

## **NOTICE INVITING TENDER (NIT)**

### **(e-Tender)**

#### **1.1 GENERAL**

##### **1.1.1 Name of Work:**

Delhi Metro Rail Corporation (DMRC) Ltd. invites Open e-Tenders in prescribed Performa for Pre-Qualification (PQ) for Telecommunication Utility Diversion Works covering shifting of Optical fiber and/or copper cables of MTNL/BSNL or other utility owning agencies through trenching / trenchless technologies, construction of ducts / manholes, jointing / termination of optical fiber and/or copper cables etc. for Delhi Metro Rail Corporation Ltd. Projects for Delhi & NCR.

##### **1.1.2 DMRC will pre-qualify the tenderers / applicants in following five categories namely:**

- 1) Category "A": Firms capable of undertaking works up to Rs. 10 Lakh
- 2) Category "B": Firms capable of undertaking works up to Rs. 20 Lakh
- 3) Category "C": Firms capable of undertaking works up to Rs. 40 Lakh
- 4) Category "D": Firms capable of undertaking works up to Rs. 1 Crore
- 5) Category "E": Firms capable of undertaking works up to Rs. 2 Crore.

##### **1.1.3 Key Details:**

Tender documents on sale	<p><b>From 09.06.2020 to 09.07.2020</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>.</p> <p>For further information in this regard bidders are advised to contact on 0120-4200 462, 0120-4001 002/5,0120-6277 787 or 011-24367414 (Extn No. 547200)</p>
Cost of Tender documents	<p><b>Firms applying for upto 10 Lacs Category i.e. Category 'A' = Rs. 1,180/-</b> (inclusive of 18% GST)</p> <p><b>Firms applying for &gt; 10 Lacs Category i.e. Category 'B', 'C', 'D' and 'E' = Rs. 5,900/-</b> (inclusive of 18% GST)</p> <p><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. DS38</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</p>

	<p>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><b>22.06.2020</b> up to 15:00 hrs.</p> <p>Queries/clarifications from bidders after due date and time shall not be acknowledged.</p>
Pre-bid Meeting (through video conferencing)	<b>24.06.2020</b> at 11:00 hrs
Last date of issuing addendum (if any)	<b>29.06.2020</b> up to 17:00 hrs
Date & Time of online Submission of Tender	<p>Tender submission start date: <b>02.07.2020</b> (1500 hrs)</p> <p>Tender submission end date: <b>09.07.2020</b> (1500 hrs)</p>
Date & Time of online opening of Tender	<b>10.07.2020</b> at 1500 hrs
Period of PQ validity	<b>(03) Three years</b> and extendable for (02) more years
<ul style="list-style-type: none"> <li>Authority for purchase of tender documents (in case of physical tenders), seeking clarifications and submission of completed tender documents</li> </ul>	<p><b>Joint General Manager/S&amp;T/Tender,</b>                  Delhi Metro Rail Corporation Ltd.,                  NBCC Place, 5<sup>th</sup> floor- South Tower,                  Pragati Vihar, New Delhi –110 003  <b>email id: - aksingh@dmrc.org</b></p>

<b>To facilitate payment of Tender Fee through RTGS, NEFT &amp; IMPS, the details of bank account of DMRC is mentioned below:</b>				
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

Tender Cost is exempted for bidders (Micro & Small Enterprises) registered with District Industries Centre or Khadi & Village industries commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Dte. of Handicraft & Handloom or any other bodies

specified by Ministry of Micro, Small & Medium Enterprises for appropriate category “Telecommunication works / Telecommunication services / Cable Laying services”, and have valid registration certificate as on date of tender submission.

The MSEs would not be eligible for exemption of Tender Cost if;

- either they are not registered for “Telecommunication works / Telecommunication services / Cable Laying services”, category.
- or they do not have valid registration as on the date of tender submission.

The tenderers seeking exemption from ‘Tender Cost’, being MSEs, shall ensure their eligibility w.r.t. above and submit registration certificate issued by the body under which they are registered which clearly mentions category of registration i.e. “Telecommunication works / Telecommunication services / Cable Laying services” and Terminal Validity of registration.

In absence of any of the above requirements no exemption for ‘Tender Cost’ will be allowed and tenderers eligibility shall be dealt as if they are not registered with MSEs.

No further clarification shall be sought on the above.

**Notes:**

1. In case bidder is a JV/Consortium, then registration of bidder with the bodies mentioned above must be in the name of JV/Consortium.
2. In case the bidder who has been exempted Tender Cost/Tender Security being Micro & Small Enterprises, and;
  - (i) withdraws his Tender during the period of Tender validity: or
  - (ii) becomes the successful bidder, but fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender; or
  - (iii) refuses or neglects to execute the contract; or
  - (iv) fails to furnish the required Performance Security within the specified time,

The bidder shall be debarred from participating in future tenders for a period of 1 years from the date of discharge of tender / date of cancellation of LOA / annulment of award of contract as the case may be. Thereafter, on expiry of period of debarment, the bidder may be permitted to participate in the procurement process only on submission of required Tender Cost / Tender Security.

Further the Employer may advise the authority responsible for issuing the exemption certificate to take suitable actions against the bidder such as cancellation of enlistment certificate etc.

**1.1.4 QUALIFICATION CRITERIA:**

**1.1.4.1 Eligible Applicants:**

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.4 of NIT.
- ii. A tenderer shall submit only one bid in the same tendering process individually as a tenderer or as a partner. 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 firm in a same bidding process.

- 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's associate(s)/affiliate(s) (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.
- iv. The payment of the tender cost is acceptable from any account. However, tenderer shall submit such transaction details along with their tender submission on e-portal. If the same transaction number has been submitted for more than one bids. All such bids shall be considered ineligible and summarily rejected.
- v.
  - (a) DMRC/ any other Metro Organisation (100% owned by Govt.) / any Govt. Dept / any PSU / Ministry of Housing & Urban Affairs / Order of Ministry of Commerce, applicable for all Ministries must not have banned business with the tenderer as on the date of tender submission. The tenderer should submit undertaking to this effect in Appendix-3 of Form of Tender.
  - (b) Also no contract of the tenderer, executed either individually or in a JV/Consortium, should have been rescinded / terminated by DMRC / any other Metro Organisation (100% owned by Govt.) / any Govt. Dept / any PSU 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-3 of Form of Tender
  - (c) Tenderer for the works awarded by DMRC/ any other Metro Organisation (100% owned by Govt.) / any Govt. Dept / any PSU 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 during last three years. The tenderer should submit undertaking to this effect in Appendix-3 of Form of Tender.
  - (d) If there is any misrepresentations of facts with regards to undertaking submitted vide Appendix-3, the same will be considered as "fraudulent practice" and the tender submission of such tenderers will be rejected besides taking further action.
  - (e) A Tenderer shall confirm Non-performance of a contract did not occur during the last three years (from the last day of the previous month of tender submission) based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.
  - (f) Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in Appendix-3 of Form of Tender.

#### 1.1.4.2 Minimum Eligibility Criteria:

The invitation for pre-qualification is open to all agencies that satisfy the “Minimum Eligibility Criteria” as listed below.

##### **(i) PQ criteria for category “A”**

1. Firm must have minimum average annual turnover of INR 8 Lakhs during last three audited Financial years.
2. Work Experience: The tenderers will be qualified only if they have completed work(s) during last Five years ending 31.05.2020 as given below:
  - i) At least one “similar work” of value INR 8 Lakhs or more\*
  - OR
  - ii) Two “similar works” each of value INR 5 Lakhs or more\*
  - OR
  - iii) Three “similar works” each of value INR 4 Lakhs or more\*

\*(completion certificate to be enclosed indicating the complete details of work done)
3. Firm must have technically qualified staff to undertake the work.
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered /debarred/terminated by any agencies like MTNL, BSNL etc. during last 3 years.
6. Firm should have valid registration of GST & valid registration with PF & ESI authorities.
7. Firm should submit PAN details & Audited Financial statement for the last three Financial years.
8. Length of Time in business: The minimum length of time in business shall be 07 years. The bidder shall submit the documentary evidence for the same.  
**“Similar Work”**: - Laying/Shifting/Diversion of Optical Fiber and/or Copper Cables through trenching/trenchless technologies.

##### **(ii) PQ criteria for category “B”**

1. Firm must have minimum average annual turnover of INR 16 Lakh during last three audited Financial years.
2. Work Experience: The tenderers will be qualified only if they have completed work(s) during last Five years ending 31.05.2020 as given below:
  - i) At least one “similar work” of value INR 16 Lakhs or more\*
  - OR
  - ii) Two “similar works” each of value INR 10 Lakhs or more\*
  - OR
  - iii) Three “similar works” each of value INR 8 Lakhs or more\*

\*(Completion certificate to be enclosed indicating the complete details of work done)

3. Firm must have technically qualified staff to undertake the work.
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered /debarred/terminated by any agencies like MTNL, BSNL etc. during last 3 years.
6. Firm should have valid registration of GST & valid registration with PF & ESI authorities.
7. Firm should submit PAN details & Audited Financial statement for the last three Financial years.
8. Length of Time in business: The minimum length of time in business shall be 07 years. The bidder shall submit the documentary evidence for the same.

**“Similar Work”**: - Laying/Shifting/Diversion of Optical Fiber and/or Copper Cables through trenching/trenchless technologies.

**(iii) PQ criteria for category “C”**

1. Firm must have minimum average annual turnover of INR 32 Lakhs during last three audited Financial years.
2. Work Experience: The tenderers will be qualified only if they have completed work(s) during last Five years ending 31.05.2020 as given below:
  - i) At least one “similar work” of value INR 32 Lakhs or more\*

OR

  - (ii) Two “similar works” each of value INR 20 Lakhs or more\*

OR

  - (iii) Three “similar works” each of value INR 16 Lakhs or more\*

\*(completion certificate to be enclosed indicating the complete details of work done)

3. Firm must have technically qualified staff to undertake the work.
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered /debarred/terminated by any agencies like MTNL, BSNL etc. during last 3 years.
6. Firm should have valid registration of GST & valid registration with PF & ESI authorities.
7. Firm should submit PAN details & Audited Financial statement for the last three Financial years.
8. Length of Time in business: The minimum length of time in business shall be 07 years. The bidder shall submit the documentary evidence for the same.

**“Similar Work”**: - Laying/Shifting/Diversion of Optical Fiber and/or Copper Cables through trenching/trenchless technologies.

**(iv) PQ criteria for category “D”**

1. Firm must have minimum average annual turnover of INR 80 Lakhs during last three

audited Financial years.

2. Work Experience: The tenderers will be qualified only if they have completed work(s) during last Five years ending 31.05.2020 as given below:
  - i) At least one “similar work” of value INR 80 Lakhs or more\*  
OR
  - (ii) Two “similar works” each of value INR 50 Lakhs or more\*  
OR
  - (iii) Three “similar works” each of value INR 40 Lakhs or more\*\*(completion certificate to be enclosed indicating the complete details of work done)
3. Firm must have technically qualified staff to undertake the work.
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered /debarred/terminated by any agencies like MTNL, BSNL etc. during last 3 years.
6. Firm should have valid registration of GST & valid registration with PF & ESI authorities.
7. Firm should submit PAN details & Audited Financial statement for the last three Financial years.
8. Length of Time in business: The minimum length of time in business shall be 07 years. The bidder shall submit the documentary evidence for the same.  
**“Similar Work”**: - Laying/Shifting/Diversion of Optical Fiber and/or Copper Cables through trenching/trenchless technologies.

**(v) PQ criteria for category “E”**

1. Firm must have minimum average annual turnover of INR 1.6 Crore during last three audited Financial years.
2. Work Experience: The tenderers will be qualified only if they have completed work(s) during last Five years ending 31.05.2020 as given below:
  - i) At least one “similar work” of value INR 160 Lakhs or more\*  
OR
  - (ii) Two “similar works” each of value INR 100 Lakhs or more\*  
OR
  - (iii) Three “similar works” each of value INR 80 Lakhs or more\*\*(completion certificate to be enclosed indicating the complete details of work done)
3. Firm must have technically qualified staff to undertake the work.
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered /debarred/terminated by any agencies like MTNL, BSNL etc. during last 3 years.
6. Firm should have valid registration of GST & valid registration with PF & ESI authorities.

7. Firm should submit PAN details & Audited Financial statement for the last three Financial years.
8. Length of Time in business: The minimum length of time in business shall be 07 years. The bidder shall submit the documentary evidence for the same  
**“Similar Work”**: - Laying/Shifting/Diversion of Optical Fiber and/or Copper Cables through trenching/trenchless technologies.

**Only that Firm/Company who meet the above-mentioned criteria shall be considered.**

**Notes:**

- Financial data for latest three financial years has to be submitted by the tenderer in Appendix-4 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 with membership number and Unique Document Identification Number (UDIN).
- Average Annual Turnover and profitability will be based on last 3 years audited balance sheets. In case audited balance sheet of the last Financial year is not made available by the bidder, they have to submit an affidavit certifying that “the balance sheet has actually not been audited so far”. In such a case, the average of Turnovers of previous 02 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.
- The tenderer shall upload details of work executed by them in the prescribed format as per Appendix-5 of Form of Tender for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be uploaded. In case work is executed for private client, then additional documentary proof such as copy of work order, Bill of quantities, Bill wise details of payment received certified by CA, TDS certificates for all the payments received, copy of final/ last bill paid by the client should be uploaded. The offers submitted without this documentary proof shall not be evaluated.
- Value of fully completed works up to 31.05.2020 will only be considered for qualification of work experience criteria.
- For completed works, value of work done shall be upgraded to the last day of the previous months of tender submission price assuming 5% inflation for INR portion every year and 2% for foreign currency portion.
- If the above work(s) comprise(s) other works also, then client's certificate clearly indicating the amount of work done in respect of the similar work shall be pursued by the tenders in support of work experience along with their tender submission.
- 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 01.07.19, same shall be considered for evaluation even if it is not stamped.
- After opening of bids, the work experience credentials (work experience certificate along with other documents, if any) of bidder(s) shall be sent for verification & certification to the



concerned client(s). In case of any concealment or misrepresentation of facts, appropriate action(s) in accordance with Tender Conditions and "Suspension/Banning Policy, August 2019" of DMRC shall be taken. The copy of "Suspension/Banning Policy, August 2019" of DMRC can be downloaded from tender section of DMRC website i.e. [www.delhimetrorail.com](http://www.delhimetrorail.com).

#### **1.1.4.3 Language of Application**

The application as well as all correspondence and documents relating to the tender submission exchanged by the applicant and the DMRC shall be in English. Supporting documents and printed literature including the certificate submitted as stipulated in clause 1.1.4.2 of NIT, that are part of the application may be in other language, provided they are accompanied by an accurate translation in English duly signed by the authorized representative, in which case, for purposes of interpretation of the application, the translation shall govern.

#### **1.1.4.4 Pre-Bid Meeting**

A Pre-Bid meeting shall be held through video conferencing by software apps such as zoom.us on the date given in the Key details. The date of the meeting is tentative and may undergo a change, which will be advised to the Tenderer.

The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

The tenderer is requested to submit any question in writing on e-tendering portal <https://eprocure.gov.in/eprocure/app> or by email to registered official email of DMRC provided in Tender document, to reach the Employer not later than the last date of seeking clarification as mentioned in clause 1.1.3 (key details).

The text of the questions raised by all the tenderer and the responses given will be transmitted without delay to all purchasers of the Tender Documents. Any modification of the Tender Documents which may become necessary as a result of the Pre-Bid meeting shall be made by the Employer exclusively through the issue of an Addendum.

Tenderer are requested to provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting to the registered official email of DMRC provided in Tender document so that links having details such as software, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled pre-bid meeting.

Non-attendance at the Pre-Bid meeting will not be a cause for disqualification of a Tenderer.

- 1.1.4.5** The tender submission of tenderers, who do not qualify the minimum eligibility criteria stipulated in the clauses 1.1.4.1 to 1.1.4.2 above, shall not be considered for further evaluation and therefore rejected.

**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.**

- 1.1.4.6** The tenderers may obtain further information/ clarification, if any, in respect of this tender documents from the office of Joint General Manager / S&T / Tender, 5<sup>th</sup> floor, South Tower, NBCC Place, Pragati Vihar, New Delhi-110003

- 1.1.4.7** 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.
- 1.1.4.8** 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. 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.
- 1.1.4.9** 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 Transaction receipt of NEFT/RTGS/IMPS payment) and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.1.4.10** 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 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.
- 1.1.4.11** Tenders shall be valid for a period of 180 days (both days inclusive i.e. the date of submission of tender and the last date of period of validity of the tender) from the date of submission of Tenders.
- 1.1.4.12** 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.
- 1.1.4.13** Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.1.4.14** For any complaints tenderers may contact CVO DMRC, 1<sup>st</sup> floor A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001, Tel:011-23418406, Email: [cvodmrc@gmail.com](mailto:cvodmrc@gmail.com).

## **1.1.5 PRE-QUALIFICATION DOCUMENTS**

### **The Pre-Qualification documents consist of:**

Letter of Application (Form of Tender Appendix -1) with a set of questionnaires as per Appendix -2 to 7.

<b>FORM No.</b>	<b>CONTENTS</b>
Appendix - 1	Letter of Application
Appendix – 2	General Information
Appendix – 3	Undertaking
Appendix – 4	Financial Data
Appendix – 5	Experience Record

Appendix - 6                      Resources – Personnel

Appendix - 7                      Organisation Structure

If necessary, additional sheets may be added to the forms. Each page of each form should be clearly marked on the right top corner as follows:

Appendix 1, Page 1 of \_\_\_\_\_; Appendix 2, Page 2 of \_\_\_\_\_ etc.

Any annexure for forms shall be clearly marked as follows: -

Annexure 1 to Form of Tender, Appendix 1 \_\_\_\_\_ etc.

**Joint General Manager/S&T/Tender  
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. **Bidder has to ensure that size of each file should not exceed 40MB before uploading.**
- 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:** 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 1.1.3 of NIT.
- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.

- 8) 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@nic.in

Policy Related - cppp-doe@nic.in