

**NOTICE INVITING TENDER**

**e-Tender**

**1.1.1 Name of Work:** Delhi Metro Rail Corporation (DMRC) Ltd. invites Open e-Tenders from Agencies, who fulfil qualification criteria as stipulated in Clause 1.1.3 of NIT, for the work, "**Contract: MMI DDC-01: Consultancy work for Development of Detailed Working Drawings, Estimates and Specifications for Multi Modal Integration of Twenty (20) Metro Stations of Delhi MRTS Project, Phase-III**".

S. No.	Station Name	R.O.W. (in Metres)	Length of Road under MMI
			(in K.M.)
1	Moti Bagh	60	1.2
2	South Campus/ Dhaula Kuan	60	1.2
3	Badli Mor	45	0.6
4	Punjabi Bagh	60	0.9
5	Shalimar Bagh	60	0.6
6	Azadpur	45	1.2
7	Majlis Park (Mukundpur)	60	0.6
8	Samaypur Badli	30	0.6
9	Shakurpur	60	0.6
10	ESI Hospital	60	0.6
11	Netaji Subhash Place	60	1.2
12	Vasant Vihar	12	0.9
13	Janakpuri West	30	0.9
14	Dabri Mor	45	0.6
15	Delhi Cantt.	60	0.9
16	Naraina Vihar	18	0.6
17	Mayapuri	60	1.2
18	Rajouri Garden	60	1.2
19	Rohini Sector 18	30	0.6
20	Palam	21	0.6

**Note – 1:** - Bidders are advised to note that there are three different contract packages for DDC works of MMI of Delhi MRTS project, Ph.-III viz., MMI DDC-01, MMI DDC-02 and MMI DDC-03. Bidders are also advised to refer clause 1.1.3.1 (ix) of NIT regarding award of contract.

**1.1.2 Key details :**

Approximate cost of work	<b>INR 96.64 lakhs including GST</b>
Tender Security amount	<p><b>Amount of Tender Security:- INR 1,00,000/-</b>  <b>(Payment of tender security/ EMD is to be made only by RTGS, NEFT &amp; IMPS). No other mode of payment will be accepted. The detail of bank account of DMRC is mentioned below.</b></p> <p>The bidders will be required to upload scanned copies of transaction of payment of tender security/ EMD including e-receipt (clearly indicating UTR No. and tender reference i.e. <b>MMI DDC-01</b> 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>For further details, Clause C18 of ITT may be referred.</p>
Completion period of the Work	<b>Four (04) months</b>
Tender documents on sale	<p><b>From 16.04.2019 to 16.05.2019</b> (up to 1500 hrs) on e-tendering portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.</p> <p>Tender document can only be obtained online after registration of tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>. For further information in this regard bidders are advised to contact on 011-49424307, 011-49424365 or 011-23417910</p>
Cost of Tender documents	<p><b>INR 5,900/-</b> (inclusive of 18% GST) Non-Refundable  <b>(Payment of tender document cost/ tender fee is to be made only by RTGS, NEFT &amp; IMPS). No other mode of payment will be accepted. The detail of bank account of DMRC is mentioned below.</b></p> <p>Bidders shall upload the scanned copies of transaction of payment of tender document cost/tender fee including e-receipt (clearly indicating <b>UTR No. and tender reference i.e. MMI DDC-01</b> 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 DMRC is mentioned below this table.</p> <p>(Copy of GST registration no. to be provided along with Tender document cost/ tender fee)</p>
Last Date of Seeking Clarifications	<p>25.04.2019 up to 15:00 hrs.</p> <p>Queries/clarifications from bidders after due date and time shall not be acknowledged.</p>
Pre-bid Meeting	26.04.2019 at 11:00 hrs
Last date of issuing	02.05.2019

addendum (if any)				
Date & time of Submission of Tender online		Tender submission start date: <b>09.05.2019</b> (0900 hrs) Tender submission end date: <b>16.05.2019</b> (1500 hrs)		
Date & time of opening of Tender online		<b>17.05.2019</b> at 1500 hrs.		
<ul style="list-style-type: none"> <li>• Authority for purchase of tender documents, seeking clarifications and submission of completed tender documents</li> <li>• Place of pre-bid meeting</li> </ul>		Chief General Manager/ Contracts, Delhi Metro Rail Corporation, 5 <sup>th</sup> floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi -110 001		
To facilitate payment of Tender Fee and Tender Security through RTGS, NEFT & IMPS, the details of bank account of DMRC is mentioned below:				
Name of Bank	Bank's Address	Account Name & No.	Account Type	IFSC Code
ICICI Bank	9A, Phelps Building, Connaught Place, New Delhi - 110001	DMRC Ltd. Tender Cell A/C, 000705045337	Current	ICIC0000007

### 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) 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. 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 in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- iii. 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 or implementation of the project, if the personnel would be involved in any capacity on the same project.
- iv. A firm, who has purchased the tender document in their name, can submit the tender either as individual firm or in joint venture/Consortium. However, the lead partner in case of JV/Consortium shall be substantial partner and the one who has experience of similar work.
- v.(a) DMRC/ any other Metro Organisation (100% owned by Govt.) / Ministry of Housing & Urban Affairs / 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
- v.(b) Also no contract of the tenderer of the value more than 10% of NIT cost of work, executed either individually or in a JV/Consortium, should have been rescinded / terminated by DMRC / any other Metro Organisation (100% 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-19 of Form of Tender
- v.(c) The overall performance of the tenderer (all members in case of JV/Consortium separately) shall be examined for all the ongoing DDC works of Civil, Architectural and Building services works awarded by DMRC/ any other Metro Organisation (100% owned by Govt.) of value more than 40% of NIT cost of work and also for all the completed DDC works of Civil, Architectural and Building services works awarded by DMRC / any other Metro Organisation (100% owned by Govt.) within last one year (from the last day of the previous month of tender submission), of value more than 40% of NIT cost of work executed either individually or in a JV/Consortium. The tenderer shall provide list of all such works in the prescribed Performa given in **Appendix-19A** of the Form of Tender. The tenderer (all members in case of JV/Consortium separately) may either submit satisfactory performance certificate issued by the Client / Employer for the works or give an undertaking regarding satisfactory performance of the work with respect to completion of work/ execution of work (ongoing works) failing which their tender submission shall not be evaluated and the tenderer shall be considered non-

responsive and non-compliant to the tender conditions. In case of non submission of either satisfactory performance certificate from client / employer or undertaking of satisfactory performance of any of the above work, the performance of such work shall be treated as unsatisfactory while evaluating the overall performance of tenderer in terms of Note (b) of Appendix - 19A. In case of performance certificate issued by the client, same should not be older than three month (from the last day of the previous month of tender submission for the ongoing works.

- v.(d) Tenderer (including any member in case of JV/consortium) for the works awarded by DMRC/ any other Metro Organisation (100% owned by Govt.) must have been neither penalised with liquidated damages of 10% (or more) of the contract value due to delay nor imposed with penalty of 10% (or more) of the contract value due to any other reason in any DDC works of Civil, Architectural and Building services of value more than 10% of NIT cost of work, during last three years. The tenderer should submit undertaking to this effect in Appendix-20 of Form of Tender.
- v.(e) If the tenderer or any of the constituent 'substantial member(s)' of JV/Consortium does not meet the criteria stated in the Appendix 19 or Appendix 19A or Appendix 20, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms Clause 1.1.3.1 of NIT.
- v.(f) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19, or performance in any of the works reported in the Appendix 19A, or undertaking submitted vide Appendix-20, the same will be considered as "fraudulent practice" under Clause 37.33.1 a (ii) of GCC and the tenderers will be rejected besides taking further action as per Clause 37.33.1 (b), (c) & 38.2 of GCC.
- vi. Tenderer (any member in case of JV/Consortium) must not have paid liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years. The Tenderer should submit an undertaking to this effect in Appendix-20 of Form of Tender.
- vii. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in Appendix-21 of Form of Tender.
- viii. LEAD PARTNER/ NON SUBSTANTIAL PARTNERS/ CHANGE IN JV/CONSORTIUM
  - (a) Lead partner must have a minimum of 26% participation in the JV/Consortium.
  - (b) 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.

- (c) In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of application otherwise the applicant 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 in favour of other JV/Consortium partner or any change in constitution of partners of JV/Consortium (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 37.33.1 [a (ii) and (iii)] and acted accordingly.
- (e) The Employer in such cases, may in its sole discretion take action under clause 37.33.1 (b) and/or under clause 37.33.1 (c) of GCC against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in DMRC or take action to terminate the contract in part or whole under clause 38 of GCC as the situation may demand and recover the cost/damages as provided in contract.

ix. **ELIGIBILITY FOR ONLY ONE PACKAGE**

Based upon the quantum of the work and the location of projects, all stations for MMI implementation has been divided into following three contract packages for engagement of DDC works of Civil, Architectural and Building services, which shall be dealt as under:

- (i) **Contract MMI DDC 01:** Consultancy work for development of detailed working drawings, estimates and specifications for Multi Modal Integration of twenty (20) metro stations of Delhi MRTS Project, Phase – III. Approximate cost of work INR 96.64 Lakh .
- (ii) **Contract MMI DDC 02:** Consultancy work for development of detailed working drawings, estimates and specifications for Multi Modal Integration of twenty one (21) metro stations of Delhi MRTS Project, Phase – III. Approximate cost of work INR 101.95 lakh.
- (iii) **Contract MMI DDC 03:** Consultancy work for development of detailed working drawings, estimates and specifications for Multi Modal Integration of twenty (20) metro stations of Delhi MRTS Project, Phase – III. Approximate cost of work 78.62 lakh.

Technical Packages of all the three contracts packages shall be opened and finalized

Contract MMI DDC-01: Consultancy work for Development of Detailed Working Drawings, Estimates and Specifications for Multi Modal Integration of Twenty Metro Stations of Delhi MRTS Project, Phase-III

simultaneously. However, financial packages shall be dealt in following sequence:

- (1) Financial Package of MMI DDC 01 shall be opened first and finalised.**
- (2) After finalization of MMI DDC 01, the financial packages of MMI DDC 02 shall be opened. The financial package of the bidder who has been awarded MMI DDC 01 shall not be opened for MMI DDC 02.**
- (3) After finalisation of MMI DDC 01 and MMI DDC 02 the financial package of MMI DDC 03 shall be opened. The financial package of the bidder who has been awarded MMI DDC 01 and MMI DDC 02 shall not be opened for MMI DDC 03.**

#### **1.1.3.2 Minimum Eligibility Criteria:**

**A. Work Experience:** The Tenderers will be qualified only if they have successfully completed work(s) during last seven years ending **30.04.2019** as given below:

- i. One “similar completed work” \* costing not less than **INR 77.31 lakhs.**

**OR**

- ii. Two “similar completed work” \* costing not less than **INR 48.32 lakhs.**

**OR**

- iii. Three “similar completed work” \* costing not less than **INR 38.66 lakhs.**

**\*\* Similar Work construes Street Scaping/Urban Design/Detailed Design of Roads and Geometric Design of Urban Public Transport Project/Urban Road Infrastructure.**

**Notes:**1) The work should have been executed with some Central Government Department/State Government Department/Central Autonomous Body/State Autonomous Body/Central Public Sector Undertaking/State Public Sector Undertaking/City Development Authority/Municipal Corporation of city formed under any act by Central/State Government and published in Central/State Gazette during last seven years ending up to previous day of last submission of bids.

2) Detail Design Consultancy (DDC) in the context of this contract means work pertaining to design of Civil, Architectural and Services for Streetscaping/Urban Design/Detailed Design of Roads, Geometric Design of Urban Public Transport Projects/ Urban Road Infrastructure etc.

If the tenderer is a JV/Consortium having foreign partner(s) and above work(s) have been executed by the foreign partner of JV/Consortium 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 minimum value **INR 38.66 lakhs** or more outside the country of the foreign partner.

#### **Notes:**

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

- Value of successfully completed portion of any ongoing work up to **30.04.2019** will also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to **30.04.2019** price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission date of tender.
- In case of joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.

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

- (i) **T1 – Liquidity:** Not used
- (ii) **T2 - Profitability:** Not used
- (iii) **T3 - Net Worth:** Not used
- (iv) **T4 - Annual Turnover:** The average annual turnover from consultancy works of last five financial years should be  $\geq$  **INR 231.94 lakhs**.

The average annual turnover of JV 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

$$= \frac{AM+BN}{100}$$

**Notes :**

- Financial data for latest last five audited financial years has to be submitted by the tenderer in **Appendix-18 of FOT** along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature in original. In case audited balance sheet 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 audited balance sheet of any year other 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.

#### **1.1.3.2.1 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:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of Consultancy work executed in any one year during the last five financial years (updated to **30.04.2019** price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

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

B = Value of existing commitments (as on **30.04.2019**) for on-going Consultancy work during period of 04 months w.e.f. **01.05.2019**.

#### **Notes:**

- Financial data for latest last five financial years has to be submitted by the tenderer in **Appendix-15 of FOT** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original.
- Value of existing commitments for on-going Consultancy work during period of **04 Months** w.e.f **01.05.2019** has to be submitted by the tenderer in **Appendix-16 of FOT**. These data shall be certified by the Chartered Accountant with his stamp and signature in original.
- 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. If the proposed %age participation is not mentioned then equal participation will be assumed.

#### **Example for calculation of bid capacity in case of JV / Group**

Suppose there are 'P' and 'Q' members of the JV / group with their participation in the JV / 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 / group shall be as under:

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

1.1.3.3 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 1.1.3.2.1 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 1.1.3.2.1 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.

**In case of mismatch in financial data in the submitted documents i.e in Chartered Accountant certified documents and data in audited balance sheet, the data from the audited balance sheets shall prevail.**

**1.1.4 The Tender documents consist of:**

**Volume 1**

- Notice Inviting Tender (NIT)
- Instructions to Tenderer (ITT) including annexures
- Form of Tender (FOT) including appendices

**Volume 2**

- General Conditions of Contract (GCC)
- Special Condition of Contract (SCC) including appendices
- Scope of Work

**Volume 3**

- MMI As-Built Drawings of stations.

**Volume 4**

- Financial Package/BoQ

- 1.1.5 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **CGM/Contracts**, Delhi Metro Rail Corporation, 'A' Wing, 5th floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001.
- 1.1.6 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause. **E 4.0** 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.
- 1.1.7 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. If needed they can be imparted training on 'online tendering process'. 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.
- 1.1.8 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 of the authorized signatory. 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.
- 1.1.9 Tender submissions shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents (in the form of Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India) and towards Tender Security (in the form of Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque or FDR from a Scheduled commercial bank based in India) and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter
- 1.1.10 Submission of Tenders shall be closed on e-tendering website of DMRC 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-

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tendering website <https://eprocure.gov.in/eprocure/app> before the deadline of submission. DMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

- 1.1.11 Tenders shall be valid for a period of **180 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.
- 1.1.12 DMRC 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 DMRC for rejection of his proposal.
- 1.1.13 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.1.14 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder. For any complaints tenderers may contact CVO DMRC at 1st floor A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001, [Tel:011-23418406](tel:011-23418406), Email: [cvodmrc@gmail.com](mailto:cvodmrc@gmail.com).

**Chief General Manager/Contracts  
Delhi Metro Rail Corporation Ltd.**

### **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://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.

### **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, 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) **Tender fee / Tender document cost:** Bidder has to select the instrument type & enter the details of transaction of payment of tender fee / tender document cost done by RTGS / NEFT / IMPS as applicable and upload copy of transaction receipt as documentary proof for payment for further details tenderer may refer clause C18.1.1 of ITT.
- 4) **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified in C18 of ITT in the tender document.
- 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 white 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 will 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 (ie 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 related queries please call at 24 x 7 Help Desk Number 0120- 4200462, 0120-4001002, 0120-4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code.  
E-Mail: Technical - support-eproc(at)nic(dot)in  
Policy Related - cppp-doe(at)nic(dot)in