

NERCORMS

A registered society under the aegis of
North Eastern Council, Ministry of Development of North Eastern Region
Govt. of India

Engagement of Firm for the execution of project titled
**“Media Management & Promotion of Ministry of DoNER,
North Eastern Council, Government of India’s
Developmental Activities”**
(No. NERCRMS/X/MKT-22)

North Eastern Region Community Resource Management Society

House no. L/D 023, Lower Nongrim, Near Gora Lane, Shillong – 793 003
Meghalaya

How to apply.

The tendering process is online at CPP Portal URL address <http://etenders.gov.in/eprocure/app>. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP Portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after log into the CPP portal "<http://etenders.gov.in/eprocure/app>" They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application.

The Following 2 envelopes shall be submitted through online at CPP-portal by the Tenderer.

1. Envelope -I :- (Technical Bid and Pre-qualification:- Bid Containing following:)**A. Technical Bid:-**

- a. (Refer tender documents for details)

2. Envelope-II:- THE FINANCIAL E-BID THROUGH CPP PORTAL

All rates shall be quoted in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder, GST etc). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. **If the BOQ file is found to be modified by the tenderer, the bid will be rejected.**

BID SUBMISSION

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered.

Hard copy of application shall not be entertained.

Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected the tenderer is liable to be banned from doing business with NERCORMS.

BID OPENING PROCESS IS AS BELOW:**Envelope-I** (Technical bid and Prequalification):

Envelope-I containing documents as per Para 1 (A) (uploaded by the tenderers) shall be opened on date & time mentioned in the NIT.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in NIT. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**