



NATIONAL HIGH SPEED RAIL CORPORATION LIMITED

**SUPPLY OF MANPOWER SERVICES
(EXECUTIVES/PROFESSIONALS/OFFICE BOYS)**

CONTRACT PACKAGE NO: NHSRCL/CO/AD/PROCU-AG/2020/35

**TENDER DOCUMENTS
(Single Stage Two Packet Bid)**

**National High Speed Rail Corporation Ltd.
2nd Floor, Asia Bhawan,
Road No. 205 Sector-9, Dwarka,
New Delhi-110077**



NOTICE INVITING TENDER (NIT)
(e-Tender)

1.1 GENERAL

1.1.1 Name of Work:

National High Speed Rail Corporation Ltd. (NHSRCL) invites online open e-tenders from eligible applicants, who fulfil qualification criteria, for Supply of Manpower Services (Executive/Professionals/Office Boys)

Tender documents may be downloaded from CPPP site <https://etenders.gov.in/eprocure/app> as per the schedule as given in 1.1.2 below.

The brief scope of the services is provided in Terms of Reference (TOR).

1.1.2 Key details:

Published Date	08.12.2020 at 1700 hrs
Tender Security	<p>Amount of Tender Security: - INR 1,60,000/- (INR Fifty Three Thousand only)</p> <p>Only RTGS/NEFT/IMPS transactions are accepted. Bidders shall upload the scanned copies of transaction of payment of tender security/ EMD including e-receipt (clearly indicating UTR No. and tender reference i.e. NHSRCL/CO/AD/PROCU-AG/2020/35 must be entered in remarks at the time of online transaction of payment, failing which payment may not be considered) to be uploaded in online bid submission. The detail of bank account of NHSRCL is mentioned below this table.</p> <p><u>Note: Bidders to note that the payment of tender security shall be made from the account of bidder only.</u></p> <p><u>If tender security has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.</u></p>
Completion period of the Services	36 Months from Commencement of date
Tender document Download	<p>09.12.2020 (from 0900 hrs) on e-tendering website https://etenders.gov.in/eprocure/app.</p> <p>Tender document can only be obtained online on the website https://etenders.gov.in/eprocure/app.</p>
Cost of Tender documents	<p>INR 5,900/- (inclusive of 18% GST) Non- Refundable</p> <p>(Payment of tender document cost/tender fee is to be made only by RTGS/NEFT/IMPS. No other mode of payment will be accepted. The details of bank account of</p>



	<p>NHSRCL are mentioned below. The bidders are required to upload scanned copies of transaction of payment of tender document cost/tender fee including e-receipt (clearly indicating UTR No. and tender reference i.e. NHSRCL/CO/AD/PROCU-AG/2020/35 must be entered in remarks at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission.</p> <p>(Copy of GST registration no. to be provided along with Tender document cost/ tender fee)</p>
Online Clarification Start Date	10.12.2020 from 0900 hrs.
Online Clarifications End Date	16.12.2020 upto 1700hrs Queries/clarifications from bidders after due date and time shall not be acknowledged.
Pre-bid Meeting	16.12.2020 at 11:00 hrs. (online)
Last date of issuing clarifications	22.12.2020
Date & time of Submission of Tender online	Tender submission start date: 23.12.2020 from 09:00hrs Tender submission end date: 29.12.2020 up to 15:00 hrs.
Date & time of opening of Tender online	30.12.2020 at 15:00 hrs.
<ul style="list-style-type: none"> Authority for seeking Clarifications Place of pre-bid meeting 	<ul style="list-style-type: none"> General Manager/ Contract-1 Online (through VC) (Request to be sent by prospective bidders by 15.12.2020 (upto 1700 Hrs) on email tendercontract@nhsrcl.in)

To facilitate payment of Tender Fee and Tender Security through RTGS, NEFT & IMPS, the details of bank account of NHSRCL is mentioned below:

Name of Bank	Bank's Address	Account Name & No.	Account Type	IFSC Code
HDFC Bank Limited	209-214, Kailash Building, 26, Kasturba Gandhi Marg, New Delhi-110001	57500000079852	Current	HDFC0000003



1.1.3 QUALIFICATION CRITERIA:

1.1.3.1 Eligible Applicants:

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria. JV/Consortium are not allowed to participate. The eligible nationality of tenderer(s) shall be India.
- ii.
 - (a) NHSRCL/Ministry of Railways along with any of their attached and subordinate offices/ Any metro rail organizations in India (owned by Govt.)/ Order of Ministry of Commerce applicable for all Ministries must not have banned business with the tenderer (including any member in case of JV/consortium) as on the date of tender submission. The tenderer should submit undertaking to this effect in Appendix-7 of Form of Tender.
 - (b) Also no contract of the tenderer executed either individually or in a JV/Consortium, should have been rescinded / terminated by NHSRCL/Ministry of Railways along with any of their attached and subordinate offices/ Any metro rail organizations in India (owned by Govt.) after award during last 03 years (from the last day of the previous month of tender submission) due to non-performance of the tenderer or any of JV/Consortium members. The tenderer should submit undertaking to this effect in Appendix- 7 of Form of Tender. Non-performance, which is basically termination of the Contract as decided by the Employer, shall include all Contracts where non-performance was not challenged by the Contractor, including through referral to the dispute resolution mechanism under the respective Contract or by written representation/ appeal to the Employer or in any appropriate court.
 - (c) If the Tenderer does not meet the criteria stated in the Appendix-7, the tenderer shall be considered ineligible for participation in tender process.

iii. Public Procurement Policy for Micro and Small Enterprises (MSEs):

- a) Procurement Preference to Micro and Small Enterprises (MSEs) as admissible under Government's existing policy on the date of opening of bid shall be applicable to Micro and Small Enterprises (MSEs) registered with any statutory bodies specified by Ministry of Micro, Small & Medium Enterprises having Udyog Aadhaar Memoranda shall also be given all benefits under Public Procurement Policy Order 2012.
- b) The bidders shall submit photocopy of current and valid MSEs registration certificate inclusive of all the pages showing the category of entrepreneur – whether the registered firm is owned by General or SC/ST entrepreneurs, monetary limit of their registration for the items tendered to avail the benefits under the policy. The SMEs shall also submit a copy of "Entrepreneur's Memorandum (Part – II)" of the concerned District Centre where the unit is established. The MSEs must also indicate the terminal validity date of their registration.
- c) Such MSE registered firms shall be exempted from payment of Tender document cost and payment of Tender Security.
- d) Definition of MSEs owned by SC/ST is as given below:
 - (i) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - (ii) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (iii) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- e) All bidders registered under Micro and Small Enterprises (MSEs) shall have to satisfy the eligibility criteria at par with other bidders. There shall not be any relaxation in eligibility criteria/bidding process or other bid requirement and L1 price.
- f) If lowest valid bidder is non-MSE firm, then in such a case purchase preference facility shall not be applicable in the bid as quantity cannot be split. The total quantity shall be offered to the lowest valid



bidder irrespective of their registration status and the benefit to MSEs shall be limited to exemption from cost of tender document and tender security only.

g) The above facilities shall not be applicable for the items for which they are not registered.

iv. Startup India:

a) All Startups (whether Micro & Small Enterprises or otherwise) are exempted from cost of Tender document and Tender security.

b) Definition of Startup:

Startup means an entity recognized as Startup by Department of Industrial Policy and Promotions (DIPP), Ministry of Commerce and Industries, Govt. of India.

1.1.4 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of General Manager/ Contract-1, National High Speed Rail Corporation Ltd., 2nd Floor, Asia Bhawan, Road No. 205, Sector-9, Dwarka, New Delhi-110077.

1.1.5 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in "Instructions to Tenderers" shall be considered as non-responsive and is liable to be rejected.

1.1.6 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.

Bids shall be submitted online only at CPPP website: <https://etenders.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow "Instructions for Online Bid Submission" provided below.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1.1.7 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.

1.1.8 Tender submissions shall be done online on <https://etenders.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India or scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS (and other documents as stated in the tender document). Instructions for on-line bid submission are furnished hereinafter.

1.1.9 Submission of Tenders shall be closed on e-tendering website <https://etenders.gov.in/eprocure/app> at the date & time of submission prescribed in NIT after which no tender shall be accepted.

It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted online on e-tendering website <https://etenders.gov.in/eprocure/app> before the deadline of submission. NHSRCL will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

1.1.10 Tenders shall be valid for a period of 90 days (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the date of submission of Tenders.

1.1.11 NHSRCL 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 NHSRCL for rejection of his proposal.

1.1.12 Intending Bidders are advised to visit this website <https://etenders.gov.in/eprocure/app> regularly till closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/ amendment.

1.1.13 Courts in New Delhi alone shall have the jurisdiction to entertain any application or other proceedings in accordance with Laws of India in respect of anything arising under this Bid.

**General Manager/ Contract-1,
National High Speed Rail Corporation Ltd.,
2nd Floor, Asia Bhawan, Road No. 205,
Sector-9, Dwarka, New Delhi-110077.**



Instructions for Online Bid Submission

The bidders 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 bidders 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) Bidders 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 bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders 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 bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders 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 bidders 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 bidders 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 bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder 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) Bidder 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) Bidder, 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. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.



- 4) 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, GST certificate copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders 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) Bidder 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders 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 bidders. Bidders 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 bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid shall be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders 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 128 bit 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. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.

ASSISTANCE TO BIDDERS

- 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 Helpdesk.

- 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, 0120-6277 787.
E-Mail: support-eproc@nic.in

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

