



DELHI METRO RAIL CORPORATION LIMITED

CONTRACT PACKAGE

Five Year Comprehensive Annual Maintenance Contract (CAMC)

of

Environmental Control Systems

(Electrical, Mechanical, RO Plant & BMS)

of

09 Underground Metro Stations of Line-2 (i.e. Udyog Bhawan, Race Course, Jor Bagh, INA, AIIMS, Green Park, Hauz Khas, Malviya Nagar & Saket) and 04 Underground Metro Stations of Line-6 (i.e. Central Secretariat, Khan Market, Jawahar Lal Nehru Stadium & Jangpura) of Delhi Metro Rail Corporation Ltd.

CONTRACT: ELECT/O&M/01/2017

TENDER DOCUMENTS

VOLUME 1

NOTICE INVITING TENDER

INSTRUCTION TO TENDERERS (INCLUDING ANNEXURES)

FORM OF TENDER (INCLUDING APPENDICES)

DELHI METRO RAIL CORPORATION LTD.

Metro Bhawan, Fire Brigade Lane,

Barakhamba Road, New Delhi –110 001

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CONTRACT: ELECT/O&M/01/2017
TENDER DOCUMENTS

VOLUME 1
NOTICE INVITING TENDER

NOTICE INVITING TENDER (NIT)**1.1 General****1.1.1 Name of Work:**

Delhi Metro Rail Corporation (DMRC) Ltd. invites Open e-Tenders on competitive bidding from eligible applicants who fulfill qualification criteria as stipulated in clause 1.1.3 of NIT, for the scope as :

Five Year Comprehensive Annual Maintenance Contract (CAMC) of Environmental Control Systems (Electrical, Mechanical, RO Plant & BMS) For 09 Underground Metro Stations of Line-2 (i.e. Udyog Bhawan, Race Course, Jor Bagh, INA, AIIMS, Green Park, Hauz Khas, Malviya Nagar & Saket) and 04 Underground Metro Stations of Line-6 (i.e. Central Secretariat, Khan Market, Jawahar Lal Nehru Stadium & Jangpura) of Delhi Metro Rail Corporation Ltd.”

The brief scope of the work and site information is provided in ITT Clause A1 & Employer Requirements.

1.1.2 Key details :-

Estimated Cost of Work = Rs. 22,91,36,427(INR).

Tender Security amount	INR 22.91 lacs Validity of Tender Security: - 31.12.2017 Tender Security (in original) as per clause C18 of ITT shall be accepted only up to 1500 hrs on 03.05.2017 in the office of General Manager / Contracts at the address mentioned hereinafter.
Completion period of the CAMC	5 years
Date of start of CAMC	From date mentioned in LOA (Letter of acceptance)
Tender documents on sale	From 24.03.2017 to 03.05.2017 (upto 11:00 Hrs) through e-tendering website https://eprocure.gov.in/eprocure/app .
Cost of Tender documents	<u>INR 21,000/-</u> (inclusive of 5% DVAT) Non-Refundable (Demand Draft /Banker's Cheque drawn on a scheduled Commercial bank based in India) issued in favour of "Delhi Metro Rail Corporation Limited" payable at "New Delhi". Cost of tender documents i.e., D.D./ Banker's Cheque, in original, shall be accepted only up to 1500 hours on 03.05.2017 in the office of General Manager / Contracts at below mentioned address.

Pre-bid Meeting	11.04.2017 at 11:00 Hrs
Last date of Seeking Clarification	13.04.2017 (Queries from bidders after due date shall not be acknowledged)
Last date of issuing addendum	24.04.2017
Date & time of Submission of Tender	Tender submission start date 27.04.2017 (0900 Hrs) Tender submission end date 03.05.2017 (1500 Hrs)
Date & time of opening of Tender	04.05.2017 at 15:00 Hrs
• Authority and place for submission of Tender Document cost& Tender Security, Pre-bid Meeting and seeking clarifications	General Manager / Contracts, Delhi Metro Rail Corporation, 5 th Floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001 Tel. No. 011-23417910-12 Fax.No. 011-23415838/ 23417908

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 / JVA 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 JVA / 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 JVA / Consortium 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) A Tenderer and all partners constituting the Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:
- a) Tenderer and all partners constituting the Tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on

- implementation of the project;
- b) Tenderer and all partners constituting the Tenderer is any associates / affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
- c) A Tenderer and all partners constituting the Tenderer lends, or temporarily seconds its personnel to firms or organizations 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 shall be one who has experience of similar works as detailed in clause 1.1.3.2 of NIT.
- (V) (a) DMRC/ any central / state government department / public sector undertaking / other government entity or local body must not have banned business with the tenderer (including any member in case of JV/consortium) as on the date of tender submission.
- (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 Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity or local body 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.
- (c) The overall performance of the tenderer (all members in case of JV / Consortium separately) shall be examined for all the ongoing and completed Electrical / ECS Works 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-19 A of the Form of Tender. In addition, the tenderer (all members in case of JV / Consortium separately) shall also submit certificate issued by the Client / Employer for satisfactory Performance for all these works with respect to completion of work / execution of work (for 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. The performance certificate issued by the client should not be older than three month (from the last day of the previous month of tender submission).
- If the tenderer or any of the constituent 'substantial member(s)' of JV/Consortium does not meet the criteria stated in the Appendix 19A, 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.
- (d) Tenderer (including any member in case of JV / consortium) 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 Electrical / ECS Contract 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.*
- (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 of Clause 1.1.3.1 of NIT.
- (f) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19, or performance in any of the work reported in the Appendix 19A, or undertaking submitted vide Appendix-20, 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 I taking further action as per Clause 4.33.1 (c) of GCC.

- (vi) Tenderer (any member in case of JV / JVA / 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.
- (vii) **LEAD PARTNER / NON SUBSTANTIAL PARTNERS / CHANGE IN JV / JVA / CONSORTIUM**
- a) Lead partner must have a minimum of 26% participation in the JV / JVA / 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 / JVA / Consortium.
 - c) In case of JV / JVA / 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 / JVA / 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 / JVA / Consortium in favour of other JV / JVA / Consortium partner or any change in constitution of partners of JV / JVA / 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 No. 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) and / or under clause 4.33.1(c) of GCC against any member(s) for failure in Tenderer's obligation and declare that member(s) of JV / JVA / Consortium ineligible for award of any tender in DMRC 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.

1.1.3.2 Minimum Eligibility Criteria :

A. Work Experience:

The tenderers will be qualified only if they have completed work(s) during last ten years ending **30.04.2017** as given below:

- (i) At least one "**similar work**"* of value **INR 18.33 crores** or more.

OR

- (ii) Two “**similar works**” * each of value **INR 11.46 crores** or more.

OR

- (iii) Three “**similar works**” * each of value **INR 9.16 crores** or more.

If the tenderer is a JV/Consortium 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 of value INR 9.16 Crore or more outside the country of the foreign partner.

The works which will be considered "Similar Works" for evaluation of fulfilling above criteria related to work experience are defined below:

Works related to:-

Operation & maintenance,

OR

Maintenance,

OR

SITC (Supply, Installation, Testing & Commissioning with or without design) alongwith or without maintenance after commissioning,

of BEMS (Building Electrical & Mechanical Systems).

BEMS works shall have provision for work of ECS (i.e. Environment Control System) comprising of work related to Water cooled chillers and / or Air cooled chillers (i.e. Air conditioning system having provision of water cycle in the AHU/FCU circuit), AHUs / FCUs, Cooling Tower and associated equipments / accessories), and the above work may be with OR without other Electrical and Mechanical works.

Below mentioned Works shall not be considered as work for ECS (i.e. Environment Control System):

- a. SITC of Package Type Air Conditioning System (i.e. Air conditioning system having no provision of water cycle in the AHU/FCU circuit) with or without CAMC.
- b. SITC of VRV Air Conditioning System with or without CAMC.
- c. SITC of Split AC System and window type AC system with or without CAMC.

Notes :

- The Tenderer shall submit details of works executed by them in the Performa of **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 also be submitted.
- Value of successfully commissioned portion of any ongoing work up to **30.04.2017** will also be considered for qualification of work experience criteria.

- For completed works, value of work done shall be updated to **30.04.2017** 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 as at the close of business of the State Bank of India applicable on 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 / Consortium or any of members of the Joint Venture shall be considered. However, if the qualifying work(s) were done by them in JV / JVA / Consortium having different constituents, then the value of work as per their percentage participation in such JV / JVA / Consortium shall be considered.

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

(i) T1 – Liquidity

It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the balance sheets and / or from the banking reference. Net current assets and / or documents including banking reference, should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of **Rs.65 lacs** for this contract, net of applicant's commitments for other Contracts. Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant / member of the Joint Venture / Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.

The banking references should be from a Scheduled Bank in India or (in case of foreign parties) from an international bank of repute **as per standard Performa provided in ITT as Annexure-8** and it should not be more than 3 months old as on the last date of submission of bids.

In Case of JV- Requirement of liquidity is to be distributed between members as per their percentage participation and every member should satisfy the minimum requirement.

Example: Let Member-1 has percentage participation = M and Member-2 has percentage participation = N. If minimum liquidity required is 'W' then Liquidity of Member - 1 $\geq \frac{WM}{100}$ and Liquidity of Member - 2 $\geq \frac{WN}{100}$

Note:- In case the applicant is a Joint Venture / JVA / Consortium and if Banking Reference is issued by the bank in favour of the Joint Venture / JVA / 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 / JVA / Consortium it will be considered only for that member.

- (ii) T2 - Profitability:** Profit before Tax should be Positive in at least 2 (two) years, out of the last five audited financial years

In Case of JV / JVA / Consortium - The profitability of only lead member shall be evaluated.

- (iii) **T3 - Net Worth:** Net Worth of Tenderer during last audited financial year should be \geq **Rs. 91.64 lacs**

In Case of JV / JVA / Consortium, the algebraic_sum total of Net Worths of all the members as per the latest audited balance sheets shall be considered the Net Worth of the Tenderer.

Example: Let Member-1 has percentage participation = M and Member - 2 has percentage participation = N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV / JVA / Consortium will be

$$= (AM + BN) / 100$$

- (iv) **T4 - Annual Turnover:**

The average annual turnover of last **five financial years should be \geq 3.67 crore**

In Case of JV / JVA / CONSORTIUM/Consortium – 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 / JVA / Consortium will be

$$= (AM + BN) / 100$$

Notes:-

- Financial data for latest last five audited financial years has to be submitted by the Tenderer in **APPENDIX 18** of Form of Tender along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. 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 other year than the last year is not submitted, the tender will 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.

1.1.3.3 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:

Bid Capacity = 2*A*N – B

Where,

A = Maximum of the value of works executed in any one year during the last five financial years (updated to **30.04.2017** 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 = 60 months = 5 years

B = Value of existing commitments (**as on 30.04.2017**) for on-going works during period of **60 months w.e.f. 01.05.2017**.

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 works during period of **60 months w.e.f. 01.05.2017** 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 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 % is not provided, 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:

Bid Capacity of the JV / Group = 0.7X + 0.3Y

1.1.3.4 The tender submission of Tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.3.1 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 1.1.3.1 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.

1.1.3.5 **Minimum Key Staff requirement** – shall be as per Annexure-4 of IIT

1.1.4 Tender Documents:

Volume 1

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

Volume 2

- General Conditions of Contracts
- Special Conditions of Contract

Volume 3

- Employer's Requirements

Volume 4

- Pricing Document [including Schedule of Rate (SOR)].

Volume 5

- Safety, Health and Environment (SHE)

1.1.5 The Tenderers may obtain further information / clarification, if any, in respect of these tender doc The contract shall be governed by the documents listed in Para 1.1.4 above.

Please note carefully the requirements for submitting tenders, and the date and time for submittal.

1.1.6 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of General Manager (Contracts), Delhi Metro Rail Corporation, 5th floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001.

1.1.7 The intending tenderers must be registered on e-tendering portal www.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-III/II digital signature. The tender document can only be downloaded or uploaded using Class-III /II digital signature of the authorized signatory.

1.1.9 Tender submissions shall be done online www.eprocure.gov.in/eprocure/app on after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India 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 and other documents as stated in the tender document.

1.1.10 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.

1.1.11 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-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.

- 1.1.12** 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 and acceptable form as per **Clause C18 of ITT**.
- 1.1.13** 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.
- 1.1.14** Bidders shall note that the maximum file size that can be uploaded is 5 MB. All the uploaded files in tender submission should be named properly and arrange systematically.
- 1.1.15** The bidders are advised to keep in touch with e-tendering portal www.eprocure.gov.in/eprocure/app for updates. 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, Email: cvodmrc@gmail.com.

General Manager (Contracts)
Delhi Metro Rail Corporation limited

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

- i. 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 Enrollment”** on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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

- i. 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.
- ii. 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.
- iii. 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

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. 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.

- iii. 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.
- iv. 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

- i. 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.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv. 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.
- v. 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.

- vi. 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.
- vii. 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.
- viii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix. 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.
- x. 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 :

Mobile Numbers: 91 7878007972, 91 7878007973, 91 7574889871, 91 7574889874, 91 8826246593

Tel: The 24 x 7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4200462, 0120-4001002.

E-Mail:-cPPP-nic[at]nic[dot]in