

NOTICE INVITING TENDER (NIT)

1.1 GENERAL

1.1.1 NAME OF WORK:

Uttar Pradesh Metro Rail Corporation (UPMRC) Ltd. invites Open e-tenders on International Competitive Basis (ICB) from eligible applicants from all countries and all areas, who fulfill qualification criteria as stipulated in clause 1.1.4 of NIT, for the work **“KNPCC-11 (Funded by EIB): Design and Construction of TBM Tunnel, Cut & Cover Tunnel, ramp after Double Pullia, ramps in Agriculture Depot for main line and depot connections and three underground metro stations (viz. Rawatpur, Kakadeo and Double Pullia) including Architectural finishes etc. on Corridor-2 of Kanpur MRTS Project at Kanpur, Uttar Pradesh, India”**.

The brief scope of the work and site information is provided in ITT Clause A1 & Employer's Requirements (Volume –3).

1.1.2 KEY DETAILS:

Approximate cost of work	INR 1025.00 Crores
Tender Security amount	<p>INR 20.50 Crores</p> <p>The instrument type for payment of tender security/ EMD shall be Demand Draft, Bank Guarantee, Insurance Surety Bond, RTGS, NEFT & IMPS. No other mode of payment will be accepted.</p> <p>(i) Payment of tender Security as per clause C 18.1.2 (i) of ITT is to be made by RTGS, NEFT & IMPS. The details of bank account of UPMRC are mentioned below. The bidders are required to upload scanned copies of transaction of payment of tender security including e-receipt (clearly indicating UTR No. & tender reference must be entered in the remarks at the time of online transaction of payment) in online bid submission, failing which payment may not be considered. (Copy of GST registration no. to be provided along with Tender security)</p> <p>Name of the Bank - HDFC Bank Banks Address - HDFC Bank Ltd, Tekari Chambers Ashok Marg, Lucknow Account Name - UPMRCL (Kanpur Project) Account No. - 50100301966502 IFSC code - HDFC0001267</p> <p>(ii) Payment of tender security as per clause C 18.1.2 (ii) of ITT is to be made by BG/Demand Draft. BG/Demand Draft shall be submitted in original in a sealed envelope in the office of CE/ Contract within due date and time of submission end date of tender.</p> <p>Validity of Tender Security in case of BG shall remain valid for a period of 45 days beyond the final bid validity period.</p>

Completion period of the Work	30 months
Tender documents on sale	From 07.02.2023 (from 11:00 hrs) to 05.04.2023 (up to 15:00 hrs.) on e-tendering website https://etenders.gov.in/eprocure/app . Tender document can only be obtained online on the website https://etenders.gov.in/eprocure/app
Tender documents Cost	INR 23,600/- (inclusive of 18% GST) Non-Refundable (Payment of tender document cost is to be made only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The details of bank account of UPMRC are mentioned below. The tenderers are required to upload scanned copies of transaction of payment of tender document cost including e-receipt (clearly indicating UTR No. & tender reference must be entered in the remarks at the time of online transaction of payment) in online bid submission, failing which payment may not be considered). (Copy of GST registration no. to be provided along with Tender document cost, if applicable) Name of the Bank - HDFC Bank Banks Address - HDFC Bank Ltd, Tekari Chambers Ashok Marg, Lucknow Account Name - UPMRCL (Kanpur Project) Account No. - 50100301966502 IFSC code - HDFC0001267
Last date of Seeking Clarification	13.03.2023 @ 18:00 Hrs Tenderers to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by fax or post will not be considered. Queries/clarifications from tenderers after due date and time shall not be acknowledged.
Pre-bid Meeting	13.03.2023 @ 15:00 Hrs The Pre-bid meeting shall be conducted through video conferencing by software apps such as Google Meet, Microsoft Team etc. All prospective tenderers who have made online payment towards the tender document cost shall have to provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting (latest by 11:00 hrs on 13.03.2023 to the registered official email of employer i.e. cecontract@upmrcl.co.in along with scanned copy of transaction of payment of tender cost / tender fee, including e-receipt (clearly indicating UTR No. and tender reference i.e. KNPCC-11 , so that links having details such as software, meeting ID, password etc. can be mailed to these

	persons at least 12 hours before the scheduled virtual pre- bid meeting.
Date &time of Submission of Tender	Tender submission start date: 23.03.2023 (11:00 hrs). Tender submission end date: 05.04.2023 (15:00 hrs).
Date & time of opening of Tender	06.04.2023 @ 15:00 Hrs.
Authority and place for seeking clarifications etc.	Chief Engineer (Contract), Uttar Pradesh Metro Rail Corporation, Administrative Building, Vipin Khand, Gomti Nagar, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow-226010, Uttar Pradesh, India https://etenders.gov.in/eprocure/app

Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification.

For further details, please visit official e-portal <https://etenders.gov.in/eprocure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.

1.1.3 SOURCE OF FUNDS:

UPMRCL has received Loan from multilateral funding agency (European Investment Bank - EIB) hereinafter- called "Funding Agency" towards the part cost of the Project, and intends to apply a portion of the proceeds of the loans to payments under this contract. Disbursement of the loans will be subject, in all respects, to the terms and conditions of the Loan Agreements, including the disbursement procedures and the applicable procurement guidelines of EIB. (https://www.eib.org/attachments/strategies/guide_to_procurement_en.pdf). No party other than UPMRC shall derive any rights from the Loan Agreement or have any claim to loan proceeds. The above Loan Agreement will cover only a part of the project cost. The remaining portion shall be financed through equity participation by the Government of India and Government of Uttar Pradesh and other appropriate means.

1.1.4 QUALIFICATION CRITERIA:

1.1.4.1 Eligible Applicants: A Tenderer may be from any country and all areas either a single entity or combination of entities in the form of a Joint Venture or Consortium under an existing agreement. Please refer Clause A3 of ITT (which under its sub-clause A3.10 also includes requirements/stipulations regarding (a) Lead Partner of JV/Consortium (b) Non Substantial Partners (c) Requirement for members of JV /Consortium (d) Change in JV /Consortium (e) Participation by Subsidiary Company or Parent Company with credentials of Parent or Subsidiary Company).

1.1.4.2 Minimum Eligibility Criteria:

A. Work Experience:

- (i) The tenderers will be qualified only if they have successfully completed or "substantially" ** completed similar work(s) as a prime contractor/ member of JV

during last seven years ending last day of the month previous to the month of tender Publish Date as given below):

At least One “similar work” * of value of **Rs. 820 Crores** or more.

OR

Two “similar works” * each of value **Rs. 512.50 Crores** or more.

OR

Three “similar works” * each of value **Rs. 410 Crores** or more.

***“Similar Work/s” for this contract shall be” Tunnelling work in urban environment which shall include minimum of 2.50 km of Tunnel length by Shield TBM (in case of twin tunnel each tunnel shall be counted as a separate Tunnel for calculation of length of tunnel) with finished internal dia of more than 5.0 mtr, along with or without underground station using cut & cover method which may include architectural finishing. In case this work does not include any underground station by cut & cover method or the station included in the work is of less than 4500 sqm plan area, the tenderer must have executed another work of minimum one underground station of plan area not less than 4500 sqm which may include architectural finishing. In case of JV/Consortium the work of tunnel & station may be by different partners”.**

- (ii) Tenderer (or atleast one member in case of JV/Consortium) should have carried out at least one “similar work” * of value **Rs. 410 Crores** or more in India or in a country outside their own country.
- (iii) For a Joint Venture / Consortium to qualify, each of its substantial partners (i.e. having at least 20% participation in JV/Consortium) must have experience of executing at least one Civil work of minimum 20% of NIT value in last 07 years ending last day of the month previous to the month of tender Publish Date

**** “Substantial”** completion shall be based on 80 (eighty) per cent (value wise) or more works completed under the contract as well as functional completion of the work. Client Certificate for ‘substantial completion’ of project/work/asset should contain two parts. Part -I shall contain ‘financial value of work done’ and part-II shall contain ‘certificate of functional completion of project/work/asset’.

Notes:

- The tenderer shall submit details of works executed by them as a prime contractor/member of JV, in Performa given in **Annexure-1** for the works to be considered for qualification of work experience criteria. **Prime contractor shall mean a bidder who has executed the works in the capacity of Contractor (and not in the capacity of Project Implementing Agency/ Project Executing Agency/ Employer/ Project Management Consultant (PMC) as defined in Clause 3.1.4 (i) of Manual for Procurement of Works, June 2022). Bidders should also specifically take note of clause no 4.5 of SCC.** Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. *The offers submitted without this documentary proof shall not be evaluated.* In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A (Chartered Accountant), T.D.S (Tax Deducted at Source) certificates for all payments received and copy of final/last bill paid by client shall be submitted.
- For completed works, value of work done shall be updated to last date of previous month of tender Publish Date, price level assuming 7% per annum simple rate inflation for Indian Rupees every year and 2% for foreign currency portions per year. Selling rate of exchange rate at the close of business of the State Bank of India on the day twenty

eight days before the latest date of Tender Submittal shall be considered for calculating equivalent value in INR.

- In case of Joint Venture / Consortium, full value of the work, if done by the same joint venture or any of members of the Joint Venture shall be considered. However, if the work done by them in any other JV/consortium, value of work as per his percentage participation in that JV shall be considered.
- Criterion for work experience for 'similar work', construction of u/g station by cut & cover method and tunnelling by Shield TBM (Para A) shall be satisfied by the tenderer himself (i.e. a single entity/JV/Consortium).
- Manual for Procurement of Works (Updated June, 2022) can be downloaded from website of Department of Expenditure, Ministry of Finance, Government of India.

B. - Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below:

(i) T1 – Liquidity: The tenderer must have liquidity at least **Rs. 58.57 Crores**.

- a) The liquidity shall be ascertained from Net Working Capital {Current Assets – (current liabilities + provisions)} as per latest audited balance sheet and/or from the Banking reference(s).
- b) Banking reference(s) should contain in clear terms the amount that the Bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Working Capital (as seen from the Balance Sheet) is negative, only the Banking reference(s) will be considered, otherwise the aggregate of the Net Working Capital and submitted Banking reference(s) will be considered for working out the Liquidity.
- c) The Banking references should be from a Scheduled Commercial Bank in India or from an International Bank of repute (in case of foreign vendors) acceptable to employer as **per standard proforma provided in NIT as Annexure 4** and it should not be more than 3 months old as on the date of submission of bids
- d) In Case of JV: - Requirement of working capital is to be distributed between members as per their percentage participation and every member should satisfy the requirement for his portion.

Example: Let member-1 has percentage participation=M and member-2 has percentage participation=N. If minimum working capital required is 'W' then working capital of member-1 $\geq \frac{W \cdot M}{100}$ and working capital of member-2 $\geq \frac{W \cdot N}{100}$

- e) In case the applicant is a Joint Venture/Consortium and if Banking Reference is issued by the bank in favour of the Joint Venture/Consortium for this contract, then it will be considered for the tenderer and if the Banking reference(s) is issued in favour of any member of JV/Consortium it will be considered only for that member.

(ii) T2 - Deleted

(iii) T3 - Net Worth: Net Worth of tenderer should be positive in last audited financial years.

In Case of JV/Consortium- Each member of the JV should have positive Net Worth in the last audited financial years.

- (iv) **T4 - Annual Turnover:** The average annual financial turnover of the bidder during the last three years ending 31st March of the previous Financial Years should be at least **Rs.307.50 Crores.**

The average annual turnover of JV/Consortium will be based on percentage participation of each member.

Example: Let Member-1 has percentage participation = M and Member-2 has = N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be = $(AM+BN)/100$

Notes:

- Financial data for latest last five audited financial years has to be submitted by the tenderer in **Annexure-2** of NIT along with audited balance sheets. The financial data in the prescribed format shall be certified by the Independent Financial Auditor (Statutory Auditor) of the company appointed under the Company Act or by a Chartered Accountant with his stamp and signature in original. In case any discrepancy in data is found between the balance sheet and the financial information submitted, the data as available in the balance sheet will be considered. In case audited balance sheet of the last financial year is not made available by the tenderer, he has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '4' audited financial years will be taken into consideration for evaluation. **If audited balance sheet of any other year than the last year is not submitted, the tender may be considered as non-responsive.**
- Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

(v) **Bid Capacity Criteria:**

Bid Capacity: The tenderers will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 1.5 * A * N - B$$

Where,

A = Maximum of the value of works executed in any one year during the last five financial years (updated at current price level assuming 7% per annum simple rate inflation for Indian Rupees every year and 2% for foreign currency portions per year), taking into account the completed as well as works in progress.

N = No. of years prescribed for completion of the work

B = Value (updated at current price level assuming 7% per annum simple rate inflation for Indian Rupees every year and 2% for foreign currency portions per year) of existing commitments and on-going works to be completed in next 'N' years.

In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work.

Example for calculation of bid capacity in case of JV / Consortium / Group

Suppose there are 'P' and 'Q' members of the JV / Consortium / Group with their participation in the JV / Consortium / Group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out 'X' and 'Y' respectively, then Bid Capacity of JV / Consortium / Group shall be as under:

$$\text{Bid Capacity of the JV / Consortium / Group} = 0.7X + 0.3Y$$

Notes:

- Financial data for latest last five financial years has to be submitted by the tenderer in **Annexure-2** along with audited financial statements. The financial data in the prescribed format shall be certified by the Independent Financial Auditor (Statutory Auditor) of the company appointed under the Company Act or by a Chartered Accountant with his stamp and signature in original. In case any discrepancy in data is found between the balance sheet and the financial information submitted, the data as available in the balance sheet will be considered.
- Value of existing commitments for on-going works during period of this NIT of this tender starting from first date of the month of tender publish date in **Annexure-3**. These data shall be certified by the Chartered Accountant with his stamp, signature, membership no and UDIN No.

1.1.5 The tender submission of tenderers, who do not qualify the minimum eligibility criteria stipulated in the clauses 1.1.4.2 above, shall not be considered for further evaluation and therefore rejected. If the tenderer fails to meet the eligibility and qualification criteria, then further scrutiny of other technical parameters will not be done and Financial Proposals of such Tenderers shall not be opened.

The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.4.2 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT. Technical proposals meeting the Technical requirement and found substantially responsive only will be qualified for opening of their Financial Proposal.

1.1.6 Minimum Key Staff requirement –

A. Civil Works including Tunnel, Underground Stations, ramps, architectural finishes etc.

a) Project Manager – having minimum 20 years of total experience out of which 10 years should be in projects of similar nature.

b) Deputy Project Manager (DPM) Station - having minimum 15 years of total experience out of which 8 years should be in projects of Under Ground Metro Construction.

c) Deputy Project Manager (DPM) Tunnel - having minimum 15 years of total experience out of which 8 years should be in tunnelling.

d) Station In-Charge (one for each station) - having minimum 8 years of total experience out of which 3 years should be in projects of Under Ground Metro Station Construction.

e) Chief Safety Manager – As per the qualification and experience given in

General Instruction – 2 of employer SHE manual.

f) Chief Quality Manager – having minimum 15 years of total experience out of which 5 years should be in projects of Metro Construction.

g) Electrical Utility Engineer- having minimum 10 years of total experience out of which 5 years should be for Electrical utility diversion works related to Metro Construction.

h) Safety Manager – As per the qualification and experience given in General Instruction – 2 of employer SHE manual.

NOTE: CVs of above Key Personals shall be submitted in a format that suitably illustrates the Qualifications and Work Experience of Key Personal proposed to be deployed. Indicative proforma for submission of CVs is placed as Annexure – 5 of NIT.

1.1.7 The Tender documents consist of:

Volume 1

Notice Inviting Tender
Instructions to Tenderers (including Annexures)
Form of Tender (including Appendices)

Volume 2

General Conditions of Contracts
Special Conditions of Contract (including Schedules)

Volume 3

Employer's Requirements – General
Employer's Requirements – Functional
Employer's Requirements – Design
Employer's Requirements – Construction
Employer's Requirements – Appendices

Volume 4

Outline Design Specifications

Volume 5

Outline Construction Specifications

Volume 6

Tender Drawings

Volume 7

Bill of Quantities

Volume 8

Condition of Contract on Safety, Health & Environment (SHE)

Volume 9

Reference Document - Geotechnical Report

1.1.8 The contract shall be governed by the documents listed in para 1.1.7 above along with latest edition of CPWD Specification, IRS Specifications & MORTH Specifications. These may be purchased separately from the market by the tenderer.

1.1.9 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Chief Engineer (Contract), Uttar Pradesh Metro Rail Corporation, Administrative Building, Vipin Khand, Gomti Nagar, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow-226010.

1.1.10 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause E4 of "Instructions to Tenderers" and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.

1.1.11 The intending tenderers must be registered on e-tendering portal

<https://etenders.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process. Instructions for online bid submission is attached as **Annexure A** to NIT.

- 1.1.12** The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid Class-II or Class-III digital signature. The tender document can only be downloaded or uploaded using Class-II or Class-III digital signature. However, the tenderer shall upload their tender on <https://etenders.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.
- 1.1.13** Tender submissions shall be done online on <https://etenders.gov.in/eprocure/app> after uploading the mandatory scanned documents towards tender documents cost such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and scanned copy Tender Security (and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.1.14** Submission of Tenders shall be closed on e-tendering website of employer at the date & time of submission prescribed in NIT after which no tender shall be accepted. It shall be the responsibility of the tenderer to ensure that his tender is submitted online on e-tendering website <https://etenders.gov.in/eprocure/app> before the deadline of submission. The Employer shall not be responsible for any delay, difficulties and/or inaccessibility of the downloading and/or uploading facility from the e-procurement portal for any reason whatsoever.
- 1.1.15** Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.1.16** Tenders shall be valid for a period of **180 days** from the end date of submission of Tenders and shall be accompanied with a tender security of the requisite amount as per Clause C18.1 of ITT.
- 1.1.17** The Tender procedure will be carried out in line with EIB's Guide to Procurement: http://www.eib.org/attachments/strategies/guide_to_procurement_en.pdf.
- 1.1.18** Employer reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the employer for rejection of his proposal.
- 1.1.19** Tenderers are requested to visit e-tendering portal <https://etenders.gov.in/eprocure/app> regularly for any Employer's issued clarifications, addendum, corrigendum and/or due date extensions.
- 1.1.20** Employer will award the Contract to the Tenderers whose Tender has been determined to be substantially responsive and compliant to the requirements contained in the Tender Documents and who has offered the Lowest Evaluated Reasonable Tender Price. Variant bids are not allowed.
- 1.1.21** Any suit or application, arising out of any dispute or differences on account of this tender shall be filed in a competent court at Lucknow, Uttar Pradesh only and no other court or any other district of the country shall have any jurisdiction in the matter.

Chief Engineer(Contract)
Uttar Pradesh Metro Rail Corporation

Instructions for Online Bid Submission

The tenderers 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 tenderers 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://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Tenderers are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "**Online tenderer Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the tenderers will be required to choose a unique username and assign a password for their accounts.
- 3) Tenderers 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 tenderers will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage), with their profile. Digital Signature Certificate (DSC) must be obtained from any Certifying Authority empanelled with the Controller of Certifying Authority of India (e.g. Sify / nCode / eMudhra etc.), details of which are available on e-procurement portal under the link "Information about DSC". Issuance of Digital Signature Certificate may take at least seven to ten business days, which may extend up to twenty-one business days in case of foreign applicants. Procedure for obtaining Digital Signature Certificate (DSC) by foreign applicants is available on e-procurement portal under the link "Downloads". Tenderers are advised to plan their time accordingly and the Employer shall bear no responsibility for accepting tenders which are delayed due to non-issuance or delay in issuance of such Digital Signature Certificates.
- 5) Only one valid DSC should be registered by a tenderer. Please note that the tenderers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Tenderer 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.
- 7) The Tenderers may report to the Employer by emailing to cecontract@upmrci.co.in, if they have problem with in obtaining Digital Signature Certificate or in case of any restrictions related to debarment on the portal
- 8) Instructions for entering complaint/suggestion: The grievances or suggestions can be entered from the Home Page of the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>).
- 9) For further information and any assistance in this regard Tenderers are advised to contact e-procurement helpdesk by either:

- a. emailing to support-eproc@nic.in
- b. phoning (0120-4200 462, 0120-4001 002/5, 0120-6277787

International tenderers are requested to prefix +91 as country code

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate tenderers 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 tenderers 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 tenderers 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 tenderers through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The tenderer 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.

PREPARATION OF BIDS

- 1) Tenderer 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) Tenderer, 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.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Tenderer has to ensure that size of each file should not exceed 40 MB before uploading.
- 5) 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 tenderers. Tenderers 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) Tenderer 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. Tenderer will be responsible for any delay due to other issues.
- 2) The tenderer has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Tenderer should upload the scanned copy of Tender Security as per the instructions specified in the tender document. Otherwise the uploaded bid will be rejected.

- 5) Tenderers 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.
- 6) The server time (which is displayed on the tenderers' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the tenderers, opening of bids etc. The tenderers should follow this time during bid submission.
- 7) All the documents being submitted by the tenderers 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 128bit 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.
- 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.
- 11) The Tenderer whosoever is submitting the tender by his digital signature certificate shall invariably upload the scan copy of the authority letter with the tender submission.

ASSISTANCE TO TENDERERS

- 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 in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal Contact at:

Tel: The 24 x 7 Help Desk Number 0120-4200 462, 0120-4001 002/5, 0120-6277787.

E-Mail: support-eproc@nic[dot]in

International tenderers are requested to prefix +91 as country code.