

**NHPC LIMITED**  
**(A Government of India Navratna Enterprise)**  
Regd. Office: NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)

**Notice Inviting (Open) E-Tender (NIT) -Web Notice**

Online bids (e-tender) are invited in single stage- two part bidding basis i.e. Technical-bid and Financial Bid for and on behalf of NHPC Limited (A Govt. of India Navratna Enterprise) from eligible Sole Domestic Bidders for “Digitalization of HR policy, IR wages office file and Records of NHPC Ltd. Office Complex, Sector-33, Faridabad”

on *Open Tender Basis*.

1. The complete bid/ tender document can be viewed and downloaded from GeM Portal <https://gem.gov.in>. The brief details of the tender are as under:

Sl. No.	Item	Description
i)	Nature of Bid Process	Custom Bid For Services on GeM Portal
ii)	BID No.	NH/CCW/CC-II/CO 343/PR10024/187
iii)	Tender Reference No.	NH/CCW/CC-II/CO 343/PR10024/187
iv)	Bid Security (EMD)	Nil
v)	Estimated Cost	Rs. 3,92,000/- (including GST)
vii)	Bid Offer Validity (From End Date)	120 days from date of opening of Techno-Commercial Bid.
viii)	Completion Period	5 Months
ix)	GeM Bid Issuing Authority	General Manager (CC-IV), 2 <sup>nd</sup> Floor, Jyoti Sadan, NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)

2. The critical dates of tender are as under:

Sl. No.	Particulars	Date & Time
i)	Bid Start Date/Time	26.11.2024 (15:00 Hrs)
ii)	Bid Duration	21 days
iii)	Bid End Date/Time	17.12.2024 (17:00 Hrs)
iv)	Dead line for receipt of Hard Copies & other documents in sealed envelopes (Offline submissions)	Two hour prior to scheduled opening time.
v)	Bid Opening Date/ Time (Technical-bid)	19.12.2024 (15:30 Hrs)
vi)	Price bid/ Financial Bid Opening Date	Date & time to be intimated later to the bidders whose Techno-Commercial bids will be found responsive.

3.

### Eligible Bidder

3.1 The Invitation for Bid is open to:

- a) All Domestic bidders who are registered legal entity i.e. Firm/ Company/ Proprietary firm.

In support, the bidder should submit notarized copy of Registration Certificate/ Certificate of Incorporation issued from the appropriate Govt. agency for Firm/ Company/ Proprietary firm.

- b) All bidders who are **Class-I Local Supplier** under Public Procurement (Preference to Make in India) order for Goods/ Services/ Works issued by Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry Order No. P-45021/2/2017-PP (BE-II) Vol (II) dated 19.07.2024 or as amended are only eligible. Further, Local content / Class-I local supplier etc. defined in ITB clause 19, in this regard bidders must submit undertaking as per Format-6.

3.2 The bidders who wish to submit their bids for the aforesaid work shall have to meet the Qualification Criteria given as hereunder:

- (a) Achieved in any one year in last three year ending FY 2023-24 a minimum financial turnover of at least equal to estimated cost of work i.e. **Rs. 3,92,000/-** for which bid has been invited.
- (b) The Firm/bidder should have experience of successful completion of work related to digitalization of files/documents service to at least One PSU unit/Govt Department in India during the last 5 years\* (ending 28 days prior to the deadline date for online submission of Bid) in the field of digitalization of files/documents either of the following: .

One similar work equal in value to Rs. 3,13,600/-

Or

Two similar works each equal in value to Rs. 1,96,000/-

Or

Three similar works each equal in value to Rs. 1,56,800/-

- (c) Firm/bidder shall be required to produce the copies of certificates of successful completion issued by the parties.

**Similar works means** execution of work “Work related to digitalization of files/documents to at least One PSU unit/Govt. Department in India”.

- (d) 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.

Note: -

- i) In support of 3.2 (a) above, copy of 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 (ending FY 2023-24) shall be submitted to ascertain bidder's meeting the financial criteria as stipulated in clause 3.2(a). In case of non-availability of audited accounts, certificate of CA with UDIN mentioning financial turnover can also be submitted.

- ii) In support of 3.2(b) above, the bidder shall submit copy of Supply Order / Work Order / Letter of Award with detailed BOQs and copy of successful completion certificate(s)/ successful installation certificate signed/issued by purchaser/owner/employer to establish the successful completion of the awarded works.

Detail of such experience shall be furnished in format-14 of Form and Schedule of Tender Document.

The word 'completed' means that the bidder should have provided at least one (1) year continuous service even if the total work order or contract is not completed /closed. The same shall be supported by the documentary evidence issued by the concerned owner/employer.

### 3.3 Deleted

- 3.4 All Micro and Small Enterprises (MSEs) 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.

**Note : Only those Micro & Small Enterprises (MSEs) will be given benefit, which has valid certificate for the services covered under this tender.** Udyam Registration Certificate issued with major activity as Services (Trading) shall not be considered for exemption as per Public Procurement Policy for MSMEs, 2012.

- 3.5 The reference date for considering the period for eligibility/qualification requirements above shall be 28 days prior to the deadline date for online submission of Bid.
- 3.6 Each bidder must also produce with their Bid – PAN, Goods & Services Tax Identification No. (GSTIN), EPF Registration No. and ESIC Registration No.
- 3.7 Bidders should not have been banned/ de-listed/ black listed/ de-barred 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 (Format-7).

### 3.8 DELETED

- 3.9 The Bidder, against whom proceedings for insolvency under the Insolvency and Bankruptcy Code 2016, or as amended from time to time, have started, shall not be eligible for bidding. Self-declaration in this regard is to be submitted as per enclosed Proforma (Format-10).
- 3.10 Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for evaluation and award of the Contract. Bidder will submit requisite supporting documents and testimonials with their Bids to prove their credentials and claim of meeting the Eligibility Criteria.

### 3.11 Provisions related to Make in India:

For procurement of Services, irrespective of purchase value where there is sufficient local capacity and local competition, only Class-I local supplier shall be eligible to bid.

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.
  - ii) The bids shall be in Indian National Rupees (INR) only in respect of local content.
  - iii) The bidder shall follow Indian laws, regulations and standards.
4. Bidders will submit duly signed documents/ certificates as defined in the ITB. Failure to produce the certificates shall make the bid non-responsive.

5. At any time prior to the deadline for submission of bid, the Employer may amend the Tender Document by issuing corrigendum/ addenda which shall be notified on portal <https://gem.gov.in>. Therefore, the bidders are advised to visit the site regularly before deadline for submission of bids.
6. Bids will be opened as per the schedule date & time. In case the office happens to be closed on the date of opening of bid as specified, the same will be opened on the next working day at the same time and venue.
7. The bids, as well as all correspondence and documents relating to the qualification exchanged by the bidders and the Employer, shall be in the English language.
8. Employer reserves the rights to cancel the tendering process at any time before award of work without assigning any reasons thereof.

**For & on behalf of NHPC Ltd.**

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