

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
[Institute of National Importance established under the Act of
Parliament]

Mubarakpur, Mukhtia, Bahadurpur

Post: Harbanshganj, Jais, Amethi

Pin Code- 229 304

Website: www.rgipt.ac.in

E-TENDER

FOR

**PROCUREMENT OF HEAVY DUTY LASER COLOUR
PRINTER**

TENDER NO. RGIPT/Jais/Academic-Heavy Duty Printer/2018-19/01

Dated: 31.08.2018

Dated: LAST DATE OF SUBMISSION OF TENDER – 21.09.2018

Tenders can be downloaded from www.rgipt.ac.in and <https://rgipt.euniwizard.com/>

For any information, other modifications and/ or corrigendum may kindly visit the above websites.

Bid Address to the	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Place of Submission	Dispatch Section, First Floor, Administrative Block, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Indenter	Name: Mr.Anil Verma, IT Head IT department Email: averma@rgipt.ac.in Mobile No. 07376689525
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 9450376642

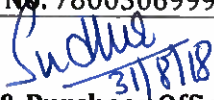
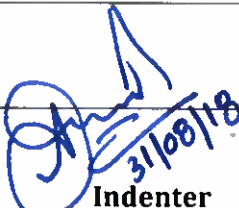
E Tendering Helpdesk Number: 011-49606060/7398741154/7982696347/7042643428

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com

ewizardkrishn@gmail.com

**E- TENDER ENQUIRY FOR THE SUPPLY & INSTALLATION OF
HEAVY DUTY LASER COLOUR PRINTER
AT RGIPT, AMETHI (IN TWO PART BID SYSTEM)**

online Tenders from reputed Original Equipment Manufacturers/ Authorized Dealers for **PROCUREMENT OF 01 No. HEAVY DUTY LASER COLOUR PRINTER** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304.

Type of Tender	E-TENDER (OPEN)
Place of Opening of E-Tender	Conference Room, 1 st Floor Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
E-Tender No.	RGIPT/Jais/Academic - Heavy Duty Printer/2018-19/01
E-Tender Date	31.08.2018 (Friday)
Item Description	Heavy Duty Laser Colour Printer
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
Earnest Money Deposit (EMD)	Rs. 19824.00
Last date of submission of E-Tender	21.09.2018 (Friday)
Date & Time of Opening of Techno-Commercial bid	21.09.2018 (Friay) at 4.30 pm
Date & Time of Opening of Financial Bid	Will be announced later
Earnest Money Deposit (EMD)	Rs. 19824.00 (Rupees Nineteen thousand eight hundred twenty four only)
E-Tender Processing Fee (ITI Lmited)	RS 750+(Applicable GST@18%) through e-payment Gateway available on https://rgipt.euniwizard.com
Technical Clarification	Name: Mr.Anil Verma, IT Head IT department Email: averma@rgipt.ac.in Mobile No. 07376689525
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mobile No. 7800306999
Date: 31/8/2018	 31/8/18 Stores & Purchase Officer
	 31/08/18 Indenter

Dated: 31.08.2018

Dear Sir,

Quotations are invited online for supply & installation of “Heavy Duty Laser Colour Printer” in **Two-Part Bid System** as per specifications mentioned below: -

ITEM PARTICULARS

Enquiry No:-RGIPT/Jais/Academic- Heavy Duty Printer/2018-19/01

Date: 31.08.2018

Sl. No.	Item Description	Quantity Required	Unit Rate (INR)	Total Rate (INR)
1	Heavy Duty Laser Colour Printer (Technical Specifications as per tender document)	01 No.		
	Sub Total			
	Add: Taxes (GST)			
	Add: Freight Charges			
	Add: Any other Charges, If Applicable			
	Grand Total (F.O.R, RGIPT, Jais Price)			

The last date and time of receipt of bid is **21.09.2018 (Friday) upto 3.30 pm.**

Bids will be opened on **21.09.2018 (Friday) at 4.30 am.**

Terms & Conditions

1. Tender filling up and submission

- a. Tender offer must refer to the letter/Notice inviting the Tender.
- b. The tender should be uploaded online super-scribed “**Supply of 01 No. Heavy Duty Laser Colour Printer**” to **Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.**
- c. Tenders must be submitted online against above mentioned tender.
- d. All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
- e. The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of **GST** and the rates quoted should be valid for at-least 60 days from the date of opening of the quotation. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.

- f. The tender submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- g. The tender document is not transferable.
- h. No amendment to the tender in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
- i. Submission of tender will bind the bidder to the acceptance of all conditions specified in the tender document.
- j. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. **Evaluation Criteria**

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total in Financial Bid (**Bidder must submit the technical bid & financial bid separately**).

3. **Payment terms**

100% payment will be released within 30 days after successful supply of 01 No. Heavy Duty Laser Colour Printer at site, i.e F.O.R destination (Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi- 229 304) and subject to submission of your original Bill/ Invoice as certified by the indenter.

4. **Price Validity**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Centre Govt. / state Govt. or Local authorities.

5. **Warranty**

Warranty in respect of all items for a period of minimum one year is required. Warranty period will start from the date of supply.

6. **Delivery**

The timely delivery of the Laminar Flow Apparatus is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within maximum one month from the placement of Purchase Order.**

7. **Tender Acceptance and Rejection**

- a. RGIPT reserves the right to reject the tender without assigning any reason what so ever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

8. **Late Receipt of Tenders**

No tenders will accepted or considered after the due date and time.

9. Liquidity Damage Clause

In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.

10. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

11. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

**Sd/-
Stores & Purchase Officer**

EMD should be pay only in online mode on <https://rgipt.euniwizard.com> .

Terms & Conditions must be fulfilled for Eligibility in the tender -

1. **The bidder should pay the EMD of Rs. 19824.00 (Rupees Nineteen thousand eight hundred twenty four only) in online mode.**
2. Authorization Certificate from OEM in the enclosed format.
3. Bidder should have 3 years' experience in the selling and providing service of the equipment related to IT field (Self Declaration) – List of Clients
4. Copy of Registration Certificate
5. Copy of PAN Card & GST
6. The bidder should be an established OEM in India or their authorized partner for Printer and should be in this business for a period exceeding three years. (Self-Declaration).
7. Non-Blacklisting Certificate on Rs. 100.00 – Non-Judicial Stamp Paper – in the enclosed format.
8. Bidder should enclose the copies of last 3 years Balance Sheet duly authenticated by Chartered Accountant.

Technical Specification of Heavy Duty Laser Color photo/copy/print Machine
For Academic Office

S. NO.	Technical Specification of Heavy Duty Laser Color photo/copy/print Machine
1	3-in-1 with Auto Duplex Print/ Copy/Scan, 30 ppm speed A4 or better
2	Scan speed:139 ipm
3	First-copy-out Time: 8 seconds color/7 seconds black-and-white or better
4	Standard searchable PDF, Password protected PDF ,
5	SPDADF:130 sheets : Bypass :100 sheets or better
6	Single-Pass Duplex Automatic Document Feeder
7	Dual Offset Catch Tray
8	Copy Resolution:600x600 dpi or better
9	10/100/1000Base-T Ethernet
10	Concurrent scanning and printing available
11	Print Resolution:1200x2400dpi or better
12	Tray handles up to 100 sheets of 20 lb/80 gsm and also support up to 110 lb Cover/300 gsm media.
13	Security features: domain/IP address/port filtering, firmware verification
14	Print Language :PCL 5e,6,PDF,XPS,TIFF,JPEG,PS KIT (Standard)
15	Standard tray: 4 tray (tandem tray)
16	HDD:250 GB or higher
17	Intel® Atom™ Quad Core 1.91 GHz or better
18	2 MB Cache / 8 GB system memory or higher

Place:
Date:

Signature and seal of the Manufacturer/ Bidder

Technical Compliance Statement for Heavy Duty Laser Colour Printer
(ON THE LETTER HEAD OF THE COMPANY)

Sl. No.	Parts	Specification	Comply (or) Not Comply
1.	Heavy Duty Laser Colour Printer		

Please mention the brand and model no. & name of the equipment:

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,

Director

Rajiv Gandhi Institute of Petroleum Technology

Mubarakpur, Mukhtia, Bahadurpur

POST: Harbanshganj, Jais, Amethi - 229304

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the Manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the Manufacturer]**

Title/Designation: **[insert title]**

Duly authorized to sign this Authorization on behalf of: **[insert complete name of Bidder]**

Dated on _____ day of _____, _____ **[insert date of signing]**

Yours faithfully,

(Name of manufacturers)

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,

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Rajiv Gandhi Institute of Petroleum Technology

Mubarakpur, Mukhtia, Bahadurpur

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Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title/Designation: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Yours faithfully,

(Name of manufacturers)

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. datedfor the items vide our bid No.datedare exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU "s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----
Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my/ our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized `100/- Non Judicial Stamp Paper.



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR TECHNO-COMMERICAL BID

Part -1

**MOST IMPORTANT: PLEASE DON'T ADD OR UPLOAD ANY ANNEXURE OF
PRICE BID IN TECHNO-COMMERICAL BID DOCUMENTS. OTHERWISE YOUR
BID WILL BE REJECTED.**

Checklist for submission of documents for Techno-Commercial Bid

Sl. No.	Description	Enclosed/ Not Enclosed
	The EMD of Rs. 19284.00 (If the EMD is not attached with documents, then the bid will be automatically rejected) is to be pay online.	
1	Technical Specification Compliance Statement - (On the letter head of the Company) - Annexure -1	
2	Manufacturer's Authorization Form - In defined format - Annexure - 2	
3	Price Reasonability Certificate - In defined format (On the letter head of the Company)- Annexure - 3	
4	Declaration Certificate (Acceptance of terms & conditions of the tender) - In defined format (On the letter head of the Company) - Annexure - 4	
5	Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper - In defined format - Annexure - 5	
6	Copy of Firm Registration	
7	Copy of PAN Card & GST No.	
8	Bidder should have 3 years' experience in the selling and providing service of the equipment related to IT field (Self Declaration) - List of Clients	
9	The bidder should be an established OEM in India or their authorized partner for Printer and should be in this business for a period exceeding three years. (Self-Declaration)	
10	Bidder should enclose the copies of last 3 years Balance Sheet duly authenticated by Chartered Accountant	

**Signature of the Bidder
With stamp**

Date:



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

FINANCIAL BID

FINANCIAL BID - Heavy Duty Laser Colour Printer
(ON THE LETTER HEAD OF THE COMPANY)

Financial Bid in Indian Currency

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Total Amount (In INR)
1	Basic Cost of Heavy Duty Laser Colour Printer	
2	Add: Packing & Forwarding Charges, If any	
3	Add: Installation & Commissioning Charges, If any	
4	Add: Transportation Charges upto RGIPT, Jais, Amethi, If any	
5	Add: Any other Charges, if applicable (Please specify)	
6	Add: GST (Taxes)	
Total Price (Sum of Sl. No 1 to 6) F.O.R RGIPT, Amethi Price		

Note: RGIPT, Amethi have DSIR Certificate (For Custom/Excise duty exemption)

Total Bid price in Indian currency (INR)_____

In words: _____

Name _____

Business Address _____

Note:

(a) The cost of optional items shall be indicated separately.

Date
Place

Signature of the Tenderer
Stamp

MOST IMPORTANT: FINANCIAL BID SHOULD BE ON THE LETTER HEAD OF THE COMPANY IN THE ABOVE FORMAT WITH THE ACCEPTANCE OF THE CONDITIONS

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizard.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizard.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the **Registration fee of Rs. 2360/- Per vendor/per year**.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizard.com>**

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original

documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (**e.g. PAN card copy, annual reports, auditor certificates etc.**) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well 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 as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as **"e-payment" to pay the tender fee / EMD** as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
5. 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 the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. 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.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is "011-49606060"**