



Loktak Project, Manipur  
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### **Domestic Competitive Bidding (OPEN TENDER)**

(E-Tendering-Web Notice)

**NIT No. 1029 (O)**

**Tender Reference No.: NH-LPS-HOP012(22)/53/2023-CD I and III/1029**

**Dated: 28.09.2023**

- Online **Item Rate/Percentage Rate** bids are invited through **Domestic Competitive Bidding in Single Stage -Two Part Bidding** Basis {i.e. Part-I (Cover-I): Technical- Bid and Part-II (Cover-II): Financial Bid} for and on behalf of NHPC Ltd. (A Govt. of India Enterprise) from eligible **Sole Bidders** for the work **“Clearing of Jungle (Weeds, Vegetation, etc.) and road side drain from Bamboo Trash Rack to RD 12.000 Km along the Loktak-Leimatak Road”**. Complete Bid Documents/Tender Document can be viewed and down loaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app>. The site can also be viewed through e-procurement corner of NHPC website [www.nhpcindia.com](http://www.nhpcindia.com) and CPP Portal. **This tender/works is reserve for local residing to Loktak Project (i.e. Resident in the district of Churachandpur, Bishnupur and Kakching) and Project affected families of Loktak Project, Manipur.**

For benefit of larger population of the nearby areas of Project/Power Station, at a time not more than 02 works/services be allotted/awarded to the same entity.

The brief details of the tender are as under:

Sl. No.	Item	Description
i)	Mode of tendering	e-Procurement System Cover-I: Online Techno-Commercial Bid Cover-II: Price Bid
ii)	Tender ID No.	<b>2023_NHPC_773901_1 (System Generated)</b>
iii)	Tender reference No.	<b>NH-LPS-HOP012(22)/53/2023-CD I and III/1029 dt.28.09.2023</b>
iv)	Estimated Cost	<b>Rs.10,60,924/-</b>
v)	Cost of bid document	<b>Rs.590/-</b> in the form of Crossed Demand Draft/ Banker's Cheque in favour of <b>“NHPC Limited”</b> payable at <b>“State Bank of India, Loktak HEPA Branch” (Code-05329).</b>
vi)	Bid Security (EMD)	<b>Rs.21,000/-</b> may be deposited in the form of Crossed Demand Draft / Banker's Cheque in favour of “NHPC Limited” payable at “State Bank of India, Loktak HEPA Branch” (Code-05329), Komkeirap—OR, In the form of Bank Guarantee (BG) issued by an Indian Nationalized bank or any scheduled commercial bank of India. Bank Guarantee shall be valid upto three months beyond the bid validity period as per prescribed format.
vii)	Period of Bid Validity	120 Days
viii)	Completion Period	06 (Six) Months from the date of commencement of work as per Letter of Award.
ix)	Tender inviting Authority	DGM (Civil), P&C Division, NHPC Limited, Loktak Project, PO: Loktak, Komkeirap, Distt- Churachandpur, Manipur – 795124,

The critical dates of tender are as under:

Sl. No.	Particulars	Date & Time
i)	Publishing Date & Time	<b>28.09.2023, 17:00 Hrs.</b>
ii)	Document Download Start Date & Time	<b>28.09.2023, 17:30 Hrs.</b>
iii)	Pre bid meeting Date & Time	N.A.
iv)	Bid Submission Start Date & Time	<b>28.09.2023, 17.30 Hrs.</b>

v)	Online Bid Submission Closing Date & Time	<b>19.10.2023, 17:00 Hrs.</b>
vi)	Offline submission closing (address, date & time)	<b>Address 1:</b> Loktak Project, NHPC Ltd., PO: Loktak, Komkeirap, Distt- Churachandpur, Manipur – 795124, <b>Address 2:</b> Co-Ordinator- Offline Bids C/o: Central Dispatch (HR Division, RO Siliguri) Contracts & Procurement Division, NHPC Limited, Regional Office, Vidyut Nagar, PO: Satellite Township, Jalpaiguri, West Bengal-734015  <b>Date &amp; Time: 21.10.2023, 16:00 Hrs.</b>
vii)	Online Bid Opening of Technical Bid (Cover-I)	Venue: Loktak Project, NHPC Ltd., PO: Loktak, Komkeirap, Distt- Churachandpur, Manipur – 795124, <b>Date &amp; Time: 25.10.2023, 11:00 Hrs.</b>
viii)	Price bid Opening (Cover-II)	Venue, Date & time to be intimated later to the bidders whose Techno- commercial Bids will be found responsive.

## 2. Eligible Bidders

### 2.1 This Invitation for Bid is open to:

- The bidders who are incorporated legal entity and are legally and financially autonomous and operate under commercial law of their respective jurisdiction.
- All bidders meeting the Qualification criteria as defined in clause 3.

### 2.2 Bidders shall not have been banned/ de-listed/ black listed/ debarred from business on the ground mentioned in para 6 of Guidelines on Banning of Business dealings. Self-Declaration in this regard is to be submitted as per the enclosed Performa. (Forms-6-, Section-II).

### 2.3 The Bidders whose contract(s) have been terminated due to poor performance by employer, shall not be allowed to participate in the bidding process for next 5 years w.e.f the date of notification of termination.

### 2.4 ~~To improve transparency and fairness in tendering process the Employer is implementing Integrity Pact as per Clause 31 of ITB. The bidder must submit the Integrity Pact as per Proforma (Form-7) duly signed as per Clause 31 of ITB.~~

~~Integrity Pact is to be executed on plain paper at the time of Submission of Bid. The successful bidder (Contractor) shall submit duly executed integrity Pact on non-judicial Stamp Paper of appropriate value prior to signing of Notification of Award.~~

## 3.0 Qualification of the Bidder

### 3.1 All bidders shall include the following information and documents with their bids in, Qualification Information unless otherwise stated in the ITB:

- ~~Notarized~~ Copies of ~~original~~ documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Additional information as sought in the Form-1 General Information, Section-III shall be provided.
- Work experience to demonstrate meeting the criteria stipulated in clause 3.2 A (b) shall be provided in Form -3 work experiences record, Section-III. The work experience shown shall be supported with ~~notarized~~ copies of supply order/work order/letter of Award issued by the Engineer-in- charge/Project head of the concerned work.
- Information on financial criteria stipulated in clause 3.2A (a) shall be furnished in Form -4, Annual turnover, Section-III. Copy of affidavit/Certificate of CA mentioning Financial Turnover of last 3 (three) years or Printed Annual reports or financial statements of the Bidder, such as balance sheet, profit and loss statements and auditor's reports as the case may be for the past three years shall be submitted to ascertain bidder's meeting the financial criteria.
- ~~The proposed methodology (Schedule G in separate sheets) and programme of construction (in Schedule E), backed with equipment planning and deployment (in Schedule F), duly supported with broad calculations, justifying their capability of execution and completion of the work as per technical specifications and within the stipulated period of completion.~~

### 3.2 A To qualify for award of the Contract, each bidder should have:

- Average Annual financial turnover during the last 03 (three) financial years ending 31st March of the previous financial year, should be at least 30% of the estimated cost.

- b) The bidder should have successfully executed in past, similar nature of works of requisite value specified hereunder during preceding 07 (Seven) years, supported with award letters & successful completion certificate(s) issued by concerned dept. confirming to either of the following:-
- (i) One (1) works, amounting to at least 80% of the estimated value.  
OR
  - (ii) Two (2) works, each amounting to at least 50% of estimated value.  
OR
  - (iii) Three (3) works, each amounting to at least 40% of estimated value.

**Similar nature of work means “Any Civil Works”**

\* **Note:** The reference date for considering the period of preceding 7 years shall be the last day of the month previous to the one in which the tender is invited

**3.2 B** Each bidder must also produce with their Bid:

- (a) Copy of GST No., PAN No., EPF Registration No., ~~Latest Income Tax return Certificate (or exemption Certificate)~~ and ESIC Registration No. (if applicable)
- (b) A declaration that the information furnished with the bid documents is correct in all respects in Form-05
- (c) Such other certificate as defined in the ITB. Failure to produce the certificates shall make the bid non-responsive.
- (d) Undertaking for submission of valid Labour Licence and labour Insurance after award of this work (if required).
- (e) Undertaking that the workers deployed will be enrolled as member of Provident Fund and will be given Universal Account Number (UAN).
- (f) Copies of successful work completion certificate issued & duly attested by respective authorities.
- (g) If the legal status of the bidder is other than Proprietary, copy of Certificate of Incorporation/Partnership deed or Constitution Certificate is required as proof of constitution of bidder.

**3.2. C** To qualify for Contract for which bids are invited in the Notice Inviting Tender, the bidder must demonstrate having work experience, financial capability and resources sufficient to meet the aggregate of the qualifying criteria. Failure to produce the certificates and documents in clauses 3.1 and 3.2(A) & (B) shall make the bid non-responsive.

**3.2. D** JVs or any other arrangement other than sole bidder is not allowed. Experience and resources of proposed sub-contractor, if any shall not be taken into account in determining the bidder's compliance with the qualifying criteria. However, experience of bidder as sub- contractor approved by Project developer shall be considered. Experience of bidders as member of Consortium/Joint Venture shall be considered as per distribution of work against the member of the Consortium/Joint Venture. In case where distribution of Consortium/JV members is not specified in Consortium/JV agreement then the experience credential shall be considered for all members of JV with minimum 35% participation share.

**3.2. E** “All Startups (whether MSEs or otherwise), falling within the definition as per Gazette notification –G.S.R.501( E) dt.23.05.2017 or amended from time to time are exempted from meeting the qualification criteria in respect of prior Experience- Prior Turnover in public procurement subject to meeting of quality and technical specifications for which necessary documents shall be submitted by such bidders.

However, in case of circumstances (like procurement of items related to public safety, health, critical security operations and equipment, etc.) where purchaser may prefer the vendors to have prior experience rather than giving orders to new entities, such procurements, wherever adequate justifications exists, the purchaser may not relax the criteria of Prior experience / turnover for the Startups.”

**3.2. F** Public procurement (Preference to Make in India) order for Goods/Services/Works as directive issued by “Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry vide Order no. P-45021/2/2017-PP(BE-II) dated 16th September, 2020:-

For orders regarding any revision/amendment/clarification in Public Procurement (Preference to Make in India) Order, 2017, approved product category and associated Ministry, items having sufficient local capacity and local competition and any change in minimum local content, the website of DPIIT, i.e. [www.dipp.gov.in/public-procurements](http://www.dipp.gov.in/public-procurements) or the website of the concerned Ministry to which the product belongs, shall be referred.

The directives under Public Procurement (Preference to Make in India) Order, 2017 include the following:

**A) Definitions**

Local content: means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, 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.

**Class-I local supplier:** means a supplier or service provider, whose Goods/ Services/ Works offered for procurement, meets the minimum local content as prescribed for “Class-I local supplier” under this order.

**Class-II local supplier:** means a supplier or service provider, whose Goods/ Services/ Works offered for procurement, meets the minimum local content as prescribed for “Class-II local supplier” but less than that prescribed for “Class-I local supplier” under this order.

**Non-local supplier:** means a supplier or service provider, whose Goods/ Services/ Works offered for procurement has local content less than that prescribed for “Class-II Local supplier” under this order.

**Minimum local content:** Nodal ministry/ department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as Class-I local supplier / Class-II local supplier / Non local supplier. For the items, for which Nodal ministry/ department has not prescribed higher minimum local content notification under the order, it shall be 50% and 20% for Class-I local supplier / Class-II local supplier respectively.

**Margin of purchase preference:** means the maximum extent to which the price quoted by a Class-I local supplier may be above the L-1 for availing purchase preference. The margin of purchase preference shall be 20%.

**Works:** means all works as per Rule 130 of GFR-2017, and shall also include Turnkey Works, Engineering, Procurement & Construction (EPC) Contracts and Services include System Integrator (SI) contracts.

## **B) Eligibility Criteria for Class I /II and Non Local Suppliers**

- a) For procurement of Goods/Services/Works, irrespective of purchase value where there is sufficient local capacity and local competition, only Class-I local supplier shall be eligible to bid.
- b) For procurement of Goods/Services/Works, not covered under a) above and having estimated value less than INR 200.00 Crore, Global tender enquiry shall not to be issued except with the approval of Competent Authority as designated by Department of Expenditure. Only Class-I and Class-II local suppliers shall be eligible to bid in procurements, except when Global tender enquiry has been issued. In Global tender enquiries, Non-local suppliers shall also be eligible to bid along with Class-I and Class-II local suppliers.

The above criteria shall be subject to compliance of following:

- i) The bidder shall have to be an entity registered in India in accordance with law. Indian subsidiaries of foreign bidders are eligible to participate in the bidding process provided they meet the qualifying criteria in terms of capability, competency, financial position, past performance etc. Further, Foreign bidders shall compulsorily set up their manufacturing units on a long term basis in India.
- ii) Foreign bidders can also participate in the bidding process provided they form Joint Venture with any bidder registered in India in accordance with law.
- iii) Country of origin of the equipment/material shall be provided in the bid.
- iv) The bids shall be in Indian National Rupees (INR) only in respect of local content.
- v) The bidder shall follow Indian laws, regulations and standards.
- vi) For supply of equipment / material from the country of origin other than India, the bidder shall submit performance certificate in support of satisfactory operation in India or a country other than the country of origin having climatic and operational conditions including ambient temperature similar to that of India for minimum one year.
- vii) The manufacturer/ supplier shall list out the products and components producing Toxic E-waste and other waste. It shall have an Extended Producers Responsibility (EPR) so that after the completion of the lifecycle, the materials are safely recycled / disposed of by the Manufacturer/ Supplier and for this, the Manufacturer/Supplier along with procurer has to establish recycling / disposal unit or as may be specified.
- viii) The bidder shall have to furnish a certificate regarding cyber security/safety of the equipment / process to be supplied/services to be rendered as safe to connect.
- ix) Wherever required, the Foreign supplier shall establish fully functional service centers in India and shall keep

spares/material locally for future needs of Utilities.

- x) Arbitration proceedings shall be instituted in India only and all disputes shall be settled as per applicable Indian Laws.

### **C) Procedure for Purchase Preference**

- (a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to "Class-I local supplier" only in procurement undertaken by procuring entities in the manner specified here under.
- (b) In the case of procurement of goods/ works, covered under para B(b) and divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
- i). Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- ii). If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I 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. In case some quantity is still left uncovered by Class-I local suppliers, then such balance quantity shall be ordered to the L1 bidder.
- (c) For procurement of goods/ works, which are covered by para B(b) and not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
- i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
- ii) If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii) In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I 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. In case, none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d) "Class-II local supplier" and "Non-local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

Applicability in tenders where contract is to be awarded to multiple bidders

In tenders where contract is awarded to multiple bidders subject to matching of L-1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non local supplier', as per following procedure:

In case there is sufficient local capacity and competition for the item to be procured, as notified by the Nodal Ministry, only Class-I local suppliers shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class-I local supplier'.

In other cases, 'Class-II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class-I local suppliers' as per provisions of this Order.

If 'Class-I local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class-I local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to 'Class-I local supplier' over 'Class-II local suppliers'/ 'Non local

suppliers' provided that their quoted rate fall within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class-I local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoting rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier' fall within 20% margin of purchase preference, and so on.

To avoid any ambiguity during bid evaluation process, the procuring entities may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I local supplier' within the broad policy guidelines stipulated in sub-para above.

#### **D) Verification of local content**

a) The 'Class-I local supplier'/ 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/ 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

b) In cases of procurement for a value in excess of INR 10.00 Crores, the 'Class-I local supplier'/ 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

c) False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities

#### **3.2 G Provisions of Rule 144 (xi) of the General Financial Rules (GFRs) 2017:**

This is in reference to Department for Expenditure, Ministry of Finance vide OMs dt.08.02.21 and 02.03.21 regarding restrictions under Rule 144(xi) of GFR 2017.

a) Any bidder from a country which shares a land border with India (except to which the Government of India has extended line of credit or in which the Government of India is engaged in development projects as mentioned in Order Public Procurement No.2 dt.23.07.2020 or its subsequent revisions/ amendments) will be eligible to bid only if the bidder is registered with the Competent Authority, i.e. Registration Committee constituted by DPIIT.

b) The successful bidder shall not be allowed to sub contract works to any contractor from a country which shares a land border with India (except to which the Government of India has extended line of credit or in which the Government of India is engaged in development projects as mentioned in Order Public Procurement No.2 dt.23.07.2020 or its subsequent revisions/ amendments) unless such contractor is registered with the Competent Authority, i.e. Registration Committee constituted by DPIIT.

c) A bidder is permitted to procure raw material, components, sub assemblies, etc. from the vendors of countries sharing a land border with India without getting registered with the Competent Authority, i.e. Registration Committee constituted by DPIIT, as it is not regarded as 'sub-contracting'.

d) However, in case a bidder proposes to supply finished goods procured directly/ indirectly from the vendors of the countries sharing a land border with India, such vendors will be required to get registered with the Competent Authority, i.e. Registration Committee constituted by DPIIT.

e) Procurement of spare parts and other essential service support like Annual Maintenance Contract (AMC)/ Comprehensive Maintenance Contract (CMC), including consumables for closed systems, from Original Equipment Manufacturers (OEMs) or their authorized agents, shall be exempted from the requirement of registration as mandated under Rule 144(xi) of GFRs 2017.

- 3.3** Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
- made misleading or false representations in the forms, statements, declarations and attachments submitted as proof of the qualification requirements; and/or
  - participated in the previous bidding for the same work and had quoted abnormally high or low bid prices and could not furnish rational justification for it to the Employer.

#### **4.0 Time for Completion**

The successful bidder shall complete the entire work within the time specified at Sl. no. -1, to be reckoned from the date of issue of Letter of Acceptance.

- 5.0** Tenders must be accompanied by the earnest money of the amount specified for the work in the table.

- 6.0** ~~As per Govt. Guidelines, for Bidder(s) registered as Micro and Small Enterprises, the cost of tender document and Earnest Money deposit will not be applicable. However, the proof for the same shall be submitted for eligibility.~~

#### **7.0 Pre-Bid Meeting**

- ~~A Pre-Bid meeting open to all the prospective Bidder(s) will be held at venue, date and time as per Sl. No. 1 wherein they shall be given an opportunity to obtain clarifications, if any, regarding the work and Bid conditions.~~
- ~~Prospective Bidder(s) may submit their queries, if any, by email / courier / fax at address stated at Para -8 at least 03 days before the pre-Bid meeting so that the same can be replied during the meeting.~~

#### **8.0 Bid submission**

- Online Bid Submission – Technical Bid (Cover-I) (Refer Section- II i.e. ITB) and Price Bid (Cover-II) electronic format) complete in all respect must be uploaded at the aforesaid portal date & time as per Sl. No. 1.

- Offline Bid Submission (Refer Section- II i.e. ITB) complete in all respect must be delivered in sealed envelopes to the address, date & time as per Sl. No. 1. ~~which may be after opening of Technical bid~~

In the event of the specified date or amendment if any for the submission of bids being declared a holiday for the Employer, the hard copy of the documents will be received up to the specified time on the next working day. Similarly, in the event of the specified date or amendment if any for the opening of bids being declared a holiday for the Employer, the opening shall be carried out at the specified time on the next working day. However, the date and time for online submission of the Bids shall continue to be the date and time specified or amendment if any.

- 9.0** The currency for the Bid shall be **Indian Rupee** only.

- 10.0** Bids shall be valid for a period as mentioned in Sl no. 1 after the deadline for Bid submission. If any Bidder withdraws his Bid before the said period or makes any modification in his Bid, the Earnest Money deposit of the Bidder shall be forfeited.

- 11.0** The Techno-commercial Bid shall be opened online at venue date & time as per Sl. No.-1. the time and date of opening of Financial Bid of bidders qualified the technical bid shall be communicated to them at later date after evaluations of technical bids. The Employer/Tender inviting Authority at his discretion may open Technical and Financial Bid simultaneously and evaluate the Bid completely.

#### **12.0 E-tendering: Instruction for online bid submission**

The Techno-commercial Bid and Price Bid to be submitted on-line at Central Public Procurement e-Portal <http://eprocure.gov.in/eprocure/app>. The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (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.

##### **12.1 Registration:**

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- During enrolment/ registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the Consultants/ bidders through email-id provided.
- For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/ TCS/ nCode/ eMudra or any Certifying Authority recognized by CCA India on eToken/ Smart Card.
- Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

##### **12.2 Searching for Tender documents:**



- a) 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.
- b) 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.
- c) 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

### **12.3 Preparation of Bids:**

- a) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum, if any, published before submitting their bids. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- b) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall 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.
- c) Any clarifications if required then same may be obtained online through the tender site, or through the contact details given in the tender document.
- d) Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/ schedule in PDF/ xls/ rar/ zip/ dwf formats. If there is more than one document, they can be clubbed together using zip
- e) 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" or "Other Important Documents" area as per tender requirements while submitting the bid, and need not be uploaded again and again. This will lead to reduction in the time required for bid submission process.

### **12.4 Submission of Bids:**

- i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- ii) Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The originals should be submitted to the Tender Inviting Authority, on or before the last date & time of offline bid submission. The details of the DD/BC/BG, 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.
- iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid
- iv) Bidder shall select the payment option as 'offline' to pay the Tender Fee/ EMD as applicable and enter details of the instrument.
- v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vii) Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- viii) Utmost care shall be taken for uploading Schedule of Quantity & Price and any change/ modification of the price schedule shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices in XLS format and save it without changing the name of the file. Bidder shall quote their rates in figures in white background cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the Schedule of Quantity & Price file is found to be modified by the bidder, the bid will be rejected. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- x) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- xi) Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to 24x7 CPP Portal Helpdesk. Toll Free **Number: 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973**

- 13.0** Any corrigendum, subsequent amendments and / or extension of date, if any, for submission of Bids shall be posted on the portal <http://eprocure.gov.in/eprocure/app>. Bidder(s) are advised to visit the portal regularly before the deadline for submission of Bids.
- 14.0** The employer reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidder(s). However, the Bidder(s) who wish to seek reasons for such decision of cancellation/rejection shall be informed of the same by Employer unless its disclosure reasonably could be expected to affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the state or lead to incitement of an offence.
- 15.0** In case of any difference between wordings of English and Hindi version of 'Notice Inviting Tender', English version shall prevail.

(For & on behalf of NHPC Ltd.)

**DGM(Civil), P&C Division  
NHPC Ltd., Loktak Project.**