

**FREQUENTLY ASKED QUESTIONS FOR THE BENEFIT OF THE VENDORS INTENDING TO  
SUPPLY GOODS AND SERVICES TO NSG**

S. No	Question	Answer
1	Am I eligible to supply goods and services to the NSG ?	Yes, any registered/licensed manufacturer or his authorized agent meeting the requirements of tender enquiry can participate with following condition a) Indian Manufacturer (Direct) b) Foreign Manufacturer (Direct) c) Indian Agent of Foreign manufacturer – It is compulsory for the Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organization i.e, DGS&D, without which they will not be eligible to participate in the tendering.
2	What are the conditions for participation of Indian agents of foreign manufacturers?	a) The Indian Agent of foreign manufacturers/principal are also allowed to bid in the tender subject to the following conditions:- i) The Indian Agents should be enlisted with DGS&D for tendered store on the date of opening of technical bids. However those Indian Agents (s) who have applied to DGS&D for registration/enlistment before the time and date of opening of technical bids can also be considered provided the enlistment with DGS&D is operational before opening of the price bid. ii) The Indian Agent will submit, along with the tender documents, a copy of the agreement with the foreign manufacturer/principal, giving particulars of precise arrangement with foreign principal and their interest in the business in India. Such agreement with foreign manufacturers/principal should be a long term agreement and not merely for the present tender. If the agreement is only for the present tender the offer received will be liable to be rejected. iii) The Indian Agent will provide details of the after sale service and post contractual support i.e repair, maintenance and supply of spare parts etc. iv) The Indian Agent will also be required to submit the details of his commission or any other arrangements with foreign manufacturer/principal for providing tendered items. b) Offer from firms who are not manufacturers or Indian Agents of foreign principles not enlisted with DGS&D will not be entertained.
3	Is registration compulsory on the e-Tendering portal (CPP Portal)?	Yes. Registration is compulsory on CPP portal.
4	What is CPP Portal?	CPP stands for Central Public Procurement developed by NIC and can be accessed through the web site <a href="http://eprocure.gov.in/cppp/">http://eprocure.gov.in/cppp/</a>
5	Do I need to pay some thing for enrolling in the CPP portal	No, Registration is done online and is absolutely free of cost.
6	Do I get any registration number after such enrollment?	No. After enrollment you will get an independent user ID and password.

THE QUANTITY ASKED QUESTIONS FOR THE BENEFIT OF THE VENDORS INTERESTING TO  
SUPPLY GOODS AND SERVICES TO NSG

7	I am registered with DGS&D/NSIC. Do I still need to enroll myself on the CPP portal?	Yes, even those suppliers who are registered with the DGS&D/NSIC must enroll themselves in the CPP portal to be able to participate in the online tenders floated by the NSG.
8.	How do I know when NSG has invited tenders for a particular product?	One must visit the CPP portal <a href="http://eprocare.gov.in/eprocare/app">http://eprocare.gov.in/eprocare/app</a> and the NSG website <a href="http://www.nsg.gov.in">www.nsg.gov.in</a> regularly for keeping tab on the latest tender enquiries floated by the Force. They are advertised in one national and one local newspapers from time to time. All tender enquiries are invariably published in ITJ (Indian Trade Journal).
9	Are all procurements made by various NSG offices advertised online?	Yes, with effect from 1.4.2015 all procurements above the value of 5 lakhs are notified on the CPP Portal as well as NSG website.
10	Is payment of tender fees compulsory even though I have downloaded the tender enquiry forms from the net?	Yes, if the tender documents specify, then the tender fees will have to be paid along with the other bid documents that have to be provided in original. Otherwise the bids are liable to be rejected. Tender fee is not refundable.
11	What are the documents that must be submitted offline(in hard copies)?	Please read the tender enquiry carefully to find out all the documents which must be given in soft copy form (Scanned Copies)*and the documents that must be given in hard copy. It is to be ensured that each and every document is correctly submitted.
12	What is a late and delayed tender?	Tender or modifications to tenders received after the specified time of opening are treated as "late tenders. Tenders and modifications to tenders received before the time of opening but after the due date and time for receipt of tenders are considered as "delayed" tenders. Both late and delayed tenders are to be rejected. The CPP portal does not accept any late or delayed bids but if there are delays in submission of hard copies of the documents as stipulated in the tender also, the bids are not considered valid.
13	Can I amend or withdraw my offer?	Amendments to the offer or its withdrawal are permissible before the opening of the tenders. Once tenders are opened you will not be permitted to either amend or withdraw your offer. Any such action could lead to rejection of offer and forfeiture of EMD.
14	What is EMD and Why should it be paid?	EMD stands for Earnest Money Deposit. It is taken by the organization to ensure that only serious bidders participate in the tender. This is a refundable deposit which is sought in the form of fixed deposit Receipt/crossed Bank Draft/Irrevocable Bank Guarantee. It may please be noted that Personal cheques are not acceptable.
15	How do I submit the EMD and tender fee?	EMD and tender fee in the form of FDR/Bank Deposit Receipt/Bank Guarantee must be scanned and attached to the tender during submission. The originals should be deposited in original on or before Time and date of receipt of offline/online tender at prescribed ,
16	What should be the validity of these banking instruments submitted as EMD?	The tender documents clearly indicate the period up to which the EMD has to be valid. The same should be strictly adhered to.
17	Is EMD liable to be forfeited?	Yes, if the tenderer withdraws, amends, impairs or derogates from the tender in any respect within the period of validity of his tender EMD could be forfeited.

