

**SECTION-I**

**NOTICE INVITING E-TENDERS**

## NHPC LIMITED

(A GOVT. OF INDIA ENTERPRISE)

Regd. Office: NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)  
Domestic Competitive Bidding  
(E-tendering-Web Notice)

**Tender Reference No.:** NH/CPS-1/P&C/W-1450/2024-25/196 Dated : 12/06/2024

Online **~~“Item Rate/Percentage Rate”~~** (to strike out which is not applicable) 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 of **“Annual Maintenance Contract of water coolers/purifiers installed at CPS-1.”** 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. Any Bidder who wishes to quote for this Tender can download the Tender Document from aforesaid portal after online Bidder registration for e-tendering.

**The brief details of the tender are as under:**

| Sl. No. | Item                      | Description                                                                                                                                                                                                                |
|---------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i)      | Mode of tendering         | e-Procurement System<br>Cover-I: Online Techno-Commercial Bid<br>Cover-II: Price Bid                                                                                                                                       |
| ii)     | Tender ID No.             | 2024_NHPC_811342_1 (System Generated)                                                                                                                                                                                      |
| iii)    | Tender reference No.      | NH/CPS-1/P&C/W-1450/2024-25/196 Dated : 12/06/2024                                                                                                                                                                         |
| iv)     | Estimate Cost             | <b>Rs. 3,80,898/- (Including GST)</b>                                                                                                                                                                                      |
| v)      | Cost of bid document      | <b>Rs. 590/- (including GST)</b>                                                                                                                                                                                           |
| vi)     | Bid Security (EMD)        | <b>Rs. 8,000/- (Including GST)</b> in the form of Crossed Demand Draft OR online transfer in favour of <b>“NHPC Limited, Account No.: 11538537066, IFSC Code: SBIN0008844, State Bank of India, Khairi, Chamba (HP)”</b> . |
| vii)    | Period of Bid Validity    | <b>120 days</b> after the last date of online bid submission                                                                                                                                                               |
| viii)   | Completion Period         | <b>As per SCC &amp; Scope of Work</b>                                                                                                                                                                                      |
| ix)     | Tender inviting Authority | <b>Dy. General Manager (P&amp;C), Procurement &amp;Contract Wing, CPS-I, Khairi, Distt. Chamba (HP)-176325</b>                                                                                                             |

The critical dates of tender are as under:

|     |                                                     |                                                                                                                                                                                                               |           |            |           |
|-----|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-----------|
| I   | Notice No.:                                         | NH/CPS-1/P&C/W-1450/2024-25/196 Dated : 12/06/2024                                                                                                                                                            |           |            |           |
| II  | Name of Work                                        | Annual Maintenance Contract of water coolers/ purifiers installed at CPS-1.                                                                                                                                   |           |            |           |
| III | Estimate Cost                                       | रुपये 3,80,898/- (Including GST)                                                                                                                                                                              |           |            |           |
| IV  | EMD amount                                          | रुपये 8,000/- (Including GST) in the form of Crossed Demand Draft OR online transfer in favour of “NHPC Limited, Account No.: 11538537066, IFSC Code: SBIN0008844, State Bank of India, Khairi, Chamba (HP)”. |           |            |           |
| V   | Tender document fee                                 | रुपये 590/- (including GST)                                                                                                                                                                                   |           |            |           |
| VI  | Completion period                                   | As per SCC & Scope of Work                                                                                                                                                                                    |           |            |           |
| VII | Publishing Date & Time                              | 12/06/2024                                                                                                                                                                                                    |           |            |           |
|     | Date & Time                                         | से                                                                                                                                                                                                            |           | से         |           |
|     | 1.Document Download                                 | 12/06/2024                                                                                                                                                                                                    | 15:00 बजे | 02/07/2024 | 17:00 बजे |
|     | 2. Online Bid Submission Date & Time                | 12/06/2024                                                                                                                                                                                                    | 15:00 बजे | 02/07/2024 | 17:00 बजे |
|     | 3. Offline submission closing(address, date & Time) | 12/06/2024                                                                                                                                                                                                    | 15:00 बजे | 04/07/2024 | 15:00 बजे |
|     |                                                     | Address:- Dy. General Manager (P&C), Procurement & Contract Wing, Chamera Power Station-I, Khairi, Distt. Chamba (HP)-176325                                                                                  |           |            |           |
|     | 4. Online technical Bid Opening                     | 06/07/2024                                                                                                                                                                                                    | 15:00 बजे |            |           |
|     | 5. Online price Bid Opening                         | Will be intimated separately                                                                                                                                                                                  |           |            |           |

## 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 Proforma.**

**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 the tendering process the Employer is implementing Integrity Pact.  
The Integrity Pact, signed by all the prospective Bidders and the Employer, shall commit the persons/officials of both the parties, not to exercise any corrupt/~~

~~fraudulent/collusive/coercive practices in the Tendering process and also during implementation of the Contract. Only those Bidders who have entered into Integrity Pact with the Employer shall be eligible to participate in the bidding process.~~

~~All Applicants shall enter into an Integrity Pact (to be executed on plain paper) with the Employer at the time of submission of their Bids. The Integrity Pact digitally signed on behalf of the Employer is provided as Form 7 Section III. The Integrity Pact shall be downloaded, printed and signed by the Applicant and the hard copy shall be submitted. The scanned copy shall be submitted online and hard copy off line.~~

~~Successful bidder shall submit duly executed Integrity pact on Non-Judicial Stamp paper of appropriate value prior to signing of Contract Agreement.~~

~~To oversee the compliance of obligation under the Integrity Pact, Shri Vinod Agrawal, IAS (Retd.) & Shri Prabhash Singh, ITS (Retd.) has been appointed as Independent External Monitor (IEM) by the Employer. The Contact address of IEM is as under:~~

~~Independent External Monitor for NHPC, Room  
No 217, NHPC Ltd.  
NHPC Office Complex,  
Sector 33 Faridabad 121003~~

### **3. Qualification of the Bidder**

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

- a) Copies of 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;
- b) Work experience to demonstrate meeting the criteria stipulated in clause 3.2 A shall be provided in Form-3 work experiences record, Section-III. The work experience shown shall be supported with certificate(s) from the Engineer-in-charge/Project head of the concerned work.
- c) Information on financial criteria stipulated in clause 3.2A shall be furnished in Form-4, Annual construction turnover, Section-III. Copy of affidavit/Certificate of CA mentioning Financial Turnover of last 3 (three) years. 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.
- ~~d) 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:

#### **Qualification Criteria for the Bidders:**

##### **(a) Technical criteria:**

1. The Bidder should be Authorized Service provider of a Branded/Reputed manufacturer of **Water Coolers/Purifiers** and submit a **Notarized "Authorized Service Provider" certificate** from the manufacturer.
2. The Bidder should have experience of successfully completed similar work(s) as a prime contractor of following magnitude in percentage of the estimated cost along with completion certificate issued by the employer for the similar work during last 7 years ending last day of month previous to the one in which application are invited.
  - i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.
  - or
  - ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.
  - or
  - iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

The definition of similar work means: **"Repair and maintenance/Services for Water Coolers/Purifiers"**

**~~(b) Financial Criteria:~~**

- ~~i) Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost. (For that documentary evidence of annual report (Balance Sheet and Profit & Loss account) to be submitted)~~
- ~~ii) In case the turnover is more than Rs. 1 Crore, the prospective bidder is required to furnish the copy of audited Balance Sheet and P&L account.~~
- ~~iii) In case the turnover is less than or equal to Rs. 1 Crore, the prospective bidder is required to submit the copy of annual turnover duly certified by Chartered Accountant in case audited Balance Sheet and P&L account are not being maintained by the prospective bidder.~~

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

- i) PAN No., GST Registration No. and EPF Registration No.;
- ii) A declaration that the information furnished with the bid documents is correct in all respects in Form-5 form of declaration, Section-III.
- iii) Such other certificates if any as defined in the ITB.

**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 certificates and documents in clauses 3.1 and 3.2(A) & (B) shall make the bid non-responsive.

**3.2D** Except Make in India category firms, JVs or any other arrangement other than sole bidder is not allowed. **Work experience of bidder as sub-contractor shall not be considered in qualification of its bid.**

**3.2E** All Start-ups (whether MSEs or otherwise), falling within the definition as per Gazette notification- G.S.R. 501 (E) dt: 23.05.2017 or as 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. Such Bidders shall furnish with the bid a Notarized copy of the valid Certificate of Recognition for Start-up firm, issued by Department of Industrial Policy & Promotion (DIPP). In absence of this recognition certificate, benefits for start-up shall not be considered for evaluation of the bid. No other bidders will be exempted other than this.

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

**3.3** Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- (i) made misleading or false representations in the forms, statements, declarations and attachments submitted in proof of the qualification requirements; and/or
- (ii) 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 Sr. no. - 1, to be reckoned from the date as per Letter of Award.

**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) 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.~~
- ~~b) 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**

- i) 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.
- ii) 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 Sr. 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 Sr. 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:**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "Online Bidder Enrollment" option available on the home page. Enrolment on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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.
- v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- vi) 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.
- vii) 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 format.
- 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 and other required documents as per the instructions specified in the NIT/ tender document. The originals should be submitted to the Tender Inviting Authority or the place specified in Para 1, 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) The firm is required to submit the EMD and Tender Document fee in the form of DD/BC/BG issued in favour of NHPC Ltd. CPS-I payable at SBI, Khairi (Code-8844) on or

before due date of opening in the office of the undersigned..

- iv) 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.)**

**-SD-**

**Deputy General Manager, P& C Division, CPS-I**