

REF NO: BPC/TENDER/VDR/DISINVEST/01,Date 11th Dec, 2017

BHARAT PUMPS AND COMPRESSORS LIMITED
MIRZAPUR ROAD
PO- TSL
NAINI,
ALLAHABAD-211010

LETTER OF INVITATION

REQUEST FOR PROPOSAL (“RFP”) FOR ENGAGEMENT OF VIRTUAL DATA ROOM SERVICE PROVIDER FOR SECURELY HOSTING THE DOCUMENTS FOR DUE DILIGENCE IN RELATION TO THE STRATEGIC DISINVESTMENT OF BHARAT PUMPS & COMPRESSORS LIMITED (HEREINAFTER REFERRED TO AS THE “PROJECT ”)

Bharat Pumps & Compressors Limited (the “**Company**”), intends to engage a Virtual Data Room Service Provider for securely hosting the documents for due diligence in relation to the purposes of strategic disinvestment of the Company

The Company invites e-bids (“**e-Bids**”) from national corporate/firms/organisations/institutions, which have requisite experience in the field of secured virtual data room services as detailed in this RFP. The salient features of the Project, eligibility criteria and instructions on how to bid and other details are available in this RFP document uploaded on the website of the Company at www.bpcnaini.co.in and also on Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>.

Pursuant to this RFP, the persons who respond shall hereinafter be called as **Interested Bidder**. Interested Bidders are requested to submit their response to the RFP through the e-procurement portal accessible at <https://eprocure.gov.in/eprocure/app> on or before, 04.01.18, 2pm.

DISCLAIMER

1 This RFP document is neither an agreement nor an offer by Bharat Pumps & Compressors Limited (the “**Company**” or “**BPCL**”) to the prospective Interested Bidders or any other person. The purpose of this RFP is to provide information to the Interested Bidders that may be useful to them in the formulation of their proposals pursuant to this RFP.

2 The Company, its employees and advisors do not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and shall have no liability to any person, including any applicant or Interested Bidder, under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation through this RFP. It is not possible for the Company to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by the Company in relation to the Transaction and the scope of services. Such assumptions, assessments and statements do not purport to contain all the information that each Interested Bidder may require.

3 The Company will not have any liability to any prospective consultancy company/ firm or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the information and any other information supplied by or on behalf of Company or their employees, any consultants or otherwise arising in any way from the selection process for the Project. The Company will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Interested Bidder upon any statements contained in this RFP.

4 The Company will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that the Company is bound to select an Interested Bidder or to appoint the “**Successful Bidder**”, as the case may be, for the Project and the Company reserves the right to accept/ reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. The Company also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Bid in response to this RFP.

5 The Company reserves the right to change/ modify/ amend any or all provisions of this RFP document. The amendments shall be issued as an addendum to the RFP and will be made available on the website of the Company www.bpcnaini.co.in and also on <https://eprocure.gov.in/eprocure/app>

1. Background

Bharat Pumps & Compressors was established in 1970 to fill the tremendous gap that existed in the technology for manufacturing of rotating equipments for fluid handling in the country. With the growth in oil exploration and downstream industries such as refiners, petro-chemicals, chemicals and fertilizer, process industries as well as thermal, hydro and nuclear power plants, it was found that most of the equipments had to be imported. To meet the ever growing demand and to fill the gap, BPC successfully established within a short span of 15 years sophisticated capacity to manufacture indigenously high technology heavy duty Centrifugal and Reciprocating Pumps, Reciprocating Compressors and high pressure seamless and welded Gas Cylinders. Apart from this, the other areas in which complete foreign exchange saving are being made are Cementing Units and Sucker Rod Pumping Units.

With the objective to design, research & development and manufacture and supply of capital goods in the field of fluid handling provision of service connected therewith, BPC had entered into technical collaboration with world renowned manufacturers of pumps, compressors and high pressure gas cylinders. As a result in a very short duration of time the company established itself as a world class manufacturer for a wide range of high technology products.

KEY TECHNOLOGIES OF BPCL UNDER PUMPS & COMPRESSORS DIVISION

BPCL manufactures followings products under pumps & compressors division-

1. Reciprocating compressors
2. Centrifugal pumps
3. Reciprocating pumps
4. Cementing units
5. Sucker rod pumping units
6. Ammonia & Carbamate Pumps

The technology of above products have been obtained from following sources-

1. Reciprocating compressors – M/S NUOVO PIGNONE, ITALY
2. Centrifugal pumps – M/S POMPES GUINARD, FRANCE
3. Reciprocating pumps – M/S OIL WELL, USA
4. Cementing units – M/S BJ HUGHES, USA
5. Sucker rod pumping units – M/S ROMCONSULT, ROMANIA
6. Ammonia & Carbamate Pumps- URACA, Germany

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The technology adopted by BPCL for these products belongs to meet the requirements of following core sectors of national importance-

1. Refineries
2. Nuclear power & BARC
3. Oil & gas exploration sector such as ONGC, Oil India Ltd.
4. Petrochemicals sector
5. Fertilizers & chemicals
6. Power Plants
7. CNG filling stations
8. Coal & steel plants etc.

All our products are still in use of above sectors of national importance, therefore their technology are not in obsolescence. BPCL is regularly quoting against various customer's requirements and securing prestigious orders.

Further, there is regular demand of spares of our products from our customers, since our products are having their long life of 15 to 20 years. We are successfully supplying spares of our products to the full satisfaction of our customers based on technology acquired from various collaborators.

2. SCOPE OF WORK

- 2.1 Providing secured virtual data room services (“**VDR**”) for the purposes of hosting the documents in relation to the Transaction for a period not exceeding one year. The VDR services shall conform to the following :
 - 2.1.1. VDR shall be a web-based interface for document uploading and accessing, must support recent versions of all the leading web browsers like Mozilla Firefox, Internet Explorer, Microsoft Edge, Safari, Chrome, etc.
 - 2.1.2. Generic document types like plain text files, Portable Document Format (PDF), Microsoft Word, Microsoft Excel, Microsoft Power Point; common image formats, etc. shall be supported each with access protection.
 - 2.1.3. Generic documents shall be viewable in their respective formats directly and securely, each with access restrictions enabled on the web based interface with the ability to restrict download, replication, copying (in any manner whatsoever) of such files. All access to the VDR shall be logged and time-stamped.
 - 2.1.4. All necessary assistance for uploading data with proper security to the uploaded data will be given by the service provider.
 - 2.1.5. Support Digital Rights Management (DRM) or higher levels of data protection to restrict viewing/printing/copying of downloaded documents and provide control over termination of access to all such files.
 - 2.1.6. Document storage space of 10 GB for 6 months.
 - 2.1.7. Flexible scalability option for a period of one year and extendable on mutual agreement.
 - 2.1.8. Five hundred user licenses with ability to group users into categories as may be instructed and facility to add users in bulk and manage permissions for each of the users.
 - 2.1.9. There shall be no restrictions on the number of documents which may be uploaded or downloaded/viewed.
 - 2.1.10. The user interface shall be customizable which shall include a user-friendly document folder view that supports grouping, arranging, sorting, listing, arranging etc. with time-stamps.
 - 2.1.11. VDR shall support smart filters, indexing, keyword search and bulk print/download/upload operations each subject to the respective file permissions.

- 2.1.12. The Interested Bidder's data centres where the data is finally stored should be ISO 27001 certified with necessary safe data back-up facilities.

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Security features including :

- 2.1.13.1. Minimum 256 bit encryption,
 - 2.1.13.2. two factor authentication,
 - 2.1.13.3. permission based users roles,
 - 2.1.13.4. permission based user access to specific files and folders,
 - 2.1.13.5. copy, view, download, print enable/disable,
 - 2.1.13.6. automatic session timeout/expiration,
 - 2.1.13.7. watermarking,
 - 2.1.13.8. logging of each access and time-stamping,
 - 2.1.13.9. easy and quick hiding of documents/portions, etc should be supported for securing the data uploaded.
- 2.1.14. The provider shall ensure 99.5% uptime for the service once deployed.
- 2.1.15. Facility for role based user management (creation, deletion, modification, privilege assignment, access restrictions) shall be provided.
- 2.1.16. User access shall be restricted by valid credentials.
- 2.1.17. Activity tracking of each individual users should be possible with reports on downloads, etc. to be provided on a weekly basis and also on demand to the Company.
- 2.1.18. Audit trail of transactions related to data management shall be supported.
- 2.1.19. The provider shall commit that the data uploaded by the Company / its representatives as may be authorized shall never be used directly or indirectly for any other purposes and also that no one else including the customer support team of the provider would have access to the Company's data and any other data in the VDR.
- 2.1.20. 24x7 customer support over phone and email shall be available for all the technical and functional queries by the end users and/or the Company and/or representatives of the Company.
- 2.1.21. Alerts intimating the critical events, maintenance, etc. shall be given via email and sms in advance.
- 2.1.22. The Interested Bidder shall provide a written confirmation that post the assignment or upon the request of the Company, any and all data uploaded during the assignment have been returned to the Company on a disk and is permanently deleted and destroyed from the servers of the Interested Bidder including termination of access to all the files that may have been downloaded by end-users with immediate effect.

- 2.1.23. The Interested Bidder shall provide on-site scanning services including for colour documents and all sizes of paper.
- 2.1.24. The Virtual Data Room Services (VDR) to be started within 48 hours of intimation to service provider for the start of services.

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3. ELIGIBILITY CRITERIA

3.1. To be eligible for pre-qualification, an Interested Bidder shall fulfil the following conditions of eligibility:

3.1.1. The Interested Bidder shall have proprietary software which shall be capable of hosting the data room with all the features as outlined in Clause 2.1 .

3.1.2. The Interested Bidder should be an entity registered and operating in India.

3.1.3. Technical Capacity:

3.1.3.1. The VDR provider must host the Company's data on ISO 27001 Certified servers to ensure security, availability and privacy of the data. Copy of relevant ISO certificate must be enclosed.

3.1.3.2. The VDR provider must have worked with at least one reputed Indian company in last five years from the date of issue of the subject RFP. Photo copy of Work order/LOI, job completion certificate/ document showing proof of similar works (duly notarised) executed during last 05 years ending on 31-03-2017.

Work Experience :

- i) One Similar Completed Work costing not less than Rs. 6.00 Lakhs or
- ii) Two Similar Completed Works each costing not less than Rs. 3.75 Lakhs or
- iii) Three Similar Completed Works each costing not less than Rs. 3.00 Lakhs

3.1.3.3. The VDR provider must submit photo copy of PAN Card issued by Income Tax Authority and GST Registration certificate.

Note: “**Similar work**” shall mean Providing Service for Virtual Data Room for Securely Hosting Digital Documents.

3.1.4. Financial Capacity:

3.1.4.1. Average Turnover for last 3 years Rs. 2.25 Lakhs during the last three

financial years, i.e. 2014-15, 2015-16 and 2016-17.

3.1.4.2. Positive Net worth last 3 years ending 31st March of 2015, 2016 and 2017.

3.1.4.3. Solvency Certificate.

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4. SUBMISSION OF BIDS

- 4.1. The Company has adopted an online two-stage process accessible at <https://eprocure.gov.in/eprocure/app> (collectively referred to as the "Bidding Process") for selection of the Interested Bidder for award of the Project. The first stage (the "Qualification Stage") of the process involves pre-qualification of Interested Bidders in accordance with the provisions of the RFP. At the end of this stage, the Company expects to announce a short-list of suitable pre-qualified Interested Bidders who shall be eligible for participation in the second stage of the Bidding Process (the "Bid Stage") and shall be invited for the Bid Stage. At the same time, the Company shall notify the other Interested Bidders that they have not been shortlisted. The Company shall not entertain any query or clarification from Interested Bidders who fail to qualify.
- 4.2. The RFP can be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) as well as company's website (www.bpcnaini.co.in) by the Interested Bidders. The Interested Bidders are expected to have already enrolled on the Central Public procurement Portal. The Interested Bidders can download the RFQ-cum-RFP and then upload their Bids along with scanned copy of original documents required under this RFQ-cum-RFP duly signed on or before the stipulated time on the Bid Due Date.

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4.3. Schedule of the Bidding Process

The Company shall Endeavour to adhere to the following schedule:

Event description	Date
Qualification Stage	
Invitation to Interested Bidders to Bid Stage	11-12-2017
Last date for receiving queries	15-12-2017
Client response to queries latest by	18-12-2017
Bid Due Date	On or before 02-01-2018, 5pm
Submission of Original documents as per Tender Clause	On or before 04-01-2018, 2 pm
Opening of Techno Commercial Bids	04-01-2018, 4:30 pm
Opening of Price Bids	Will be intimated later.
Letter of Award to the Successful Bidder	Will be intimated later.
Signing of Service Agreement	Will be intimated later.

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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 bids submitted and the same have been opened on line. Bids 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 II /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,

GOVERNMENTE-PROCUREMENT SYSTEM

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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 II or 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.

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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.

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.

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- 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 openers 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 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.
 - 10) 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.

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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. A N Pandey**
Email: anpandeybpcl@gmail.com

Bharat Pumps & Compressors Ltd , Naini Allahabad

Office Contact no : (0532) – 2687417
Mobile no : 09936792423

- 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.) **Shri. Navendra Singh**
Email : navensing@bharatpumps.co.in

Mobile:- +919794999178

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**NOTE :-Requesting bidder to send first an e-mail wait for an hour or so.
Before making phone call
check holidays before doing so .**

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-II / 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

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

**www.safescrypt.com www.idrbtca.org.in www.tcs-ca.tcs.co.in
www.ncodesolutions.com www.e-Mudhra.com <http://hrinfracon.com> [Is LRA and
alliance partner of (n)Code Solutions (a div. of GNFC)] <http://crgcorporate.com>
[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>