NATIONAL HIGH-SPEED RAIL CORPORATION LIMITED

(SERVICES FOR PROVIDING VEHICLE ON HIRING BASIS TO NHSRCL FOR MUMBAI - AHMEDABAD HIGH SPEED RAILWAY PROJECT IN GUJARAT FOR SURAT OFFICE)

Tender No: NHSRCL/(ST)/MA/AD/Vehicle/2021/03

TENDER DOCUMENTS
(Single Stage Two Packet Bid)

VOLUME 1

NOTICE INVITING TENDER (NIT)

INSTRUCTIONS TO TENDERER (ITT)

FORM OF TENDER (FOT)

NATIONAL HIGH SPEED RAIL CORPORATION LTD.
#1001-1006, 10th Floor Swastik Universal, Tower A, Wing –B, Opp. Central Mall,Dumas Road, Rundh, Surat – 395007.

National High Speed Rail Corporation Ltd. Reg. No. 291002

Notice Inviting Tender

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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 as stipulated in Clause 1.1.3 of NIT, for hiring of vehicle in Gujarat under CPM/Coordination for the official use for a period of 24 months.

The brief scope of the work is provided in Clause A1 of ITT (Volume-1) and Employer's Requirement-Functional (Volume-3).

1.1.2 Key details:

Tender Security	Amount of Tender Security: - INR Rs. 2,60,400.00/- Payment of Tender Security is to be done only by RTGS, NEFT & IMPS and no other mode of payment will be accepted. The bidder shall upload the scanned copies of transaction of payment to tender security/EMD including e-receipt clarify indicating UTR no .and tender reference i.e. **NHSRCL/(ST)/MA/AD/Vehicle/2021/03** 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. **Note: Bidders to note that the payment of tender security shall be made from the account of bidder only.** **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.** For further details, clause C18 of ITT may be referred.
Completion period of the Work	24 months
Tender documents on sale	From 23/11/2021 (from 0900 hrs) to 14/12/2021 (upto 1500 hrs) on e-tendering website https://eprocure.gov.in/eprocure/app.

	Tender document can only be obtained online after registration of tenderer on the website https://eprocure.gov.in/eprocure/app.
Cost of Tender documents	INR Rs. 11,800/- (Including 18 % GST) Non-Refundable (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 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/(ST)/MA/AD/Vehicle/2021/03** 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. **(Copy of GST registration no. to be provided along with Tender document cost/ tender fee)**
Last date of Seeking Clarifications	*06/12/2021* up to 17:00 hrs. Queries/clarifications from bidders after due date and time shall not be acknowledged.
Pre-bid Meeting	*01.12.2021 at 11:00* hrs.
Place of pre-bid meeting	*ONLINE (request for pre-bid meeting to be sent by prospective bidders to office.surat@nhsrcl.in latest by 30.11.2021 at 17:00 hrs.)*
Last date of issuing addendum	*08.12.2021*
Date & time of Submission of Tender online	Tender submission start date: 23.11.2021 at 09:00 hrs. Tender submission end date: 14.12.2021 at 15:00 hrs.
Date & time of Opening of Tender online	*15.12.2021* at 12:00 hrs
Authority for seeking clarifications	*Chief Project Manager/Surat* *#1001-1006, 10th Floor Swastik Universal, Tower A, Wing –B, Opp. Central Mall, Dumas Road, Rundh, Surat – 395007. Email ID: - office.surat@nhsrcl.in* *Phone No:- 0261-2209858*

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

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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, consortia or joint ventures) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.

ii. (a) The eligible nationality of the tenderer(s) shall be (i) India in the case of the Tenderer and (ii) All countries and areas in the case of the sub-contractor(s). A non-Indian firm is permitted to tender only in a joint venture or consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in India under Companies Act-1956 with minimum 26% participation.

(b) A tenderer shall submit only one bid in the same tendering process, ~~either individually as a tenderer or as a partner of a JV/Consortium.~~ A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a subcontractor while submitting a bid individually or as a partner of a ~~JV/Consortium~~/Association in the same bidding process.

iii. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.

iv. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:

(a) a tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for / on implementation of the project;

(b) a tenderer is any associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or

(c) a tenderer lends, or temporarily seconds its personnel to firms or organisations which are engaged in consulting services for the preparation related to procurement for / on implementation of the project, if the personnel would be involved in any capacity on the same project.

v. (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-19** of Form of Tender.

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(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 (not applicable) members. The tenderer should submit undertaking to this effect in **Appendix- 19** 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 or any of the constituent 'substantial member(s)' of JV/Consortium (not applicable) does not meet the criteria stated in the **Appendix-19**, the tenderer including the constituent 'substantial member(s)' of JV/Consortium (not applicable) shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms of Clause 1.1.3.1 of NIT.

(d) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19, the same will be considered as "fraudulent practice" under Clause 4.33.1 (a) (ii) of GCC and the tender submission of such tenderers will be rejected besides taking further action ~~as per Clause 4.33.1 (b) & 13.2.1 of GCC.~~

vi. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years or it is in the process of winding-up or there is a case of insolvency pending before any Court on the deadline of submission of bids. The tenderer should submit undertaking to this effect in **Appendix-20** of Form of Tender.

vii. LEAD PARTNER/ NON-SUBSTANTIAL PARTNERS/ CHANGE IN JV/ CONSORTIUM – (NOT APPLICABLE)

a. Lead partner must be a substantial partner in the JV/Consortium (not applicable) and **it should have a minimum of 40% participation in JV/Consortium.** A substantial partner shall be having minimum of 26% participation in JV/Consortium**. Each substantial partner** in case of JV/Consortium (not applicable) shall have experience of executing at least one "similar work" of minimum 30% of NIT value in last 07 years.

b. **Each non-substantial partner should have a minimum of 20% participation in the JV/Consortium.** Partners having less than 26% participation will be termed as non- substantial partner and will not be considered for evaluation which means that their financial soundness and work experience shall not be considered for evaluation of JV/Consortium. In the tender for Civil / Electrical / Signalling / Tracks & Other System Work**, a Joint Venture / Consortium to qualify, each of its non-substantial Partner must have experience of executing at least one Civil / Electrical / Signalling–/ Tracks & Other System

Work** of minimum 20% of NIT value in last 07 years. **Strike whichever are not applicable". The tenderer shall submit details of above works in the Performa of **Appendix-17 & 17A** of FOT etc. as per Notes b), c), d) & g) of Clause 1.1.3.2.A of NIT.

c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of bids. In case of changes during tendering stage, the bid shall be treated as non –responsive.

d. The tenderer, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial/non-substantial partner in the JV agreement/ MOU submitted vide foot note (d) of Appendix 6 of Form of Tender, providing clearly that any abrogation/subsequent re-assignment of any responsibility by any substantive/non-substantive partner of JV/Consortium (not applicable) in favour of other JV/Consortium (not applicable) partner or any change in constitution of partners of JV/Consortium (not applicable) (without written approval of Employer) from the one given in JV agreement /MOU at tender stage, will be treated, as 'breach of contract condition' and/or 'concealment of facts' (as the case may be), vide GCC clause 4.33.1 [a (ii) and (iii)] and acted accordingly.

e. The Employer in such cases, may in its sole discretion take action under clause 4.33.1 (b) of GCC against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium (not applicable) ineligible for award of any tender in NHSRCL or take action to terminate the contract in part or whole under clause 13 of GCC as the situation may demand and recover the cost/damages as provided in contract.

viii. Participation by Subsidiary Company / Parent Company with credential of other Company

a. Applicant in the capacity of a Subsidiary Company as a single entity is not permitted to use the credential of its Parent Company and/or its Sister Subsidiary Company/ Companies unless the Applicant participates in tender as JV/Consortium (not applicable) with its Parent Company and/or its Sister Subsidiary Company/ Companies as a member(s) in JV with minimum 26% participation each (as substantial member) for such member(s).

b. Applicant in the capacity of a Parent Company as a single entity is not permitted to use the credential of its Subsidiary Company/ Companies unless the Applicant participates in tender as JV/Consortium (not applicable) with its Subsidiary Company/ Companies as a member(s) in JV with minimum 26% participation each (as substantial member) for such member(s).

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ix. **Purchase Preference to Local Suppliers/Preference to Make In India:** Not applicable

x. **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 MSEs 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.

h) The above facility shall be applicable only in case of single entity or all member in JV/Consortium (not applicable) are registered and eligible MSEs.

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xi. **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 recognised as Startup by Department of Industrial Policy and Promotions (DIPP), Ministry of Commerce and Industries, Govt. of India.

c) The above facility shall be applicable only in case of single entity or all member in JV/Consortium (not applicable)are registered and eligible Startups.

1.1.3.2 Minimum Eligibility Criteria:

A. Work Experience: The tenderers will be qualified only if they have substantially completed work(s)**, completion date(s) of which falling during last seven years ending last day of the month previous to the month of tender submission as given below:

(i) At least one "similar work" * of value of INR 97 Lakhs –or more.
OR

(ii) Two "similar works" *each of value of INR 65 Lakhs, *or* more.
OR

(iii) Three "similar works" *each of value of INR 49 Lakhs or more.

*The "Similar works" for this contract shall be "hiring of Hatchback /SUV. in various organization like Government, Public Sector Unit, Special Purpose Vehicle and Private for their officials for office use and site inspection. The private organization should be listed on National Stock Exchange (NSE) or Bombay Stock Exchange (BSE) in Incorporated/listed at least five years prior to the date of opening of this tender.

** Substantially completed means where 80% payment of the contract value has been received.

** ~~The purchase order will not be treated under the category of similar work for this tender.~~ (NOT APPLICABLE)

- ~~If the tenderer is a JV/Consortium (not applicable)having foreign partner(s) and above work(s) have been executed by the foreign partner of JV and the work(s) were done in the country of the foreign partner, then in addition to this the foreign partner must have executed works (which need not be similar in nature) of total put together of value INR ---------*[Generally 30% of Estimated cost]* or more outside the country of the foreign partner.~~

Notes:

a) Work experience of only substantial partner (partner with share of 26% or more in the JV / Consortium) shall be considered for evaluating of

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JV/Consortium.

b) The tenderer shall submit details of works executed by them in the Performa of **Appendix-17 & 17A** of FOT for the works to be considered for qualification of work experience criteria. Documentary proof of 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., T.D.S certificates for all payments received and copy of final/last bill paid by client shall also be submitted.

c) Value of substantially completed portion of any ongoing work up to last day of the month previous to the month of tender submission will also be considered for qualification of work experience criteria.

d) For completed works, value of work done shall be updated to last day of the month previous to the month of tender submission price level assuming 3% inflation for Indian Rupees every year. The exchange rate of foreign currency shall be applicable as on the date of contract award.

e) In case of Joint venture / consortium, full value of the work, if done by the same joint venture shall be considered. If the qualifying work(s) were done by them in JV/Consortium (not applicable) having different constituents, then the value of work as per their percentage participation in such JV/Consortium (not applicable) shall be considered.

f) If the above work(s) comprise(s) other works also, then details clearly indicating the amount of work done in respect of the “similar work” shall be furnished by the tenderer in support of work experience along-with their tender submissions.

~~g) Only work experience certificate having stamp of Name and Designation of officer along with the Name of client shall be considered for evaluation. However, if any work experience certificate has been issued prior to 01.07.2019, same shall be considered for evaluation even if it is not stamped.~~

h) In case of any concealment or misrepresentation of facts, appropriate action(s) in accordance with Tender Conditions and “Suspension/ Banning Policy, May 2020” of NHSRCL shall be taken. The copy of “Suspension/Banning Policy, May 2020” of NHSRCL can be downloaded from tender section of NHSRCL website i.e. www.nhsrcl.in

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

(i) **T1 – Liquidity:** Not Applicable.

(ii) **T2 - Profitability:** Not Applicable.

(iii) **T3 - Net Worth:** Not Applicable.

(iv) **T4 - Annual Turnover:** The average annual turnover of last three

financial years should be **> INR 49 Lakhs**

~~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:

a) Financial data for latest last five audited financial years has to be submitted by the tenderer in **Appendix-18 of FOT** duly certified by Chartered Accountant/ Company Auditor/Statutory Auditor with his stamp and signature in original with membership number and firm registration number. All the documents or certifications which are provided by CA, must contain UDIN thereon and the particulars of certifications must be same as mentioned on document/certification and submitted to ICAI on its website which can be verified online on https://udin.icai.org/search- udin. In case the financial data of the last financial year is not made available by the bidder, 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 certified financial data of any year other than the last year is not submitted, the tender may be considered as non-responsive.

b) Where a work is undertaken by a JV/Consortium, 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.

c) For construction turnover or financial data required for each year - Exchange rate for foreign currency shall be as prevailing on the last day of the respective year.

1.1.3.3 **Bid Capacity Criteria:** Not Applicable (deleted)

1.1.3.4 The tender submission of tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.3.2 to 1.1.3.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.3.2 to 1.1.3.3 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.

1.1.4 **Contents of Tender documents**

Volume 1

- Notice Inviting Tender
- Instructions to Tenderers (including Annexures)

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- Form of Tender (including Appendices)

Volume 2

- Conditions of Contracts

Volume 3

- *Scope of Work*

Volume 4

- *Not used*

Volume 5

- *Not used*

Volume 6

- *Bill of Quantities*

Volume 7

- *Not used*

1.1.5 The contract shall be governed by the documents listed in Para 1.1.4 above.

1.1.6 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Chief Project Manager/Surat #1001-1006, 10th Floor Swastik Universal, Tower A, Wing –B, Opp. Central Mall,Dumas Road, Rundh, Surat – 395007.

1.1.7 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause E 4.0 of "Instructions to Tenderers" shall be considered as non-responsive and is liable to be rejected.

1.1.8 The intending tenderers must be registered on e-tendering portal **https://eprocure.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.

1.1.9 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://eprocure.gov.in/eprocure/**app using class-II or class-III digital signature of the authorized signatory only.

1.1.10 Tender submissions shall be done online on https://eprocure.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

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stated in the tender document). Instructions for on-line bid submission are furnished hereinafter.

1.1.11 Submission of Tenders shall be closed on e-tendering website of NHSRCL 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://eprocure.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.

1.1.12 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 and shall be accompanied with a tender security of the requisite amount as per clause C18 of ITT.

1.1.13 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.

1.1.14 Tenderers are advised to regularly visit e-tendering portal https://eprocure.gov.in/eprocure/app for updates.

1.1.15 For any complaints, tenderers may contact Chief Project Manager (Coordination)/Surat Tel. No. 0261-2209890, 0261-2209899.

1.1.16 Courts in Gujarat 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.

Chief Project Manager/Surat
National High-Speed Rail Corporation Ltd.

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Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the e-procurement portal (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://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.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.

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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

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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 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[at]nic[dot]in

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

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