INSTRUCTIONS TO BIDDERS FOR ONLINE-BID SUBMISSION

1. (a) The Tender Notice is also available for download free of cost at **https://tntenders.gov.in** upto **15.07.2025** at 3.00p.m.

(b) The Bidders should download the documents which is digitally singed from this website **https://tntenders.gov.in**

2. The intending Bidder shall submit their completed tenders/ completed Bid documents through the website within the stipulated date and time.

3. The Bidders are instructed to digitally sign the Bid document using their e-token.

4. The Bidders are also instructed to use their Digital Signature (e-token) for e-submission through the website **https://tntenders.gov.in**

5. The following of documents are to be uploaded by the bidder at the time of submission of bids through the website after converting the documents into PDF form.

a. Scanned Copy of EMD
b. Conditions of contract.
c. Filled in BOQ.

Any clarifications regarding e-tendering you may contact the Commissioner at the following address:-

The Commissioner,
Coimbatore City Municipal Corporation,
Big Bazaar Street,
Coimbatore 641 001.
Phone No. 0422-2390261 to 63, 0422-2396026.
Mail : commr.coimbatore@tn.gov.in
Fax : 0422-2390167

The following instructions are to be followed for online submission of bids:-

1. The Bidder should do the necessary registration in the tender site using the option available. Then the Digital Signature Registration has to be done with the e-token, after logging into the site. The e-token (DSC) may be obtained from one of the authorized Certifying Authorities Mentioned in the website **https://tntenders.gov.in**.

2. The Bidder could login to the site through their user ID and password chosen during registration.

3. The e-token that has been registered should only be used by the bidder and should not be misused by others.

4. After downloading the tender documents, the Bidder should go through them carefully and then submit the documents duly filled in as required for otherwise, the bid will be summarily rejected. Incomplete bids will also be rejected summarily.

5. If there are any clarifications, the same may be obtained on line through the tender site or from the authorized officers of the Corporation. The Bidder should take into account of any corrigendum issued before submitting the bids online.

6. The Bidder shall in advance, should prepare the bid documents that is to be submitted as indicated in the tender schedule and they should be only in the prescribed format.

7. The Bidder should remit the prerequisite EMD as specified in the tender documents. The original should be sent by post/courier/hand over in person to the Tender Inviting Authority namely the Commissioner within the bid submission due date and time of tender.

8. The bidder should carefully read all the terms and conditions before submitting their bids.

9. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or unforeseen problems.

10. The details of the Earnest Money Deposit has to be submitted physically before the opening the tenders. The scanned copies furnished at time of e-submission and the original EMD instrument should be the same otherwise the Tender will be summarily rejected.

11. The Commissioner, Coimbatore Corporation will not be responsible for any sort of delay or the difficulty faced in the submission of tenders online by the bidders.

12. The bidder should submit the bid documents only through online mode at the website **https://tntenders.gov.in**

13. The tendering system will give a successful bid update message after uploading all the bid documents submitted and then a bid summary will be shown with the bid number, the date and time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed with the e-token of the bidder and then submitted.

14. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.

15. The Bidder should login to the website well in advance for bid submission so that the bidder submits the bid in time i.e., on or before the bid submission time. If there is any delay due to other issues the bidders only is responsible.

16. Each documents to be uploaded through on line for the tenders should be less than 2 MB. If any document is more than 2 MB, it should be reduced through win zip and the same shall be uploaded. However if the file size is less than 1 MB the transaction uploading time will be very fast.

17. The time settings fixed in the server side and displayed at the top of the tender site will be valid for all actions or requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

18. All the data being entered by the bidders will be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and will not be viewable by anyone until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized persons of the Corporation.

19. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used and Data storage encryption of sensitive fields is done.

20. The bidders are instructed to furnish the tenders through e-tendering online system to the tender inviting authority before 3.00 P.M. (as per Server System Clock) **on 15.07.2025**