

# TENDER DOCUMENT

**For purchase of Machines and Testing Equipment & Accessories under  
the project CoE**

**Total No. of Equipment/machines : 06**  
**Tender No. NITRA/PUR/PT- 10/2017-18 Ref No. : 5755**

<b>Sale of Tender Document &amp; downloading (from <a href="http://www.nitratextile.org">www.nitratextile.org</a> ,<a href="http://tenders.gov.in">http://tenders.gov.in</a> <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a>)</b>	<b>Up to 08-11-2017 (12.00 pm)</b>
<b>Last date &amp; time for acceptance of online tenders only on <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a></b>	<b>08-11-2017 (02.00 pm)</b>
<b>Date &amp; time of opening of Technical bids through e-procurement portal</b>	<b>08-11-2017 (03.00 pm)</b>
<b>Date &amp; time of opening of Financial Bids through e-tender portal</b>	<b>Will be intimated later to eligible bidders</b>
<b>Place of submission of online bids</b>	<b><a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a></b>

**NORTHERN INDIA TEXTILE RESEARCH ASSOCIATION**  
**( Linked to Ministry of Textiles, Govt. of India)**  
**SECTOR-23, RAJ NAGAR, GHAZIABAD-201 002 (U.P.), INDIA**  
**Phone No: 0120-2786434/451, 2783334/586/592/638**  
**Fax No: 0120-2783596, e mail: mail@nitratextile.org**  
**Website : www.nitratextile.org**

**TENDER FORM**

To,  
The Chairman  
Purchase Committee  
NITRA  
Sector-23, Raj Nagar  
Ghaziabad – 201 002 (U.P.).

**Sub : For Purchase of Machines and Testing Equipment & Accessories under the project CoE**

Dear Sir,

If tender is awarded to us, we agree to abide the following:

- a. Having examined the conditions of Tenders / Specifications of the machinery / equipments, we, the undersigned, offer to supply equipment/machines as mentioned in the tender document as per the quantity and specifications given in the tender.
- b. To supply, install and commissioning of the equipment/ machine at the places specified within stipulated period as mentioned in the contract/ purchase order and it shall remain binding upon us.
- c. Arrange for the transit insurance and fulfill any other statutory obligation, if any, prior to commencement of supply of machinery.
- d. NITRA's right to cancel the order or stop payment without prejudice to any other right or remedy.
- e. In case of Imported Items, we quote CIF value up to IGI Airport, New Delhi or ICD Patpargang/ Tughlakabad Delhi (whatever applicable). We also specify the packing dimension, Nos. of Box / Cartoon & gross weight of each Box/Cartoon (Packing list) and also specify the name of the port & Country, from where the goods will be dispatched.

Authorized Signatory  
Name & Designation

Date:

WITNESS 1  
Name & Signature

WITNESS 2  
Name & Signature

## INSTRUCTION TO TENDERER

### **1.0 GENERAL**

- 1.1. Modifications if any of the above documents will be made by addenda / corrigenda and same will be uploaded on websites [www.nitratextile.org](http://www.nitratextile.org) and <https://www.tcil-india-electronictender.com>. Tender documents is be submitted mandatorily on online portal <https://www.tcil-india-electronictender.com>.
- 1.2 E-mail, Fax, Telex or Telegraphic tenders shall not be entertained.
- 1.3 Bidders are required to submit Earnest Money Deposit (EMD) minimum @ 2% of the 'Tender Value' (quoted)

### **EITHER**

Through Demand Draft from any scheduled bank, favoring 'Northern India Textile Research Association' payable at Ghaziabad. A scanned copy of the Demand Draft should be uploaded on e-tender portal and demand draft should be forwarded in a sealed envelope to our office as below:

**To,  
The Chairman Purchase Committee  
Northern India Textile Research Association,  
Sector-23, Raj Nagar, Ghaziabad- 201 002**

### **OR**

Through RTGS/NEFT to the Bank account of 'Northern India Textile Research Association' FOLLOWED BY AN E-MAIL ALONG WITH DETAILS OF RTGS/NEFT TO NITRA ON [mail@nitratextile.org](mailto:mail@nitratextile.org) before closure of submission of bids. The Bank details are following:

Name of the beneficiary:	Northern India Textile Research Association
Name of the Bank :	State Bank of India
Branch :	10, Navyug Market, Ghaziabad
Account No. :	55065458457
MICR :	110002753
IFSC Code :	SBIN0050001

Disqualified bidder/bidders will get back their EMD within 30 days from the date of opening of financial bid/bids. Demand Draft submitted towards EMD shall be returned within one month from the award of the contract to the successful bidder.

- 1.4 NITRA's Purchase Committee reserves its right to accept or reject any or all the bids either in full or part, alter, change, cancel partially or fully, rescind or modify the terms and conditions of tender without assigning any reason thereof.

- 1.5 Each and every paper of tender documents shall be signed by the authorized person(s) and seal affixed. If necessary, authorization letter is to be attached.
- 1.6 The rates shall be written both in words and in figures. The tenderer shall also show the amount for each item, the total of each section and the grand total of the whole tender. In case of conflict between the figures and words in the rates, the latter shall prevail.

## **2.0 Online Submission**

2.1 The tender shall be submitted online on <https://www.tcil-india-electronicstender.com> on or before 08-11-2017 up to 02.00 pm. Any tender received after this date and time shall not be accepted. Tenders shall be submitted online along with scanned copies of the documents listed below. Tender submitted in physical form shall not be accepted.

2.2 **“Qualification Documents”**: following documents are to be uploaded:

- a) EMD - DD of not less than 2% of tender value to be submitted from any Scheduled Bank or through RTGS/NEFT to NITRA’s Bank Account. The applicant without EMD will be out rightly disqualified. (Scanned copy of the DD or NEFT/RTGS Transaction is to be uploaded and original DD is to be sent to our office in sealed envelope)
- b) EMD is exempted for the bidders who are registered as Micro and Small Enterprises with the Government. A self attested copy of the same is to be uploaded.
- c) Details about the bidder’s organization:
  - a. Profile of the bidder organization.
  - b. Copy of PAN Card
  - c. Copy of GST registration or any other suitable document.
  - d. Turnover in India for last three financial years.
  - e. Period of existence of manufacturer or its authorized representative in India.
- d) An authorization letter from principal/manufacturer, if the bidder is not a manufacturer.

2.3 **“Technical Bid”** shall contain (scanned copies need to be uploaded)

- a) Technical Specifications in details of equipment/machine for which bid has been submitted.
- b) List of items including spare parts with quantities for which the financial bid has been submitted.
- c) List of clients including government institutions to whom the respective equipment with same specification has been supplied.
- d) Detailed catalogue for each machine/equipment for which bid has been submitted.
- e) Pre-installation requirements.

2.4 “**Financial Bid**” shall contain financial Specification (scanned copies need to be uploaded)

- d) Separate price of each of the items should be submitted which will be inclusive of all applicable taxes, duties or any other Govt. levies & all other charges by whatever name called including freight, insurance and installation charges. In case of imported items, CIF value up to Delhi should be mentioned along with installation, commissioning and training at the places as specified by NITRA.
- e) Warranty/ performance guarantee period – 3 years from the date of commissioning.

2.5 Separate bid for each of the items should be submitted on online portal <https://www.tcil-india-electronictender.com>

**Note: Bidders need to furnish Pass-Phrase in separate sealed envelope for both the bid parts (Technical & Financial separately) and to be sent to NITRA along with off line document before tender opening.**

### **3.0 Tender opening & evaluation:**

- The tender shall be opened on the specified date and time. In the event of any change in the date and time of the tender opening, the same would be informed / notified to the tenderer through public notice/individual correspondence / through NITRA’s website.
- Technical bids will be evaluated on the basis of the technical capabilities for executing the order.
- Financial bids will be opened only for technically qualified bidders. Award of contract will be made to the L1 bidder.

### **4.0 TERMS AND CONDITIONS**

- 1. All bids should be for new (first hand) machines only.**
2. Validity of bid/bids (technical & financial) should be 180 days from the date of submission.
3. The successful bidder may require to sign a contract/agreement for execution of the order. Acceptance of purchase orders shall also be required.
4. The supplier should take the responsibility for delivering, installing and commissioning of the machinery at the places specified by NITRA.

5. Bidders/suppliers shall provide both theoretical and practical training after commissioning the machinery or at an appropriate stage.
6. In case of supply of indigenous equipment/ machinery & accessories, the payment terms shall be as under :
  - a) 20% of the order value will be paid as advance against confirmation of orders.
  - b) 70% payment will be made against successful installation, commissioning, training and demonstration of satisfactory performance of the machinery / equipments at site.
  - c) Balance 10% payment will be made after one year from the date of commissioning.
7. **In case of Imported Items, 100% Payment will be made through Irrevocable Letter of Credit.**
8. The delivery installation & commissioning period as agreed will not be extended under normal conditions. Suitable penalty for delay in executing the order may be enforced. In case of the delay due to some unforeseen reason, written permission is required from the Chairman, Purchase Committee, NITRA to avoid penalty.
9. Disputes, if any are subject to Ghaziabad (India) jurisdiction only.

## TECHNICAL SPECIFICATIONS

### List of Equipment and Machinery

Sr. No.	Description	Quantity (Nos.)	Location
1	Double Decker Braiding Machine	1	Ghaziabad
2	Automatic Cone Winding Machine	1	Ghaziabad
3	Induction Furnace	1	Ghaziabad
4	Winch (Lab Model) M/c	1	Ghaziabad
5	Stab Resistance Tester	1	Ghaziabad
6	Yarn Faults Classification System	1	Varanasi

**(1) Double Decker Braiding Machine: for Ghaziabad**

- Type of machine : Vertical type capable of duplex braiding on cables used in iron presses
- No. of spindles : 16 – 24 each head
- Desirables : 1. Rubber feeder attachment  
2. Auto thread stop  
3. Complete set of accessories including 2 sets of bobbins, thread guides of different diameters etc. for ready to run condition  
4. One additional set of all electronic cards, specific cables and wiring with socket if any.  
5. Standard spares for 5 years

**Note:** Preference will be given to machine having an option of flat and circular braiding systems.

**(2) Automatic Cone Winding Machine : for Ghaziabad**

- i. No. of drums – Lab Model (minimum capacity not less than 4 spindles)
- ii. Electronic yarn clearing system
- iii. M/c speed > 1300 mpm
- iv. Individual splicer

**(Signature of the bidder)**

**(3) Induction Furnace: For, Ghaziabad.**

**Objective:** The induction furnace shall be used for laboratory testing purpose. It will be used to test Molten metal splash on work-wear.

Instrument Details:

- It shall be able to provide molten metal of Aluminum, Copper, Iron & Steel.
- At least 10 crucibles shall be providing with the induction furnace.
- At least 2 crucible holders shall be provided
- All the safety gadgets like Gloves, Apron, and Shoes etc. shall be provided
- Temperature measuring device shall be provided to measure the temperature of molten metal.
- All the accessories required for testing shall be provided.
- Necessary traceability certificates shall be provided.

**(4) Specification of Winch (Lab Model) m/c : for Ghaziabad**

1. Table top Winch (Lab model) dyeing machine shall have provision to dye hank, knitted, delicate woven samples.
  2. Dyeing machine made of stainless steel (SS )
  3. Machine shall have arrangement for additions of dyes and chemicals during the processing.
  4. 9-10 litre of liquor capacity
  5. Electrical Heating system shall be provided to dye material up to 95°C.
  6. Microprocessor based control panel to control temperature ,time etc of dyeing shall be provided
- Complete accessories shall be supplied to make machine ready to use.

**(5) Stab resistance tester: For, Ghaziabad.**

**Objective:** For analysis of stab resistance property of protective material.

**Instrument Details:**

- It should follow NIJ standard 0115.00
- It should determine minimum performance requirements for stab resistance of personnel body armor intended to protect the users against slash & stab threats
- It should test level 1, level 2 & level 3 protections.
- Various types of knives & blades shall be provided.
- Instrument shall be able to test strike energy & over test strike energy.
- Instrument shall be automatic & data/results shall be providing on computer's laptop shall be provided with the instrument.

All the accessories require for the instrument shall be provided by the supplier

**(Signature of the bidder)**



**(6) Yarn Faults Classification system: for Varanasi**

⇒ The instrument is required for classification ( length / dia ) & counting of the seldom occurring yarn faults and foreign matter ( contamination) by sensing the running yarn.

**Instrument should possess following features and specifications :**

- ⇒ Offline Classification system should have features like determining yarn profile and automatic clearing curve including classification of foreign fibre and PP faults for white PP contamination
- ⇒ Capable for testing of all types of cleared and un-cleared Spun yarn ( natural, synthetic and blends) based on measuring principle for mass- capacitance , for hairiness-Optical ,for foreign matter-Visible light and White PP based on InfraRed , Count Range -3<sup>s</sup> to 200<sup>s</sup>
- ⇒ Electronic Measuring device – capacitance and optical units with guide alignment of the yarn in a straight path through the measuring zone.
- ⇒ Control Unit – that supplies the signal to operate the measuring device and , also in return, receives the registration signal from the measuring device , stores the information received , responds to this information according to a predetermined setup , and outputs computed data at the end of the test.
- ⇒ Winder – A power driven take up device equipped with a winding drum ( 06 Nos.) of uniform diameter and capable of operating at constant take-up speed (300 to 1200 m / min)
- ⇒ Yarn Tensioning Device – A unit for the control of the yarn in the measuring zone so that the yarn travels in a straight path , free from kniks , without stretching the yarn.
- ⇒ Operating Mode : Cut and classification mode
- ⇒ Faults Classess : Mass -45 ( STK -16 , Extended STK -3 , LTK -3 ,Extended LTK-4,STN-6, Extended STN-1 ,LTN-4 ,Extended LTN -4) Foreign Fibre -34 , PP -12
- ⇒ Measuring Heads :06 ;
- ⇒ Auto air blow system
- ⇒ Scatter plot of yarn faults in yarn faults matrix and Scatter plot of foreign matrix
- ⇒ Determination of optimum clearing curve , based on scatter plot
- ⇒ On line visualization of yarn faults
- ⇒ On line simulation of defects in fabric or garment
- ⇒ Cut prognosis indicating the number of cuts with particular setting
- ⇒ Monitoring of yarn count
- ⇒ Detection of incorrect material
- ⇒ Information on length / weight of wound yarn
- ⇒ Other requirements: All accessories as required (Provide list of the accessories with Technical Bid)

**(Signature of the bidder)**

## **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-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NITRA has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from ElectronicTender<sup>®</sup>. A portal built using ElectronicTender's software is also referred to as ElectronicTender System<sup>®</sup> (ETS).

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

### **Instructions**

#### **Tender Bidding Methodology:**

##### **Sealed Bid System**

- *Single Stage Two Envelope*
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#### **Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on ElectronicTendering System<sup>®</sup> (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 NITRA (Optional)
  - View response to queries posted by NITRA
8. Bid-Submission on ETS
9. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant Bid-Part
10. Post-TOE Clarification on ETS (Optional)
  - Respond to NITRA Post-TOE queries
11. Attend Public Online Tender Opening Event (TOE) on ETS

- Opening of relevant part (ie Financial-Part)  
(Only for Technical 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 ElectronicTender® 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.

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.

TCIL/ ETS Helpdesk	
Telephone/ Mobile	<i>Customer Support: +91-11-26241790 (Multiple Telephone lines) Emergency Mobile Numbers: +91-9868393775,9868393792, 9868393717( pl. contact in case of emergency during non-working hours)</i>
E-mail ID	<i>ets_support@tcil-india.com</i>

## **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.*

*The Chairman Purchase Committee,  
Northern India Textile Research Association,  
Sector-23, Raj Nagar,  
Ghaziabad*

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

- 1. Demand Draft in favor of 'Northern India Textile Research Association' payable at Ghaziabad to the extent of minimum 2% of the Tender Value (Quoted) from any scheduled Bank towards the Earnest Money Deposit.*

*Note: The Bidder should also upload the scanned copy of the above mentioned original document as Bid-Annexures during Online Bid-Submission.*

- 2. Pass-Phrase in separate sealed envelope for both the bid parts (Technical & Financial)*

### **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 ElectronicTender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the ElectronicEncrypter<sup>®</sup> functionality, the contents of both the 'ElectronicForms<sup>®</sup>' 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 mandatory 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 ElectronicForms<sup>®</sup> for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the ElectronicForms<sup>®</sup> and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the ElectronicForms<sup>®</sup> 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 ElectronicForms<sup>®</sup>, 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 ElectronicForms<sup>®</sup> and the 'Main-Bid', the contents of the ElectronicForms<sup>®</sup> 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 NITRA 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 NITRA 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 by the bidder himself during the TOE itself or as per alternative methods prescribed in the Tender Documents, 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.

### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through ‘ETS User-Guidance Center’ is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

### **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.*

**Minimum Requirements at Bidder's End**

Computer System having configuration with minimum Windows 7 or above, and  
Broadband connectivity  
Microsoft Internet Explorer 7.0 or above  
Digital Certificate(s)