

 <b>ICS</b> NATIONAL AWARD FOR EXCELLENCE IN CORPORATE GOVERNANCE	 ISO 9001	 ISO 14001	<b>Tamil Nadu Newsprint and Papers Limited</b> Kagithapuram, Karur Dist. 639136, Tamil Nadu	
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			Web	<a href="http://www.tnpl.com">www.tnpl.com</a>
Corporate Identify No.L22121TN1979PLC007799				

ENQUIRY No. 242513005637 A

January 11, 2025

Dear Sirs,

Sub: Transportation of Finished Goods (Reel / Bundle / Copier / Note Books) from TNPL Unit-1 at Kagithapuram to Pali (Rajasthan).

TNPL would like to fix up contractors for Transportation of Finished Goods (Reel / Bundle / Copier / Note Books) from TNPL, Unit-1 at Kagithapuram to Pali (Rajasthan).

<b>Annexure – I</b>	E-tendering Terms and conditions
<b>Annexure – II</b>	Terms & Conditions for Reverse Auction and Process Compliance Statement
<b>Annexure – III</b>	Commercial Bid
<b>Annexure - IV</b>	Price Bid is to be filled in the e-portal (BOQ)

The tenderers are requested to go through the E – tendering terms and conditions, General terms and conditions of the Tender, Terms and Conditions for Reverse Auction (e-auction) and Process Compliance Statement carefully.

**The due date for submission of Tender documents including the Technical Cum Commercial Bid and the Price bid online through E-procurement portal (<https://tntenders.gov.in/nicgep/app>) is 21.01.2025 on or before 3:00 PM. The Technical Cum Commercial Bid will be opened through online portal at 04:00 PM on 22.01.2025.**

#### **TENDER OPENING AND TECHNICAL BID EVALUATION**

- Technical Bid opening will be done online and technical evaluation will be carried out after the due date of submission of online Bid.
- TNPL will examine the Technical Bids against the Qualifying criteria and Technical cum Commercial bid given in the Tender document.
- Evaluation will be done based on the documents submitted by the Bidder. The Bids which are not meeting Qualifying criteria will be rejected and further processing will not be carried out.
- The tenderers, on their own interest, should ensure that all the documents required are furnished. Tenders received without the relevant documents would summarily be rejected
- Decision of TNPL is final and no dispute can be raised by any Bidder for rejection of their Bids and no claims on this account will be entertained.
- The Bidders whose Bids meet the Qualifying Criteria and Technical specifications of the tender will be called as “Technically Qualified Bidders”.
- In case if the Bidder fails to comply with the requirements of TNPL, such Bids will be rejected without entertaining further correspondence in this regard.

Technically qualified bidders price Bid will be opened by TNPL tender opening committee at Purchase section, Kagithapuram through <https://tntenders.gov.in/nicgep/app>.

Tenderers who do not comply with the conditions with documentary proof (wherever required) will not be qualified in the Tender for Price bid opening and E-reverse auction stage.

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Corporate Office: 67, Mount Road, Guindy, Chennai – 600 032  
 Phone:(0091) 044–22354415/16/18. Fax:(0091)044-22350834/22354614  
 e-mail: [response@tnpl.co.in](mailto:response@tnpl.co.in) / [export@tnpl.co.in](mailto:export@tnpl.co.in)

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**OPENING OF THE PRICE BIDS:**

The date and time of opening of Price Bids will be later notified through registered Mobile number and e-mail to the Bidders who fulfill the tender terms and conditions through NIC portal.

**Note: At the price bid stage, TNPL would adopt the following methodology to finalize the tender.**

(a) Technical Bid is to be filled in the given format & uploaded.

(b) Price Bid (BOQ) is to be filled in the given format & uploaded.

(c) In the e-tender, the price bids received from the technically qualified bidders will be opened electronically.

(d) The Lowest price obtained in the price bid (or) the rate proposed by TNPL will be fixed as opening price for reverse auction (e-auction). The minimum bid decrement, opening price, the date and time of e-auction (<https://tntenders.gov.in/nicgep/app>) will be communicated to the qualified parties through your registered Mobile number and E-mail ID in NIC portal.

(e) The lowest offer received either through e-portal price bid (BOQ) or through e-auction whichever is lower, will only be considered for placement of order.

Further, if the bidders offer is not qualified as per the qualifying factor mentioned in the tender, their price bid (BOQ) will not be opened.

**PLEASE NOTE THAT FOLLOWING ARE THE SCOPE OF WORK OF THIS TENDER FOR OPENING OF PRICE BID**

**I. SCOPE OF WORK:**

SL. NO	FROM	TO	Estimated Qty	Expected Quantity to be Despatched upto 31/08/2025	DISTANCE (Approx.)	TRANSIT DAYS
1	TNPL Unit-1, Kagithapuram	Pali (Rajasthan)	350 MT	50 MT (per Month)	2175 KM	7

**RATE:**

Please quote your rate per MT basis for transportation charges (with unloading and stacking charges) in Price Bid e-portal (BOQ).

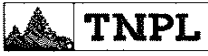
**TERMS AND CONDITIONS:** All terms and conditions will be as per Tender No.242513001362 which was already agreed and signed by you.

**SECURITY DEPOSIT / MATERIALS IN TRANSIT:**

The Security Deposit & BG towards Material in Transit Submitted by the tenderers who have awarded purchase order against our Tender No.242513001362 during this year (2024-2025) will hold good for the purchase order finalising against this enquiry.

Contd...3





**TAMIL NADU NEWSPRINT AND PAPERS LIMITED**

**TENDER NO. 242513005637**

[3]




**VALIDITY OF OFFER:** The rate quoted against the tender should be valid for acceptance for 90 days from the date of closing of on-line auction and during the validity of the offer, the bidder is not permitted to make any upward revision in the rate or withdraw his offer. However Tenderers, those who have already qualified against our Tender No.242513001362 need not submit EMD. In case of withdrawal of offer or revision of rate as stated above, the EMD amount will be forfeited.

The Tender form is not transferable. TNPL reserves its right to award contract to any number of transporters for any number of destinations based on the capability of the transporter to undertake the work.

TNPL reserves its right to reject any or all the tenders without assigning any reasons thereof. TNPL will not be responsible for postal or any other delay.

Thanking you,

Yours faithfully  
for **TAMIL NADU NEWSPRINT AND PAPERS LIMITED**

  
  
**D G M (PURCHASE)**  
encl : as above. 3/3  


**TENDER NO: 242513005637****ANNEXURE – I: E-TENDERING TERMS AND CONDITIONS****INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS IN E-TENDER**

Techno-commercial bids and price bids should be submitted through the following link <https://tntenders.gov.in/nicgep/app>

The tender will be processed online through e-tender and e-reverse auction. The bidder shall submit his response through bid submission to the tender in the online procurement platform at NIC's website <https://tntenders.gov.in/nicgep/app>. No other forms of bid submission is accepted. Bidders are requested to quote their price through the online e-procurement portal/system only.

The procedures to be followed are explained below:

a) Techno-Commercial Bids are to be filled in the given formats attached. The required and mandatory formats are available in the Tender Document in the e-portal.

b) Price Bids are to be filled in the e-portal in the relevant web pages enabled for the bidders.

Price bids will be opened before- reverse auction.

- Bidders are requested to read the instructions and terms & conditions carefully before submitting their online tenders.
- The Bidders are required to submit soft copies of their Bids electronically on the TAMILNADU GOVERNMENT E PROCUREMENT Portal, using valid Digital Signature Certificates. The necessary instructions are given to assist the Bidders in registering on the TAMILNADU GOVERNMENT E PROCUREMENT Portal, prepare their Bids in accordance with the requirements and submitting their Bids online on the TAMILNADU GOVERNMENT E PROCUREMENT Portal.
- More useful information for submitting online Bids on the TAMILNADU GOVERNMENT E PROCUREMENT Portal may be obtained at: <https://tntenders.gov.in/nicgep/app>)

**The bidding under this contract is electronic bid submission through website <https://tntenders.gov.in/nicgep/app> only. Detailed guidelines for viewing bids and submission of online bids are given on the website. The bidder's can logon to this website and view the invitation for Bids and can view the details of Materials /works for which bids are invited.**

**1 REGISTRATION:**

- 1.1 The bidders needs to submit bids online. However, the bidders are required to have enrolment/registration in the website by clicking on the link "**Online bidder enrolment**" which is free of charge.
- 1.2 As part of the enrolment process, the bidders are required to choose a unique user name and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile number as part of the registration process. These details would be used for any communication from the e-Portal.
- 1.4 Upon enrolment, the bidders are required to register their valid Digital Signature Certificate (DSC) (Class 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.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders should ensure that they do not lend their DSC to others which may lead to misuse.
- 1.6 Bidder then can login to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

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**TENDER NO: 242513005637****[2]****2.0 CONTACT PERSONS:****1. For queries related to registration and online bidding (NIC):**

e-mail: support.etender@nic.in

Contact No.: 044 – 24461505

**2. TNPL IT HELPDESK:**

Name	Intercom	TNPL CUG Mobile Number
M.PRANESH	2849	94894 00798

**3.0 SYSTEM REQUIREMENT:**

- i. Operating System: Windows 7 or above, RAM – 1GB and above
- ii. Internet connectivity with at least 2 Mbps speed
- iii. Internet browser: IE 9 and above (or) Mozilla Firefox 3.5 up to version 49
- iv. Signing type: Digital Signature (class III)
- v. JRE 8.0 software to be downloaded and installed in the system.

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→custom level (Please run IE settings once)

**4.0 SEARCHING FOR TENDER DOCUMENT:**

- 4.1** There are various search options built in the Website, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc.
- 4.2** 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 Tamil Nadu Govt. e-Procurement Portal, to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 4.3** 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.

**5.0 PREPARATION OF BIDS:**

- 5.1** Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 5.2** Bidders are requested to go through the NIT 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.
- 5.3** Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi, which helps in reducing size of the scanned document. Since the uploaded documents shall be downloaded for evaluation of bid, bidders are advised to **upload clear scanned copies**.
- 5.4** The completed bid comprising scanned copy of the proof for the payment of Tender fee, EMD and necessary technical and commercial documents should be uploaded on the website along with signed and scanned copies of requisite certificates are mentioned in the different sections in the tender document.

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**6.0 PROCEDURE FOR ELECTRONIC SUBMISSION OF BIDS:**

The bidder shall submit online the requirements under qualification criteria and Technical Documents required and Price Schedule/BOQ. All the documents are required to be signed digitally by the bidder. After electronic online bid submission, the system generates a unique bid reference number which is time stamped. This shall be treated as acknowledgement of bid submission.

- 6.1 Bidder should log- in to 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.
- 6.2 The Bidder has to digitally sign and upload the required Bid documents one by one as indicated in the Bid document.

**Procedure for Tender fee and EMD Payment:**

- 6.3 Bidder has to select the payment option as "Online" to pay the tender fee and EMD through NIC online payment gateway. Please read the instructions below before proceeding for online payment :
- 6.4 Remittance of Tender Fee & EMD should be made only in single transaction.
- 6.5 Avoid last minute transaction of Tender fee & EMD. Please ensure to remit the Tender fee & EMD payment 2 - 3 days prior to tender due date.
- 6.6 In case of any issue, please contact our helpdesk : [support.etender@nic.in](mailto:support.etender@nic.in) / [eps.support@tnpl.co.in](mailto:eps.support@tnpl.co.in).
- 6.7 If payment is already done, but system is still showing "Pay Online" button. Please click on Pay Online >> SBI MOPS >> Submit >> Payment Verification. Once the payment status is updated on the portal, pay online button will disappear. If your account is debited, please wait till next working day for status update.
- 6.8 If Payment status shows "Pending". Bidder should check the payment status on periodic basis till it shows success. The portal shows the current payment status as it is received from the bank. To check the current payment status, bidder may login into the account and click Pay Online >> SBI MOPS >> Submit >> Payment Verification.
- 6.9 If your account is not debited, you can cancel the previous transaction by clicking on "cancel" button.
- 6.10 After making a successful payment, if the bidder didn't complete the bid submission process or Freeze the bid by following due process, such bid will be considered as invalid and the total Fee / Amount (Tender Fee, EMD etc) paid will be automatically refunded to the bidder's account on the completion of Bid Opening (Technical Bid Opening) process by the Tender Inviting Authority.

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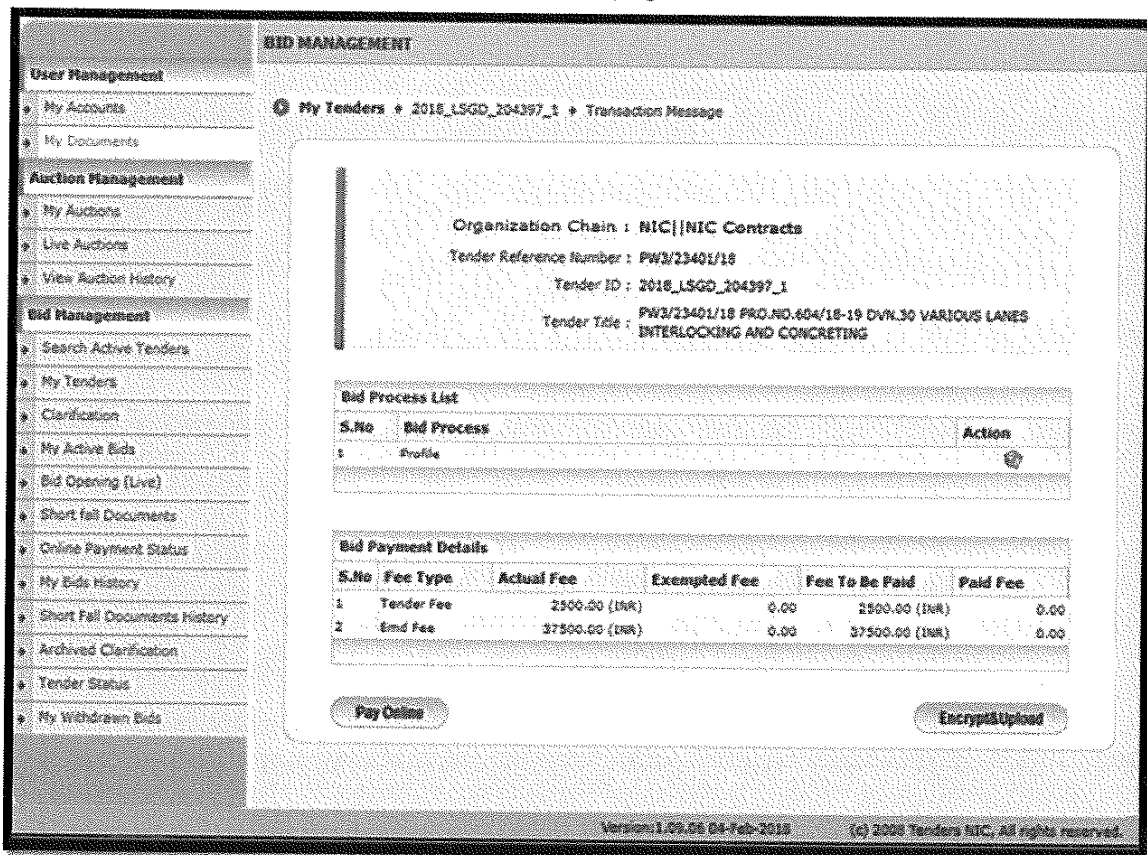


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- 6.11 If the bidder withdrew its bid within due date & time then also the bid will be considered as invalid bid. In such cases, Total Fee/Amount (Tender Fee, EMD etc) will be automatically refunded to bidders account on the completion of Bid Opening (Technical Bid Opening) process by the Tender Inviting Authority.

**Step by step procedure for making online payment:**

- Tenderers are requested to remit Tender fee & EMD payment through NIC online payment gateway well in advance (atleast 2 – 3 days before due date of tender submission).
- Click “Pay Online” when you reach below page while Online Bid Submission.



The screenshot displays the 'BID MANAGEMENT' section of a web portal. On the left is a navigation menu with categories like 'User Management', 'Auction Management', and 'Bid Management'. The main content area shows details for a specific tender: 'My Tenders + 2018\_LSGD\_204397\_1 + Transaction Message'. The details include the Organization Chain (NIC|NIC Contracts), Tender Reference Number (PW3/23401/18), Tender ID (2018\_LSGD\_204397\_1), and Tender Title (PW3/23401/18 PRO.NO.604/18-19 DWN.30 VARIOUS LANES INTERLOCKING AND CONCRETING). Below this, there is a 'Bid Process List' table with one entry for 'Profile'. A 'Bid Payment Details' table follows, showing a Tender Fee of 2500.00 (INR) and an Emd Fee of 37500.00 (INR), both with 0.00 in exempted fees, resulting in a total fee to be paid of 37500.00 (INR). At the bottom of the main content area, there are two buttons: 'Pay Online' and 'Encrypted/Unpaid'. The footer of the page indicates 'Version:1.09.06 04-Feb-2018' and '(c) 2008 Tenders NIC, All rights reserved.'

- Click “Confirm to Pay” to proceed with the payment gateway
- Verify the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit.
- Read **Terms and Conditions**, and then click **Submit**.
- Bidders should choose the type of transaction (i.e. Net Banking : SBI / Other Banks and Other Payment Modes : NEFT/RTGS)and proceed for payment.
- Once the type of transaction is selected it navigates to the respective landing page. The step by step details for making payment (Net Banking : SBI / Other Banks) are given below:

*Handwritten signature/initials*

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**a) SBI : NET BANKING :**

- Bidder with SBI account may click **SBI** option to proceed to its Net Banking Page
- Enter user ID and Password and Click on **Login** to proceed.
- After checking the payment details, Click **Confirm** button to transfer payment. After account debit, MOPS gateway will automatically re-direct to the eProcurement System, with the Success transaction.
- Then bidder will receive bank response immediately by verifying the payment status (click on **Pay Online >> SBI MOPS >> Submit >> Payment Verification**), whether it is **Successful** or not. In case, payment is debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.
- If payment is successful, then Click **Next** to go to Bid Preparation details
- Please ensure that the **Pay Online** option (bid submission) should not appear after successful payment. Then bidder may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

**b) OTHER BANKS:**

- Bidders with other bank account may click **Other Banks** option to proceed to Net Banking Page.
- Bidder should select the appropriate Bank from selection page.
- After selecting the appropriate bank, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- After successful payment, system will direct you to payment confirmation page.
- Then bidder will receive bank response immediately by verifying the payment status (click on **Pay Online >> SBI MOPS >> Submit >> Payment Verification**), whether it is **Successful** or not. In case, payment is debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.
- If payment is successful, then Click **Next** to go to Bid Preparation details
- Please ensure that the **Pay Online** option (bid submission) is not shown after successful payment.. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

Note: For other payment mode, please refer Bidder Manual for Online Payment in eProcurement Portal (Tender Fee, EMD & others) available at <https://tntenders.gov.in/nicgep/app>.



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- 6.13 Bidder should prepare and submit the Tender fee & EMD as per the instructions specified in the Bid document.
- 6.14 The server time (which is displayed on the Bidders' dash board) 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.
- 6.15 All the documents being submitted by the Bidders would be encrypted 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 openers public keys.
- 6.16 The uploaded Bid documents become readable only after the tender opening by the authorized Bid openers
- 6.17 Upon the successful and timely submission of Bid (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.
- 6.18 The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid.
- 6.19 In all cases, Bidders should use their own ID and Password along with Digital Signature certificate at the time of submission of their Bid.
- 6.20 During the entire e-tender process, the Bidders will remain completely anonymous to one another and also to everybody else.
- 6.21 The e-tender floor shall remain open from the pre-announced date & time till the specified due date & time.
- 6.22 The electronic Bid submitted during the e-tender process shall be legally binding on the Bidder. Any Bid will be considered as valid only if it is submitted in the prescribed format given in the Bid document.
- 6.23 It is mandatory that all the Bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- 6.24 TNPL reserves the right to cancel or reject or accept or withdraw or extend the due date for submission of Bid as the case may be without assigning any reason thereof.

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- 6.25 The NIC server time shall be treated as final and binding. Bids recorded in the server before the Bid closing time will only be treated as valid Bid. Bidders are, therefore, advised to submit their Bids well before the closing time of e-tender. If any Bid reaches the server after the Bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained. TNPL is not responsible for any sort of delay or the difficulties faced during the submission of Bids online by the Bidders due to local issues.
- 6.26 Bidders are advised to exercise caution in submitting their Bids in e-tender and e-Reverse Auction, as the case may be, to avoid any mistake. Bids once submitted can't be recalled.
- 6.27 Any order resulting from this Bidding process shall be governed by the terms and conditions mentioned in the Bid Documents.
- 6.28 No deviation to the technical and commercial terms & conditions are acceptable.
- 6.29 **Bidders are required to sign in each page of the Bid specification.**
- 6.30 TNPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding document, in which case all rights and obligations of TNPL and bidders subject to the previous deadline shall thereafter be subject to the deadline extended.

**7.0 LATE BID:**

The Electronic bidding system would not allow any late submission of bids after due date and time, as per server time.

**8.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 8.1 Bidders may modify their bids online before the deadline for submission of bids.
- 8.2 In case a bidder intends to modify his bid online before the deadline, the bidder need not make any additional payment towards the cost of bid processing. For bid modification and consequential re-submission, the bidder is not required to withdraw his bid submitted earlier. Modification and consequential re-submission of bids is allowed any number of times. **The last modified bid submitted by the bidder within the bid submission time shall be considered as the bid.** For this purpose, modification/withdrawal by other means will not be accepted. The bidder may withdraw his bid by uploading his request before the deadline for submission of bids, however, if the bid is withdrawn, the re-submission of the bid is not allowed.
- 8.3 No bid may be modified after the deadline for submission of Bids.

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**9.0 ASSISTANCE TO BIDDERS:**

9.1 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 / email ID indicated in the Notice inviting tender.

9.2 Any queries relating to the process of online bid submission or queries in general may be directed to the 24x7 Central Public Procurement Portal Helpdesk.

It may be noted by the bidders that NIC is only a service provider for conducting the online bidding process against this tender and shall not be a party to any contract between TNPL and the successful bidder(s) subsequent to the bidding process.

**10.0 SUBMISSION OF HARD COPIES OF DOCUMENTS, IF REQUIRED**

The Bidders needs to submit all the documents through online submission. However, the required documents should be submitted in Hard copies after online submission, if demanded from TNPL.

**11.0 E – TENDER AND E- REVERSE AUCTION**

11.1 In e-tender, price Bids received from Technically Qualified Bidders only will be opened electronically. The Lowest price obtained in the price bid (or) the rate proposed by TNPL will be fixed as opening price for reverse auction (e-auction). Technically Qualified Bidders only will be allowed to participate in the E- Reverse auction process.

11.2 After opening of the Price Bid, the Bidders who shall become eligible to participate in the Reverse Auction as per the conditions stated in this Document, known as the Qualified Bidders, will be intimated about their qualification through notification on the <https://tntenders.gov.in/nicgep/app> website within their secured login as well as a system generated email. It shall be the sole responsibility of the Bidder to regularly check the <https://tntenders.gov.in/nicgep/app> website and log in to see whether they have qualified or not. TNPL will not be responsible for non-receipt of email by the Bidder and its consequences.

11.3 E-Bidding is the process of inviting final price offers from the Qualified Bidders through internet for the purpose of determination of the lowest Bidder (i.e the Bidder who submits the lowest price Bid in the Reverse Auction).

11.4 The Qualified Bidder will remain anonymous to other Qualified Bidders participating in the electronic Bidding process. The Qualified Bidder will be able to see the prevailing lowest price Bid, but the name of the current L1 Bidder at any point of time will not be displayed. The Qualified Bidder shall have to put his price Bid below the displayed current L1 Bid by decrement as specified in above point, to become the L1 Bidder. The lowest price obtained after completion of the Reverse Auction Process, shall be the Closing Price and the bidder quoting the same will be considered as the L1 bidder.

11.5 The electronic Bidding process for E-reverse auction will have a scheduled start and close time which will be displayed on screen. A Qualified Bidder will be able to put his price Bid after the start of Bid time and till the close time of electronic Bidding. The current server time (IST) will also be displayed on the screen. In the event a Bid is received during the last 5 (five) minutes before the scheduled close time of electronic Bidding the close time of electronic Bidding will be automatically extended by 10 (ten) minutes from the last received Bid time to give equal opportunity to all other Qualified Bidders. This process of auto extension will continue till there is a period of 10 (ten) minutes during which no price Bids are received.



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11.6 During the tender process for electronic Bidding the Bidder shall be required to sign their Bids with their respective digital signature certificate (DSC) which has been used to login. Any digital signature certificate other than the above shall not be acceptable for Bid submission by the system.

11.7 Bidders in their own interest are advised to get themselves acquainted with the electronic Reverse Auction process of (<https://tntenders.gov.in/nicgep/app>) by getting their Authorized Representative trained through demo electronic – Reverse Auction schedule at the link <https://demoetenders.tn.nic.in/nicgep/app>.

**11.8 Ensure login in NIC portal with correct Digital Signature Certificate (DSC) before the auction start time. Ensure system compatibility for hassle free login / participate in the bidding.**

**11.9 Please refresh the auction screen for every 20 minutes to avoid " SESSION OUT "error (or) you have to login again for participation.**

**11.10 In case of any issues during auction time, screenshot is mandatory to take appropriate action, if required.**

## 12.0 ABOUT DIGITAL SIGNATURE CERTIFICATE:

12.1 A Bidder shall be required to possess a valid Digital Signature Certificate (DSC) of signing type to be able to submit its Bid and to participate in the electronic Reverse Auction on <https://tntenders.gov.in/nicgep/app> website. For this purpose, Bidders shall be required to authorize its Authorized Signatory to procure a Class III DSC of signing type from any Certifying Authority or their authorized agencies in India.

12.2 The Bidder may note that only one user id will be mapped with a given DSC for the Authorized Representative. DSC once mapped with a particular user id of a Bidder will normally not be changed and therefore Bidders are advised to carefully select the DSC before forwarding the same to NIC for mapping.

12.3 The Digital Signature Certificate will be used to digitally sign the Bids that the Bidder will submit online.

12.4 It will be the sole responsibility of the Bidder and its respective Authorized Representative to maintain the secrecy of the password for the Digital Signature Certificate. The Bidder and its contact person shall be solely responsible for any misuse of the DSC and no complain / representation in this regard shall be entertained at any stage by TNPL.

## 13.0 TERMS AND CONDITIONS FOR E-REVERSE AUCTION:

13.1 After completion of the online E-Reverse Auction, the lowest price shall be available for further processing.

13.2 If no Bid or single Bid is received in the Bidding system/website within the specified time duration of the online E-Reverse Auction then TNPL may scrap the online Reverse Auction process and may proceed with the lowest Price Bid received through e-tendering for further processing.

13.3 Only those Bidders whose offers are found to be technically and commercially Responsive, shall be eligible to participate in E-Reverse Auction process.

13.4 Online Reverse Auction shall be conducted by TNPL on a pre-specified date and time, while the Bidders shall be quoting from their own offices/place of their choice. Internet connectivity shall have to be ensured by Bidders themselves.

**Contd....10**

13.5 To ward-off contingent situation, Bidders are requested to make all the necessary arrangements/alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the Reverse Auction successfully. Failure of power or loss of connectivity at the premises of Bidders during the Reverse Auction cannot be the cause for not participating in the Reverse Auction. TNPL shall not be responsible for such eventualities.

13.6 Bidders are advised to get fully trained and clear all their doubts such as refreshing of Screen, tender value being Bid, Bidding rules etc.

13.7 Upon receipt of the system report after completion of the Online Reverse Auction Closing Price will be considered for further processing. TNPL's decision on award of contract shall be final and binding on all the Bidders.

13.8 TNPL reserves the right to cancel/reschedule/extend the Reverse Auction process/tender at any time, before ordering, without assigning any reason.

13.9 TNPL shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of TNPL shall be binding on the Bidders.

13.10 Other terms and conditions shall be as per TNPL's Bidding documents and other correspondences, if any, till date.

13.11 Bidders are required to submit their acceptance to the stipulated terms and conditions before participating in the Reverse Auction

13.12 For the Reverse Auction technically and commercially acceptable Bidders only shall be eligible to participate.

13.13 Bidders shall ensure online submission of their 'Bid Price' within the Bidding Period.

13.14 Rules for Reverse Auction like event date, time, Bid decrement, extension etc. shall be as per the business rules, enumerated above, for compliance.

13.15 If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other Bidders, action as per extant TNPL guidelines, shall be initiated by TNPL.

13.16 The Bidder shall not divulge either his Bids or any other exclusive details of TNPL to any other Bidder.

13.17 Period of validity of Prices received through Reverse Auction shall be same as that of the period of validity of Bids offered.

13.18 Bidders may note that, although extension time is 10 minutes, there is a time lag between the actual placing the Bid on the local computer of the Bidder and the refreshing of the data on to the server for the visibility to the TNPL. Considering the processing time for data exchange and the possible network congestion, Bidders must avoid the last minute hosting of the Price Bid.

13.19 Participating Bidder will agree to non-disclosure of trade information regarding the purchase, identity of TNPL, Bid process, Bid technology, Bid documentation and Bid details.

13.20 It is brought to the attention of the Bidders that the Bid event will lead to the closing price only.

13.21 Technical and other non-commercial queries (not impacting price) can only be routed to the TNPL contact personnel indicated in the Bidding documents.



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13.22 Order finalization and post order activities would be transacted directly between Successful Bidder and TNPL.

13.23 Order shall be placed outside the e-portal & further processing of the order shall also be outside the system.

13.24 In case of any problem faced by the Bidder during Reverse Auction and for all Bidding process related queries, Bidders are advised to contact the persons indicated in the Bid document.

13.25 TNPL will not be responsible for any PC configuration/Java related issues, software/hardware related issues, telephone line glitches and breakdown/slow speed in internet connection of PC at Bidder's end.

13.26 Bidders may note that it may not be possible to extend any help, during Reverse Auction, over phone or in person in relation to rectification of PC/Internet/Java related issues and Bidder may lose the chance of participation in the Bidding.

13.27 For access to the Bidding site, the following URL is to be used:  
**<https://tntenders.gov.in/nicgep/app>**.

For user guidance please follow the manual which is there in the website.

13.28 No queries shall be entertained while e-Reverse Auction is in progress.

13.29 In case user ID is locked, you are requested to call helpdesk at  
**<https://tntenders.gov.in/nicgep/app>**

14.0 The tenderers are requested to go through the General terms and Conditions of the Tender, Terms and Conditions for e-reverse Auction and Process Compliance Statement carefully and attach the signed Process Compliance Statement along with the Techno-Commercial Bid in NIC's e-procurement portal **<https://tntenders.gov.in/nicgep/app>**. All bids shall be prepared and submitted in accordance with the given instructions. The tenderer shall examine all instructions, forms, terms and conditions detailed in the specification and Annexure and submit the rates and other particulars called for in this specification, as per the instructions and formats enclosed herewith. ✓

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**ANNEXURE – II –TERMS AND CONDITIONS FOR REVERSE AUCTION**

**Contact Details:**

Mr. S. Shanmuga Kumar DGM (Purchase)	Phone	04324–277 001	Fax	04324 – 276 368
	e-mail	<a href="mailto:shanmugakumar.s@tnpl.co.in">shanmugakumar.s@tnpl.co.in</a>		

**Selection process of vendors:**

- Bidders must submit the Process Compliance Statement duly signed, to TNPL along with Technical-cum-Commercial bid through Online portal : <https://tntenders.gov.in/nicgep/app>
- E – reverse auction will be conducted on the specified date and time intimated separately through e-mail
- On the event date, Vendors shall submit bids from their computers through Internet on <https://tntenders.gov.in/nicgep/app>. As and when other bidders place the bids, they would have the opportunity to revise their bid downwards if they wish to do so.
- The detailed procedure for reverse auction shall be as per the clause no.11 of Annexure – I: E-Tendering Terms And Conditions

**All other terms and conditions are as per TNPL tender.**

**Bidding Price Format:** Bidders should quote the **Rate on per MT basis in INR.**

- At the end of the sourcing event, TNPL will have a list of all the bidders with their final bids, and will decide on awarding the business based on the comprehensive value proposition of each Bidder.
- TNPL's decision on the award shall be final and binding. In case two bidders emerge as L1 in the bidding, the supplier who has placed the bid early would be considered active L1 and given weightage.

**All other terms and conditions are as per TNPL tender.**

**Opening Price:**

- Opening price is defined as The Lowest price obtained in the price bid (or) the rate proposed by TNPL will be fixed as opening price for reverse auction (e-auction).
- Bidders can bid lower than the Opening Price.

**Bid Decrement:**

Bid Decrement is the minimum fixed amount by which the next bid value can be decreased.

**Bid event format:**

This bid event will be conducted in Standard English Price Bid Event, with Alias Name Format.

**Quantity/Specifications/Terms and Conditions:**

Please refer the Scope of Work for the above details.

**Bidding Time & date:** Will be communicated to your registered mobile number/ E-mail by NIC separately.



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**EVENT INFORMATION**

**Extension Rule:**

- There would be system generated Auto Extensions of 10 minutes each, if there is a bid placed by any participating supplier(s) in the last 5 minutes.
- Extension of 10 minutes would happen for any number of times, if bid(s) is/are placed in the last 5 minutes.
- Extension will cease to occur, if no bid(s) are placed in the last 5 minutes.

**Illustration:**

- If a bid is placed between 14:55 Hours to 15.00 hours (say 14.57), the bidding would be extended till 15.10 hours.
- If no bids are placed between 14:55 hours to 15.00 hours, the bidding will conclude at 15.00 hours.

**Validity:**

The bidders should keep their bids valid for a period of 90 Days from the date of Closing of on-line auction. No bidder is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the bidder due to withdrawal of offer by him.

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*Handwritten signature*





**PROCESS COMPLIANCE STATEMENT**

Bid Event to be held for Transportation of Finished Goods (Reel / Bundle / Copier / Note Books) from TNPL Unit-1 at Kagithapuram to Pali (Rajasthan.)	<b>TNPL TENDER No</b>	<b>242513005637</b> <b>Dt.11.01.2025</b>
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**Name of the Organization:** \_\_\_\_\_

The following terms and conditions are deemed as accepted by us for participation in the above bid event.

We have accepted the auction rules on participation at the bid event. The award decision by TNPL would be final and binding on us.

- We will not divulge either our bids or those of other Vendors to any other external party.
- We agree to non-disclosure of trade information regarding the purchase, identity of TNPL, bid process, bid technology, bid documentation and bid details.
- Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of TNPL.
- Based on the competitive quotes received, TNPL's decision will be final and binding on us.
- Our participation in a bid event is by invitation from TNPL.
- TNPL is not obliged to place the contract if the expected price of the lots or event is not met. TNPL will be at liberty to cancel the bid event and initiate a fresh one, if necessary.
- Bids once made cannot be withdrawn or modified under any circumstances.
- TNPL can decide to extend, reschedule or cancel the auction.
- Bids cannot be increased. Subsequent bids from the same supplier need to be lower by at least the minimum bid decrement from the lowest bid.
- We shall indemnify and hold TNPL, its and their successors and assigns, officers, employees and agents harmless from any direct or indirect loss or damage and or claims for personal injury or property damage caused by any contractual problems or by our negligent or fraudulent act, omission or willful misconduct or breach of any term of this Agreement.
- TNPL or its employees or other representatives will not be liable for damages arising out of or in connection with the use of this site. This is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages and claims of third parties.
- TNPL does not guarantee continuous, uninterrupted or secure access to its services, and operation of the site may be interfered with by numerous factors outside of its control.
- **Validity:**

The bidders should keep their bids valid for a period of 90 Days from the date of Closing of on-line auction. No bidder is permitted to withdraw his quoted rate within the validity period. In case of withdrawal of offer, the EMD will be forfeited and TNPL may claim additional expenses, if any incurred, from the bidder due to withdrawal of offer by him.

We agree to have read, understand and agree to abide by this statement.

Organization	
Name	
Designation	
Signature & stamp /seal	
Date & Place	



TENDER NO.242513005637✓

ANNEXURE – III ✓

**COMMERCIAL BID****TRANSPORTATION OF FINISHED GOODS (REEL / BUNDLE / COPIER / NOTE BOOKS) FROM TNPL UNIT-1 AT KAGITHAPURAM TO PALI (RAJASTHAN).****DUE ON 21/01/2025**

NOTE: Before filling up the details, please carefully read all the points. No correction or overwriting is allowed.

01. Name of Tenderer on whom order to be released:		
Door No./Street		
Name of Village/Place/City:		
District / PIN Code		
Name of the Contact person		
Phone / Mobile No		
E-mail ID		
Income Tax PAN No. (copy of PAN card should be enclosed)		
GST Registration No. (copy of Registration should be enclosed)		
02.	Whether the tenderer understood and agrees Scope of works of Tender.	YES / NO
03.	Whether the Partners or Directors or Proprietor as the case may be of the Company are related to any of the Employees of TNPL. (If yes, a declaration to this effect giving the details of the Name of the Employee, Relationship, etc. should be provided separately.)	YES / NO
I / We hereby declare that the particulars furnished above are true and correct to the best of my/our knowledge and agree to the terms and conditions of TNPL. (In case of any mis-statement or false information furnished, the tenderer will disqualify in the tender).		
I / We hereby declare that all the terms and conditions of the TENDER NO.242513005637 have been read and understood by me/us. I/We accept all the terms and conditions contained in TENDER NO.242513005637.✓		
Date:		Name, Address & Signature with Seal
Place		
Contact Person		
Phone / Mobile No.		

TENDER NO.242513005637

ANNEXURE – IV

**PRICE BID****TRANSPORTATION OF FINISHED GOODS (REEL / BUNDLE / COPIER / NOTE BOOKS) FROM TNPL UNIT-1 AT KAGITHAPURAM TO PALI (RAJASTHAN).**

DUE ON 21/01/2025

IN ONLINE E-PROCUREMENT PORTAL THE FOLLOWING ARE TO BE FILLED IN PRICE BID (BOQ EXCEL FILE).

**Transportation of Finished Goods (Reel / Bundle / Copier / Note Books) from TNPL Unit-1 at Kagithapuram to Pali (Rajasthan) IN RATE PER MT.**

**Note: All Inclusive rate for RATE PER MT (Rs.) (BOQ) to be filled, validated and uploaded in NIC.**

The rate quoted above should be inclusive of present and anticipated Toll charges in enroute during the contract period - No additional charges will be paid during the entire contract period except revision in diesel price.

The quantity indicated in the tender is only our estimate and the same shall vary on either side without any limitation. The rate quoted by the tenders should not have any binding on quantity indicated in the tender.

**Note: Price Bid (BOQ) is to be filled in the given format (Excel file) & to be uploaded in online e-procurement portal.**

