



# ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड

**BRIDGE AND ROOF COMPANY (INDIA) LIMITED**

**1920 से राष्ट्र निर्माण / *Building Nation Since 1920***

(भारत सरकार का एक उद्यम) / (A Government of India Enterprise)

Kankaria Centre (5th Floor), 2/1, Russel Street, Kolkata – 700071

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CIN NO : U27310WB1920GOI003601

## रुचि की अभिव्यक्ति (ईओआई)

भारतीय कंपनियों से रुचि की अभिव्यक्ति (ईओआई) के माध्यम से विभिन्न क्षेत्रों में विभिन्न नौकरियों के लिए एजेंसी (एजेंसियों) / विक्रेता (विक्रेताओं) का पैनल में शामिल करना, जिनके पास मेट्रो, रेलवे, राजमार्ग, समुद्री और बंदरगाह कार्य, प्रमुख पुल, सुरंग, संस्थागत भवन, कार्यशाला / डिपो, कर्षण और बिजली आपूर्ति (एमआरटीएस / मेट्रो), रेलवे विद्युतीकरण, बिजली पारेषण और वितरण, सौर ऊर्जा प्रणाली, रेलवे एस एंड टी कार्य और दूरसंचार कार्य, और पूर्व योग्यता मानदंड (पीक्यूसी) अनुभाग में सूचीबद्ध विभिन्न यांत्रिक कार्य और भारत और विदेशों में आगामी परियोजनाओं के लिए बी एंड आर के साथ जुड़ने के इच्छुक हैं।

(बी एंड आर अनुरोध के लिए ईओआई और / या के लिए इस अनुरोध के साथ या बिना संशोधन के नए सिरे से आमंत्रित करने का अधिकार सुरक्षित रखता है, बिना किसी दायित्व या ईओआई के लिए ऐसे अनुरोध के लिए किसी भी दायित्व के बिना और कोई कारण निर्दिष्ट किए बिना। इस स्तर पर प्रदान की गई जानकारी सांकेतिक है और बी एंड आर ईओआई दस्तावेज़ में आगे के विवरण को संशोधित करने / जोड़ने का अपना अधिकार सुरक्षित रखता है)

## Expression of Interest (EOI)

Empanelment of agency(ies) / vendor(s) for various jobs in various sectors through Expression of Interest (EOI) from Indian Companies having experience in Metros, Railways, Highways, Marine & Port Works, Major Bridges, Tunnels, Institutional Buildings, Workshops/Depots, Traction & Power Supply (MRTS/Metro), Railway Electrification, Power Transmission & Distribution, Solar Power Systems, Railway S&T Works, and Telecommunication Works, and various Mechanical works as listed in pre Qualification Criteria (PQC) Section and willing to associate with B AND R for upcoming projects in India & abroad.

e-EOI No : B AND R/AI/VENDOR/EMPANELMENT/EOI/01 Dated 10.02.2026

(B AND R reserves the right to cancel this request for EOI and/or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and B AND R reserves its right to amend / add further details in the EOI document)

**BRIDGE AND ROOF CO. (INDIA) LIMITED (BandR)**  
“KANKARIA CENTRE” (4<sup>TH</sup> & 5<sup>TH</sup> FLOOR),  
2/1, RUSSEL STREET,  
KOLKATA-700071.

EOI NO. : B AND R/AI/VENDOR/EMPANELMENT/EOI/01 Dated 10.02.2026 ,

Online Application in One part system are invited from reputed, resourceful and experienced parties for “**EMPANELMENT OF AGENCY(IES) / VENDOR(S) WITH B AND R FOR VARIOUS JOBS IN VARIOUS SECTORS.**”

Interested Bidder(s) will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app>

Application submission end date is **03.03.2026 upto 16:00** Hours.

All Corrigendum / Addendum, if any, shall be hosted in Company’s website: <https://www.bridgeroof.co.in> as well as Central Public Procurement Portal (CPPP) : <https://eprocure.gov.in/eprocure/app>.

## MASTER INDEX

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NAME OF Job:	<b><i>“EMPANELMENT OF AGENCY(IES) / VENDOR(S) WITH B AND R FOR VARIOUS JOBS IN VARIOUS SECTORS.”</i></b>
e-EOI NO.:	<b>B AND R/AI/VENDOR/EMPANELMENT/EOI/01 Dated 10.02.2026</b>
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**BRIDGE AND ROOF CO. (INDIA) LIMITED**  
**“KANKARIA CENTRE” (4<sup>TH</sup> & 5<sup>TH</sup> FLOOR), 2/1, RUSSEL STREET, KOLKATA-700071.**  
**CIN No. : U27310WB1920GOI003601**  
**EOI NO. : B AND R/AI/VENDOR/EMPANELMENT/EOI/01 Dated 10.02.2026**

## ANNEXURE-A-1

- 1 Online Application in One part system are invited from reputed, resourceful and experienced parties for “**EMPANELMENT OF AGENCY(IES) / VENDOR(S) WITH B AND R FOR VARIOUS JOBS IN VARIOUS SECTORS.**”

## 2 Brief Details:

Sl. No.	Name of Job	EOI Fee (EF) (Non Refundable)	Earnest Money Deposit ( EMD )	Tender Inviting Authority (TIA)
(1)	(2)	(3)	(4)	(5)
2.1	“EMPANELMENT OF BIDDERS / VENDORS WITH B AND R FOR VARIOUS JOBS IN VARIOUS SECTORS.”	<p><b>Rs. 5000.00 PLUS GST @18% = Rs. 5900.00</b> shall be submitted by Bidder(s) along with their offer In the form of Demand Draft (DD) / Pay Order/ Banker's Cheque from any Nationalized / Scheduled bank in favour of “BRIDGE AND ROOF CO. (INDIA) LIMITED” payable at Kolkata.</p> <p><b><u>(No A/c Payee Cheque shall be considered)</u></b></p> <p><b>MSME</b> bidders will not get <b>Purchase Preference</b> as per PP Policy, 2012, works contract are not covered under PP Policy as per letter F.no. 190/Mech/Corres/Various org/Stakeholder/2021-22 dated 18/19-04-2022 issued by MSME Development Institute, Government of India, Ministry of MSME-</p> <p><b>MSME Applicant will not get any exemption for submission of EOI Fee.</b></p> <p>The Applicant may also make <b>online payment</b> towards EOI Fee in BandR's designated Bank Account and also upload online payment receipt of the same. In this regard, <b>Details of our Designated Bank account is mentioned in clause 5 of ITB.</b></p>	WAIVED	<b>EXECUTIVE DIRECTOR ( WORKS)</b> BRIDGE AND ROOF CO. (INDIA) LIMITED Kankaria Centre (4 <sup>TH</sup> & 5 <sup>TH</sup> Floor), 2/1, Russel Street, Kolkata – 700 071

**EOI fee is non refundable. EOI Fee prescribed above shall be submitted along with Technical Part of offer in Original.** In case of non submission of EOI Fee (Prescribed above ) in prescribed form (Hard-copy) specified above, the offer of the Applicant will be summarily **rejected**.

**3 CRITICAL DATE SHEET:**

<b>Particular(s):-</b>	<b>: <u>Dates and Time</u></b>
EOI document publishing date	: 10.02.2026
EOI document download start date	: 10.02.2026
Clarification start date (online)	: 10.02.2026
Pre bid meeting	: Not Applicable
Clarification end date (online)	: 20.02.2026
EOI submission start date	: 21.02.2026
EOI document download end date	: 03.03.2026 4.00 PM
EOI submission end date	: 03.03.2026 4.00 PM
Date of opening of technical bid	: 05.03.2026 4.00 PM [ through CPPP ( Online ) System.]
Last date of submitting EOI fee ( <b>Prescribed above</b> )/and physical documents as specified in EOI document.	: 05.03.2026 3.00 PM
Date original document verification	: Shall be intimated after opening of EOI , if required.

**4. GENERAL GUIDANCE:-**

- (A) Instructions/ Guidelines for tenders for electronic submission of the applications have been annexed for assigning the agencies to participate in e-Tendering.
- (B) Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e- Tendering site as given on the web portal.
- (C) **Each Applicant is required to obtain DSC (Enlisted Class- III ) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site [www.cca.gov.in](http://www.cca.gov.in)**
- (D) EOIS shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual EOIS shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Bidder' for the e-submission of the EOIS online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

**QUALIFYING CRITERIA****ANNEXURE - A**

Pre-Qualifying Criteria for participating in the EOI for “EMPANELMENT OF BIDDERS / VENDORS WITH B AND R FOR VARIOUS JOBS IN VARIOUS SECTORS.”

**BRIDGE AND ROOF CO. (INDIA) LIMITED** invites offers from Interested, Reputed, Resourceful, Capable, Competent & Experienced Parties having adequate proven experience in similar type of work .

Only Applicants who have previous experience in the work of the nature and description detailed in the e-EOI and / or EOI Specification and fulfilling the following Qualifying Criteria are expected to apply.

**CONDITIONS FOR QUALIFICATION:**

1. QUALIFICATION Criteria for the applicants: -
  - a) The firm should be in the business of construction including various associated activities related to followings for at least 7(Seven) years as on date of EOI. Category wise Minimum value of single work similar in nature and Turnover of the company\* for different type of works is listed hereunder:

Sl. No.	Type of work	Works of “Similar Nature” means	Category-A		Category-B	
			The value of single completed or substantially completed # works of similar nature shall be more than	Minimum Average Turnover* over the past three financial years (from 01.04.2022 to 31.03.2025) shall be more than	The value of single completed or substantially completed # works of similar nature shall be more than	Minimum Average Turnover* over the past three financial years (from 01.04.2022 to 31.03.2025) shall be more than
1	Civil works including minor bridges & track linking	Construction of Civil Activities (including formation works, minor bridges work, track linking work).	400	150	200	75
2	RCC framed Multi-storeyed building	Design and Construction of RCC framed Multi-storeyed Institutional, Commercial, Office building, Hospitals, Metro Stations, including all finishes, MEP, HVAC and BMS Services.	400	150	200	75
3	Electrification works for Railway	Railway Electrification works (OHE, PSI, TSS) and associated works for main line/High-speed Railways.	80	30	40	15
4	S&T Works	Railway S&T Works, including EI/PI/RR1, RE modification, automatic signalling, and telecommunication systems etc.	80	30	40	15
5	Telecommunication Work	Telecommunication Works (including telecom and surveillance systems, data-centre/IT systems, tunnel communication networks, and related infrastructure)	80	30	40	15
6	Major Bridges	Construction of Major Bridges	400	150	200	75
7	Solar power	Solar power systems and related infrastructure	800	300	400	150
8	Elevated Metro Line	Construction of Metro Line (Elevated)	400	150	200	75
9	Underground Metro Line	Construction of Metro Line (Underground)	400	150	200	75
10	Tunnels	Construction of Tunnels	400	150	200	75
11	Highways	Construction of Highways	400	150	200	75

## QUALIFYING CRITERIA

## ANNEXURE - A

12	Expressways, Road, highways	Road Works including expressways, highways, urban roads, interchanges, and associated civil infrastructure.	400	150	200	75
13	Maintenance Depots	Construction of Maintenance Depots/Workshop	400	150	200	75
14	Marine & Port	Marine and Port Works, including jetties, berths, quay walls, dredging, waterfront structures, and associated marine infrastructure	800	300	400	150
15	Traction & Power Supply	Traction & Power Supply/E&M works/ECS & TVS and associated works, for Mass Rapid Transit Systems (MRTS)/Metro.	80	30	40	15
16	Transmission & Distribution of Power	Power Transmission & Distribution (T&D) works/ EHV/HV/LT, including substation (AIS/GIS) construction and associated systems.	80	30	40	15
17	Maintenance for Railways.	Rolling Stock Maintenance for Main line and Metro Railways.	80	30	40	15
18	Metro S&T work.	Metro S&T Works, including Signalling, Telecommunication, AFC, RCD and other associated system work.	80	30	40	15
19	Workshop/ Depot/ Shed etc.	Similar work shall mean pre-engineered Workshop with PEB Quantity at least 4000 Sqm.	400	150	200	75
20	Machineries & Plants	supply & commissioning of Machinery and Plant for Railway/Metro Rail/ High Speed Rail/Port Railway including supply and commissioning of at least 02 out of five major M&Ps i.e. ATL, Portal Wheel Lathe, Axle Journal Turning & Burnishing machine (AJTB), Tandem Wheel Lathe, Rail Cum Road Vehicle.	48	18	24	9
21	Video Surveillance System (VSS)	Supply and fitment of Video Surveillance System (VSS) in various types of Rolling Stocks (ICF coaches, LHB Coaches, EMU /MEMU / DEMU, Locomotives etc.) of Indian Railways complying to RDSO Specification No. RDSO/SPN/TC/106/2025, Version 3.1 or latest. (IREPS Stores Tenders) Agency should be OEM of Camera or Mobile Network Video Recorder (MNVR)/Video Management Software (VMS) possessing all the necessary test reports and certificates as per RDSO Specification and should have experience in terms of execution (supply & fitment) of VSS Works in at least 50 no. of Rolling Stock in a single work.  Note: The applicant must submit supporting documents confirming that the works have been executed as per RDSO specifications.	1	0.375	0.50	0.1875

## QUALIFYING CRITERIA

## ANNEXURE - A

22	Video Surveillance System (VSS) in various types of Rolling Stocks	Supply, Installation & Commissioning of CCTV Cameras as part of one or more CCTV Surveillance Systems in Central/State Govt. Department /Organization/ Autonomous body / PSU/Semi Govt. Organization/ Local Body/Authority or a Public listed Company in India. OR "Supply, Installation & Commissioning of CCTV Cameras as part of one or more CCTV Surveillance Systems in Railway's Rolling Stock (Coaches / Locomotives) including Metros / NCRTC coaches within India". Agency should be OEM of Camera or Mobile Network Video Recorder (MNVR)/Video Management Software (VMS) possessing all the necessary test reports and certificates as per RDSO Specification. In case of agency being system integrator (SI) and not an OEM of Camera or Mobile Network Video Recorder (MNVR)/ Video Management Software (VMS), then the agency will have to furnish tender specific authorization obtained from OEMs of Camera and MNVR/ VMS meeting technical requirements of RDSO specification	48	18	24	9
<b>b</b>	<b>Industrial Sectors:</b>					
1	Piling Works	Piling Works	20	7.5	10	3.75
2	Construction of Civil Works	Construction of Civil Works	40	15	20	7.5
3	Construction of Structural Steel Works	Construction of Structural Steel Works	40	15	20	7.5
4	Construction of Piping Works	Construction of Piping Works	40	15	20	7.5
5	Construction of Equipment Erection Works	Construction of Equipment Erection Works	40	15	20	7.5
6	Construction of Electrical Works	Construction of Electrical Works	20	7.5	10	3.75
7	Construction of Instrumentation & Automation Works	Construction of Instrumentation & Automation Works	20	7.5	10	3.75

- c) The Applicant should have to submit their Application as an Individual Agency/single agency i.e. not as Joint Venture Or Associate / Consortium with other Agency.
- c)i) Constitutional Status and legal status of the firm i.e. to specify whether Proprietary or Partnership Firm or Pvt Ltd Firm or Ltd. Company etc.
- d) The Applicant should have minimum annual financial turnover for last 03 years mentioned above category wise
- e) The Applicant should have latest Solvency Certificate / letter from schedule Bank for an amount of issued within 03 Months from the date of NIT.
- f) Net Worth of the Bidder's Company / Firm for past three financial years should be positive
- g) The Applicant should not have incurred any loss (Profit after Tax should be Positive) in past three financial years.
- h) The Applicant must be GST compliant in all respect under GST Law.
- i) The Applicant should have filed latest Monthly / Quarterly GSTR-3B return as GST clearance certificate.

**QUALIFYING CRITERIA****ANNEXURE - A**

- j) The Applicant must have the following documents :
- i) PAN No.
- ii) FF No.
- iii) ESIC Registration No.
- iv) Current Income Tax Return filling acknowledgement.
- k) The firm should not be blacklisted by any Central/State Government authority, PSU or any other government body in India or abroad. Also It should not be under Corporate Insolvency Resolution Process (CIRP) or any proceedings before the NCLT. A certificate to this effect shall be furnished.
- 2.0 The following Documents to be scanned from the "Original Documents" and to be uploaded in respective folders in support of Bidder's qualification :
- 2.0.1 Scanned Copy of EOI Fee in the form mentioned in **ANNEXURE-A-1**.
- 2.0.a Scanned Copy of Agreement ( s ) / Letter of Intent( s ) ( LOI ) / Work Order ( s ) ( WO ) / Purchase Order( s ) ( PO ) from respective Owner(s) / Client(s) mentioning name and nature of work(s).
- and**
- Completion certificate (s) with executed value & date of completion / relevant documents confirming proof of execution of work with executed value & date of completion of work from respective owner(s) / client(s).
- and / or ( if asked by BandR )**
- Certified Final Bill / certified last RA Bill & corresponding TDS certificates along with the copy of relevant certified invoice of "Similar Work " stated in sl. No. 1.0 (a) above .
- 2.0.c Scanned Copy of Deeds (in case of partnership firm) / Affidavit ( in case of proprietorship firm ) / Memorandum and Article of Association ( in case of Limited Company, Pvt. Ltd Co. ) etc. as applicable.
- 2.0.d Scanned Copy of Audited Balance Sheet(s) along with Turnover Certificate duly signed by Chartered Accountant ( CA ) with his / her Seal, signature & registration number for last 03 (Three) financial years ending 31.03.2025
- 2.0.e Scanned Copy of Bank Solvency certificate as mentioned above.
- 2.0.f Scanned Copy of Net Worth Certificate of last 03(three) years as on 31st March 2025 duly certified by Chartered Accountant with his / her seal, signature & registration number.
- 2.0.g Scanned Copy of Loss & Profit Statement for last 03(three) FY as on 31st March 2025 duly certified by Chartered Accountant with his / her seal, signature & registration number.
- 2.0.h Scanned Copy of GST Registration certificate with the concerned department.
- 2.0.i Scanned Copy of latest filed monthly / quarterly GSTR -3B return as GST clearance certificate.
- 2.0.j.i Scanned Copy of Permanent Account No. (PAN) with Income Tax department.
- 2.0.j.ii Scanned Copy of PF Registration with the concerned department.
- 2.0.j.iii Scanned Copy of ESI Registration with the concerned department
- 2.0.j.iv Scanned Copy of Current Income Tax Return filling acknowledgement
- 2.0.k Scanned Copy of Undertaking regarding litigation / arbitration: ( Annexure-IX)
- 2.0.2 Scanned Copy of Power of Attorney in favour of the person who has signed the Application on non judicial ( NJ ) stamp paper of appropriate value.
- 2.0.3 Scanned Copy of letter of submission on bidders letter head: ( Annexure-IV )
- 2.0.12 Scanned Copy Accepted & signed EOI document ( **Page 1 to 36**)
- 2.0.13 Scanned Copy of Current contract commitments / works in progress
- 2.0.14 Scanned Copy of Details of supervisory personnel in their Co's roll.
- 3.0 Information of the above to be furnished In **Annexure-D**.
- 4.0 Notarized hard copies and / or original hard copies ( duly stamped & signed ) of the following documents are be submitted to TIA within the stipulated date.
- 4.0.1 EOI fee in the form mentioned in **ANNEXURE-A-1** ( in Original ) [for the purpose of realization]

**QUALIFYING CRITERIA**

**ANNEXURE - A**

- 4.0.a Notarized Copy of Agreement / Letter of Intent / Work Order / Purchase Order and Completion Certificate(s) of similar work (s) stated in Sl. No. 1.0 (a) above .
- 4.0.c Notarized Copy of Deeds (in case of partnership firm) / Affidavit ( in case of proprietorship firm ) / Memorandum and Article of Association ( in case of Limited Company, Pvt. Ltd Co. ) etc. as applicable.
- 4.0.d Notarized Copy of Audited Balance Sheet(s) along with Turnover Certificate duly signed by Chartered Accountant ( CA ) with his / her Seal, Signature & Registration Number for last 03 (Three) financial years ending 31.03.2025.
- 4.0.e Notarized Copy of Bank Solvency Certificate As Mentioned Above.
- 4.0.f Notarized Copy of Net Worth Certificate for last 03 FY as on 31st March 2025 duly certified by Chartered Accountant with his / her seal, signature & registration number.
- 4.0.g Copy of loss & profit statement for last 03 FY as on 31st March 2025 duly certified by Chartered Accountant with his / her seal, signature & registration number.
- 4.0.h Copy of GST Registration certificate with the concerned department.
- 4.0.i Notarized Copy of latest filed monthly / quarterly GST -3B return as GST clearance certificate
- 4.0.j.i Copy of Permanent Account No. (PAN) with Income Tax department.
- 4.0.j.ii Copy of PF registration with the concerned department.
- 4.0.j.iii Copy of ESI registration with the concerned department
- 4.0.j.iv Copy of Current Income Tax Return filing acknowledgement
- 4.0.k Original Undertaking regarding Litigation / Arbitration: ( **Annexure-IX**)
  
- 4.0.2 Original Power of Attorney in favour of the person who has signed the Application on non judicial stamp paper of appropriate value.
- 4.0.3 Original Letter of submission on bidders letter head: ( **Annexure-IV** )
- 4.0.12 Original Accepted & signed EOI document ( Page 1 to 35 )
- 4.0.13 Original Current contract commitments / works in progress
- 4.0.14 Original Details of supervisory personnel in their Company's Roll.

**Government e-Procurement System****IMPORTANT NOTICE TO BIDDERS ON e-TENDERING**

GOVERNMENT E-PROCUREMENT SYSTEM has successfully rolled out the e-bid submission Tendering System through its web site <https://eprocure.gov.in/eprocure/app>. Tenders of various Departments have been uploaded, their EOIS submitted and the same have been opened on line. EOIS for various tenders published in the web site of Government Departments can be submitted online by enrolling with the above mentioned web site. The bidders can enroll themselves on the website <https://eprocure.gov.in/eprocure/app> using the option “Click here to Enroll”. This enrollment is free at this point of time. Possession of a **Valid Class III Digital Signature Certificate (DSC) in the form of smart card/e-token** in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

The web site also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference. Vendors can also attend the **training / familiarization programme** on the e-tendering system conducted periodically by the GOVERNMENT E-PROCUREMENT SYSTEM in association with NIC.

**Advantages of e-Tendering System**

The bidders will be able to see the status of the tenders for which they have submitted quotes in different stages and would also be informed of the status by E-Mail. For the bidders who have registered themselves on the website through the “**Stay Updated**” option, information of all the tenders for which they are interested to participate will be sent by E-Mail.

**Please note that all the departments of GOVERNMENT E-PROCUREMENT SYSTEM are gradually switching over to e-Tendering system in a phased manner. All the tenders in future will be issued only through the e-Tendering system and only registered vendors will be allowed to participate in the tendering process**

**Administrator,**  
GOVERNMENT  
E-PROCUREMENT SYSTEM

## **Instructions for Online Bid Submission**

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 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 from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## 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) 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white 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 Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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.

**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.*

## 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 has to select the payment option as "offline" 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 original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be 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 coloured (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. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. 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's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. 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 CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### **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 below.

**Please send mail to:**

- a.) Mr. S. Biswas: [s.biswas@bridgeroof.co.in](mailto:s.biswas@bridgeroof.co.in),
- b.) Mr. Mir Hasan: [mirhasan.gazi@bridgeroof.co.in](mailto:mirhasan.gazi@bridgeroof.co.in),
- c.) Mr. Ravikumaran: [k.ravikumaran@bridgeroof.co.in](mailto:k.ravikumaran@bridgeroof.co.in),

**B & R office: - (033) 2202 1600**

- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general like **page not loading, java error, unable to upload document, DSC etc....** may be directed as **Please send mail to:**

- a.) ( Mr. Kalyan Karar ) [eprocurement@bridgeroof.co.in](mailto:eprocurement@bridgeroof.co.in)  
**B & R office: - (033) 2202 1600 | Extn 231**
- b.) (Shri. BarunKantiDas ) [barunkanti.das@bridgeroof.co.in](mailto:barunkanti.das@bridgeroof.co.in)  
**B & R office: - (033) 2202 1600 | Extn 268**

**NOTE :- Requesting bidder to send an e-mail wait for an hour or so. Before making phone call Company holidays on (2<sup>nd</sup> & 4<sup>th</sup> Sat ).**

## **HELP FOR THE TENDERER / BIDDER WITH DSC**

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.

Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e- Tendering site as given on the web portal.

Each Tenderer is required to obtain DSC (Enlisted Class- III ) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site [www.cca.gov.in](http://www.cca.gov.in)

**THE TENDERERS / BIDDERS CAN APPROACH ANY ONE OF THE FIVE CAS FOR GETTING DIGITAL SIGNATURE CERTIFICATE. IF REQUIRE , THE WEBSITE ADDRESSES ARE GIVEN BELOW.**

[www.safescrypt.com](http://www.safescrypt.com)

[www.idrbtca.org.in](http://www.idrbtca.org.in)

[www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)

[www.ncodesolutions.com](http://www.ncodesolutions.com)

[www.e-Mudhra.com](http://www.e-Mudhra.com)

<http://hrinfracon.com>

[ Is LRA and alliance partner of (n)Code Solutions (a div. of GNFC) ]

[www.crgcorporate.co/](http://www.crgcorporate.co/)

[authorized agent of eMudhra Consumer Services Ltd. ]

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

**FOR FURTHER INFORMATION, REGARDING SUBMISSION OF TENDER PLEASE VISIT TO BIDDER MANUAL KID**

<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>