted in physical form in original as stated in Prequalification Data Sheet/Bid Data sheet/NIT. These documents must be received by the Employer at the address specified under NIT clauses, no later than the time and date specified in the Prequalification Data Sheet/Bid Data Sheet. The documents submitted after the due date and time will not be accepted and online bids of such bidders will be rejected.
5. All the uploaded files in the Pre-qualification (PQ)/BID submission should be named properly and arrange systematically with Table of Index.
6. All Bids must be uploaded on-line on eProcurement portal www.uktenders.gov.in before the time and date specified in the NIT.
7. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
8. 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.
9. 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.
10. 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.
11. 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.

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12. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

13. 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.

14. The bidder may submit the bid documents online mode only, through eProcurement portal (www.uktenders.gov.in). Offline documents will not be handled through this system.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. All the data being entered by the bidders would be encrypted at the client end, and the software user PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized person 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.

21. 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.

22. 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).

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