

## **DELHI METRO RAIL CORPORATION LIMITED**



**Engaging of Experienced Surveyors for survey works from Janakpuri to Ashok Vihar section of Janakpuri west to R.k. Ashram corridor (Extn. Of line-8) of phase-IV of Delhi MRTS.**

**CONTRACT PACKAGE: CPM-2/01/SURVEYOR**

**TENDER DOCUMENTS**

**NOTICE INVITING TENDER (NIT)**

**DELHI METRO RAIL CORPORATION LTD.  
5th FLOOR, A-WING, METRO BHAWAN,  
FIRE BRIGADE LANE, BARAKHAMBA ROAD,  
NEW DELHI 110001**

## INDEX

Clause	Description	Page No.
1.1	<b>General</b>	3
1.1.2	Key Details	3
1.1.3	<b>Qualification Criteria</b>	5
1.1.3.1	Eligible Applicant	5
1.1.3.2	Minimum Eligibility Criteria	8
1.1.3.3	Bid Capacity Criteria	10
1.1.4	Tender Documents Consist	11
	<b>Instructions for online bid submission</b>	13-14

## NOTICE INVITING TENDER (NIT)

(e-Tender)

### 1.1 GENERAL

#### 1.1.1 Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. invites online open e-tenders from local eligible applicants, who fulfill qualification criteria as stipulated in Clause 1.1.3 of NIT, for the work “**Contract No: CPM-2/01/Surveyor : Engaging of Experienced Surveyors for survey works from Janakpuri to Ashok Vihar section of Janakpuri west to R.k. Ashram corridor (Extn. Of line-8) of phase-IV of Delhi MRTS.**”

#### 1.1.2 KEY DETAILS:

<b>a.</b>	<b>Approximate Cost of work</b>	<b>:</b>	<b>INR 61.99 Lakhs</b>
<b>b.</b>	<b>Tender Security* (Earnest Money Deposit)</b>	<b>:</b>	<p>Amount of Tender Security: <b>INR 1.00 Lakhs</b></p> <p>The instrument type for payment of tender Security/EMD shall be RTGS, NEFT or IMPS only. No other mode of payment will be accepted. The detail of Bank account of DMRC to facilitate the payment is mentioned at C18.1.4 of ITT. The bidders will be required to upload the scanned copies of transaction of payment of tender security/EMD including e-receipt (clearly indicating UTR No. and tender reference i.e. <b>CPM-2/01/Surveyor</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. No copies of transaction of payment are required to be sent to the office of Chief Project Manager/2.</p> <p><b>Note: Bidders to note that the payment of tender security shall be made from the account of bidder only.</b></p> <p><b>If tender security has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.</b></p>
<b>c.</b>	<b>Completion period of Work</b>		<b>36 months</b>
<b>d.</b>	<b>Tender Documents on sale</b>	<b>:</b>	<p>From 11.08.2020 to 01.09.2020 (up to 1500 hrs) on e-tendering website</p> <p><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></p>
<b>e.</b>	<b>Cost of Tender Documents* (Non-Refundable)</b>	<b>:</b>	<p>INR 5900/- (inclusive of 18% GST) Non-Refundable (Payment to be made only by RTGS, NEFT &amp; IMPS. No other mode of payment will be accepted). The details of bank account of DMRC are mentioned below. The bidders shall upload scanned copies of transaction of payment of tender cost</p>

			including e-receipt (indicating UTR No.) at the time of online bid submission. The Tender Reference Number i.e. <b>Contract No CPM-2/01/Surveyor</b> shall be clearly entered in remarks/descriptions at the time of online transaction of payment, failing which payment may not be considered. Copy of GST registration no. to be provided along with document fee.
f.	<b>Last date of Seeking Clarification</b>	:	20.08.2020 (Up to 1700 Hrs) (written queries from bidders after due date shall not be acknowledged)
g.	<b>Pre-bid Meeting</b>	:	21.08.2020 at 1100 Hrs.
h.	<b>Last date of issuing amendment, if any</b>	:	24.08.2020
i.	<b>Date and Time of submission of Tender online</b>	:	Tender submission start date: 26.08.2020(from 1100 hrs) Tender submission end date: 01.09.2020 (up to 1500 hrs.)
j.	<b>Date &amp; Time of opening of Tender online (Technical Bid)</b>	:	02.09.2020 at 1500 Hrs.
k.	<b>Authority, place for seeking clarifications on tender documents and pre-bid meeting</b>	:	<b>Chief Project Manager/2</b> Delhi Metro Rail Corporation Ltd., 1st Floor, Haiderpur Badli Mor Metro Station, New Delhi –110088

\*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

\* Tender Cost and Tender Security is exempted for **bidders** (Micro & Small Enterprises) (MSEs) 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 "**Survey Work**", and have valid registration certificate as on date of tender submission.

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

- Either they are not registered for "**Survey Work**" category.
- Or they do not have valid registration as on the date of tender submission.

The tenderers seeking exemption from 'Tender Cost and Tender Security', 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. "**Survey work**" and Terminal Validity of registration.

In absence of any of the above requirements no exemption for 'Tender Cost and Tender Security' 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 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 year 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.

### 1.1.3 QUALIFICATION CRITERIA

#### 1.1.3.1 Eligible Applicant

- i. The tenders for this contract will be considered only from those tenderers {proprietorship firms, partnership firms, companies, corporations, who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT. **No JV is permitted.**
- ii. A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer. 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.
- 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 or implementation of the project;
  - (b) A tenderer is any associates/affiliates (inclusive of parent firms) mentioned in sub-paragraph (a) above; or
  - (c) A tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an 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 reference 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 Organization (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.
- (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 Organization (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.
- (c). The overall performance of the tenderer shall be examined for all the ongoing works (civil engineering works) of value more than the value as specified in clause 1.1.3.2 A(iii) of NIT and also for all the completed work on (civil engineering works) awarded by DMRC / any other Metro Organization (100% owned by Govt.) within last one year (from the last day of the previous month of tender submission), of value more than the value as specified in clause 1.1.3.2 A(iii) of NIT 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 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 months (from the last day of the previous month of tender submission for the ongoing works.
- (d). Tenderer for the works awarded by DMRC/ any other Metro Organization (100% owned by Govt.) must have been neither penalized 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 work 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 who 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.
- (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 4.33.1 a (ii) of GCC and the tender submission of such tenderers will be rejected besides taking further action as per Clause 4.33.1 (b), (c) & 13.2.1 of GCC.
- vi. Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in the Appendix-21 of Form of Tender.

vii. **LEAD PARTNER/NON-SUBSTANTIAL PARTNERS/CHANGE IN JV/CONSORTIUM**

**Deleted.**

- viii. (a) Tenderer has not been put on defaulter's list of EPF/ESI/GST/Labor Dep't. Etc during the last three years (from the last day of the previous month of tender submission). The tenderer should submit undertaking to this effect in the Appendix-27 of Form of Tender.
- (b) Tenderer should not be involved in any illegal activity and/or has not been charge sheeted for any criminal act during last three years (from the last day of the previous month of tender submission). The tenderer should submit undertaking to this effect in the Appendix-27 of Form of Tender.
- (c) 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 foreclosed or scope under that contract is reduced by DMRC after award during last three 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-27 of Form of Tender.

**(ix)PURCHASE PREFERENCE TO LOCAL SUPPLIERS/PREFERENCE TO MAKE IN INDIA:**

**a) Definitions:**

- i. 'Local content' means the amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent. Minimum local content shall be **80%** for the subject tender.
- ii. 'Local Supplier' means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed at sr. no. I. above.
- iii. 'L1' means the lowest tender or lowest bid received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- iv. 'Margin of purchase preference' means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference. Margin of purchase preference shall be **10%** for the subject tender.

**b) Procedure for Purchase Preference in procurement of goods or works which are divisible in nature: NOT APPLICABLE FOR THE SUBJECT TENDER**

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price.
- iii. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and

contract shall be awarded accordingly.

- iv. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1bidder.
- c) Procedure for Purchase Preference in procurement of goods or works which are not divisible in nature and in procurement of services where the bid is evaluated on price alone: **APPLICABLE FOR THE SUBJECT TENDER****
- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
  - ii. If L1 is not from a local supplier, the lowest bidder among the local suppliers will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.
  - iii. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly.
  - iv. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1bidder.
- d) Minimum local content and verification of local content:**
- i. The local supplier at the time of tender shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.
  - ii. In case of procurement for a value in excess of Rs. 10 corers, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company or from a practicing cost accountant or practicing chartered accountant giving the percentage of local content after completion of works to the Engineer.
  - iii. If any false declaration regarding local content is found, the company shall be debarred for a period of three years from participating in tenders of all metro rail companies.
  - iv. Supplier/bidder shall give the details of the local content in a format attached as **Appendix-29** and **Appendix-30** of FOT duly filled to be uploaded along with the technical bid. In case, bidder do not upload **Appendix-29** and **Appendix-30** of FOT duly filled along with their technical bid, local content shall be considered as 'Nil' in tender evaluation.
- e) Complaints relating to implementation of Purchase Preference**
- Fees for such complaints shall be Rs 2 Lakh or 1% of the value of the local item being procured (subject to maximum of Rs 5 Lakh), whichever is higher. In case the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

### **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 (07) years ending last day of the month previous to the month of tender submission as given below (tenderer shall upload Appendix-17 of FOT):



- (i) At least one “Similar Work” \*\*of value of **Rs. 49.59 lakh** or more.  
OR  
(ii) Two “Similar Works” \*\*each of value of **Rs. 31.00 lakh** or more.  
OR  
(iii) Three “Similar Works” \*\*each of value of **Rs. 24.80 lakh** or more.

\*\* “Similar Work” for this contract shall be “Any Topographical survey works and bidder shall have minimum 5 years experience in relevant field, document proof like work order, completion certificate, final bills etc of last five years to be submitted along with the tender ”.

Notes:

- The tenderer shall submit details of work executed by them in the prescribed format as per Appendix-17 of FOT 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. **The offers submitted without this documentary proof shall not be evaluated.** In case work is executed for private client 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..
- For completed works, value of work done shall be updated to the last day of the previous month of tender submission 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. This is to be substantiated with documentary evidence.
- 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 furnished by the tenderer in support of work experience along-with their tender submissions.
- Only work experience certificate having stamp of Name and Designation of officer along with the Name of client shall be considered for evaluation. However, if any work experience certificate has been issued prior to 01.07.2019, same shall be considered for evaluation even if it is not stamped.

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

- (i) **T1-Liquidity: DELETED**  
(ii) **T2- Profitability: DELETED**  
(iii) **T3-Net Worth: DELETED**  
(iv) **T4- Annual Turnover:** The average annual turnover of the tenderer during last three audited financial years should be  $\geq$  **Rs. 16.53 lakh**

**Notes:**

Financial data for last three audited financial years has to be uploaded 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 (As per format provided in Appendix-18A to Form of Tender {FOT}) certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '2' audited financial years will be taken into consideration for evaluation. If audited balance sheet of any other year than the last year is not uploaded, the tenderer may be considered as non-responsive.

#### 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 will be calculated based on the following formula:

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

Where,

A = Maximum of the value of works executed in any one year during the last three financial years (updated to the last day of the previous month of tender submission 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 this work

B = Value of existing commitments (as on the last day of the previous month of tender submission) for on-going works during period of **36 months** w.e.f. from the first day of the month of tender submission.

#### Notes:

- Financial data for last three financial years has to be uploaded by the tenderer in **Appendix-15** of Form of Tender 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.
- Value of existing commitments for on-going works during period of **36 months** w.e.f. from the first day of the month of tender submission has to be uploaded by the tenderer in **Appendix-16** of Form of Tender. These data shall be certified by the Chartered Accountant with his stamp and signature in original with membership number.

**1.1.3.4** The tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.3.2 to 1.1.3.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.3.2 to 1.1.3.3 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.

#### **1.1.4 Tender documents consist of the following:**

- a. Notice Inviting Tender
- b. Instructions to Tenderers (Including Annexure)
- c. Form of Tender (Including Appendices)
- d. Scope of work
- e. General Conditions of Contract

- f. Special Conditions of Contract
  - g. Bill of Quantities
- 1.1.5 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of CPM-2, Delhi Metro Rail Corporation Ltd., 1st Floor, Haiderpur Badli Mor Station, New Delhi-110088.
- 1.1.6 All Tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause E 4.4 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. 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 from e-tendering portal using class-II or class-III digital signature. However, the tenderer shall upload their tender on <https://eprocure.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.
- 1.1.10 Tender submissions shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents (in the form of transaction receipt of NEFT/RTGS Payment from a Scheduled commercial bank based in India) and towards Tender Security (in the form of transaction receipt of NEFT/RTGS Payment 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.
- 1.1.11 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 can be uploaded.  
It shall be the responsibility of the bidder / tenderer to ensure that his tender is uploaded 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 latest Date of Submission of Tender and shall be accompanied with a tender security of the requisite amount 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 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.1.15 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.
- 1.1.16 For any complaint tenderer may contact CVO, DMRC at 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).
- 1.1.17 Tenderers are to carry out their self-assessment in respect of their capacity in terms of manpower and finance. The tenderer is to consider positive variation in annual value to

the extent of 25% (rounded to nearest higher Whole number) and should be able to take up additional similar services at short notice at the accepted rate. Similarly, the scope of work may also be reduced on account of poor performance and contractor shall have no right for any claims due to reduction in scope of work.

**Project Manager/2A  
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**

- 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 Enrollment**” 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 uploaded 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. Bidders have 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 uploaded 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) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument as specified in clause C18 of ITT.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (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 uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

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.

For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code.

E-Mail: [cphp-nic\[at\]nic\[dot\]in](mailto:cphp-nic[at]nic[dot]in)