

BID SUBMISSION PROCESS FLOW

Guidelines for Bid Submission

1. Please use your login id / password to logon to <http://etenders.ficci.in>
2. After successfully logging onto the FICCI E-tender platform, Bidder would be able to see and access all tender notifications published by FICCI.
3. Bidder will see the brief information about the tender such as Tender Title, Tender Fee, Earnest Money Deposit (EMD) etc on notification dashboard.
4. Before submitting the Bid for any Tender, Bidder must download the Tender Document by paying the tender fee and follow the instructions carefully mentioned in the Tender Document.
5. Tender fee should only be paid by online mode which would be non-refundable.
6. Technical bid document, financial bid document and other supporting documents must be prepared as per the requirements mentioned in the tender document only.
7. Bidder should be very careful during submitting the information for any e-tender and make sure that all information is shared as per the requirements before final submission. After final bid submission, bidder would not be able to edit the bid.
8. **Financial bid document should be password protected before it is uploaded on to <http://etenders.ficci.in>. If FICCI E-Tender committee finds the document without password, in its sole discretion, it would disqualify that particular bid.**
9. Earnest Money Deposit (EMD) must be paid manually (i.e. offline) for any tender before the closing date and time.
10. Bid should be submitted in online and offline mode. In offline mode, Bid should be submitted in two separate sealed envelopes. The first envelope shall be super scribed with Name of Tenderer, Tender No, Tender Title and Due date and the words "RFP Technical Bid" in capital letters. The first envelope shall be opened on the date of opening of RFP. The bidder should specifically provide full technical details of the service offered. No price details shall be given in this envelope. Violation to this would result in invalidation of proposal.
11. The second envelope shall be super scribed with the Name of Tenderer, Tender No, Tender Title and Due date and the words "RFP- Price Bid" "(Financial)" in capital letters. It shall contain full details of the price & commercial conditions. The original Bank Draft/Bankers Cheque in support of EMD duly indicating the Name of Tenderer, Tender No, Tender Title and Due date on the reverse of the Bank Draft/Bankers Cheque shall be enclosed with the envelope marked "RFP- Financial Bid".
12. The Offline bid should be submitted personally before due date and time of closing of bids or sent through courier to address mentioned in the tender document before due date and time of closing of bids.
13. FICCI would inform the shortlisted bidders for technical bid presentation via email, if required.