INSTRUCTIONS TO BIDDER – ONLINE MODE

DEFINITIONS:

- **C1 India Pvt. Ltd.:** Service provider to provide the e-Tendering Software.
- **Prasar Bharati e-Procurement Portal:** An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on https://prasarbharati.eproc.in.

I. ACCESSING / PURCHASING OF BID DOCUMENTS :

- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasar Bharati. Bidders can see the list of licensed CA's from the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com

- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasar Bharati e-Tendering Portal (https://prasarbharati.eproc.in) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 450/- plus 18% GST through **online** mode (net banking/debit card/credit card). Validity of Registration is 1 year.

- The amendments / clarifications to the tender, if any, will be posted on the Prasar Bharati e-Tendering Portal (https://prasarbharati.eproc.in).

- To participate in bidding, bidders have to pay Tender Processing Fee according to the Tender Value (per Tender per Bid through online mode viz.

Estimated Value	Processing Fees per Tender per Bidder
Less than or Equal to Rs. 10 Lakhs	Rs. 475.00 + 18 % GST
More than 10 Lakhs but Less than or equals to 50 Lakhs	Rs. 925.00 + 18 % GST
More than 50 Lakhs	Rs. 1150.00 + 18% GST

- If in case, for any particular Tender, Estimated Cost is unknown to Prasar Bharati, the Processing Fee would Rs. 1150.00 + 18% GST

- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.

- Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Prasar Bharati e-Tendering Portal (https://prasarbharati.eproc.in).

- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: **0124-4302033/36/37, prasarbharatisupport@c1india.com.**

- It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Prasar Bharati nor C1 India Pvt. Ltd will be responsible for such eventualities.