एन एच पी सी लिमिटेड
(भारत सरकार का उद्यम)
NHPC Limited
(A Govt. of India Enterprise)
NHPC Office Complex,
Sector-33, Faridabad-121003

NOTICE INVITING TENDER
(Domestic Open Competitive Bidding)
(E-TENDERING)

Tender ID: 2021_NHPC_638231_1

1. Online bids are invited through **Domestic Competitive Bidding in Single Stage-Two Part Bidding** Basis (i.e. Part-I:QR+Technical-Bid and Part-II:Financial Bid) with e-Reverse Auction (e-RA) by NHPC Ltd. herein after referred to as employer/owner from eligible Bidders for **"Engineering, Procurement & Construction (EPC) Contract for development of 600 MW Grid Connected Solar PV Power Project and associated Transmission line for Power Evacuation to ISTS Sub-station and Solar Park alongwith Comprehensive Operation and Maintenance for 10 years under UMREPP Scheme of MNRE"".**

Complete Bid Documents/Tender Document can be viewed and downloaded 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 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. However, the bid is to be submitted online only on http://eprocure.gov.in/eprocure/app up to last date and time of submission of tender. Sale of hard copy of tender document is not applicable.

E-Reverse Auction (e-RA) shall be conducted after e-tendering. The decision of NHPC regarding adoption of e-RA shall be final.

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.	2021_NHPC_ 638231_1
iii)	Tender reference No.	NH/CCW/CC-III/CO-154/PR 10021/78
iv)	Cost of bid document	Rs. 40,000/- (Rupees Forty thousand only) *in the form of demand draft from a Nationalized / Scheduled bank in favour of NHPC Ltd. Payable at Faridabad.*
v)	Bid Security (EMD)	Bid Security Declaration *as per clause no. 14 of ITB*
vi)	Period of Bid Validity	120 days from the last date of submission of online Bids
vii)	Completion Period	a) Completion Period of **Engineering, Procurement & Construction (EPC) Contract for development of 600 MW Grid Connected Solar PV Power Project and associated Transmission line for Power Evacuation to ISTS Sub-station and Solar Park alongwith Comprehensive**

		Operation and Maintenance for 10 years under UMREPP Scheme of MNRE from the date of issue of Notification of Award including Commissioning Period is 18 (Eighteen) months. b) Duration of Comprehensive Operation & Maintenance is 10 years from the date of commissioning of the project.
viii)	Tender inviting Authority	General Manager (Civil Contracts-III) Room No.108, 1st Floor, Canteen Building, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2278026 Email: contcivil3-co@nhpc.nic.in

THE CRITICAL DATES OF TENDER ARE AS UNDER:

S. No.	Particulars	Date & Time
i)	Publishing Date & Time	12.07.2021 (17:30Hrs.)
ii)	Document Download Start Date & Time	12.07.2021 (17:30 Hrs.)
iii)	Last date of Reciept of queries /clarification on bid.	26.07.2021 (upto 1100 Hrs)
iv)	Pre bid meeting Date & Time	28.07.2021 (1500 Hrs)
v)	Online Bid Submission Start Date & Time	17.08.2021 (1100 Hrs)
vi)	Online Bid Submission Closing Date & Time	31.08.2021 (1730 Hrs)
vii)	Last date of Offline submission (date, time and address)	06.09.2021 (upto 1700 Hrs) **Address**: General Manager (Civil Contracts-III) Room No.108, 1st Floor, Canteen Building, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2278026 Email: contcivil3-co@nhpc.nic.in
viii)	Opening: Date, Time & Venue of Online/ Offline Bid (Technical Bid (Part-I) submission	08.09.2021 (15:00 Hrs) **Venue**: General Manager (Civil Contracts-III) Room No.108, 1st Floor, Canteen Building, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2278026 Email: contcivil3-co@nhpc.nic.in
ix)	Price Bid Opening (Part-II) – Financial Bid	Venue, Date & time to be intimated later to the bidders whose Techno-commercial Bids will be found responsive
x)	Date & Time of Start of e-Reverse Auction	Shall be intimated separately by NHPC

2. ELIGIBLE BIDDERS:

2.1 This Invitation for Bid is open to:

a) The bidder must be an incorporated legal Indian Entity and are legally and financially autonomous, operate under commercial law of their respective jurisdiction. Further, the ultimate beneficiary of controlling equity interest of Applicant must be an Indian entity / national.

b) All bidders meeting the qualification criteria as defined in ITB clause 3.2 hereunder:

2.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Employer, any Government institution or Public Sector Undertaking in India in accordance with ITB clause 32.1 or otherwise as on bid submission date.

2.3 The Bidders whose contract(s) have been terminated due to poor performance by the 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 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 (Annexure-2A) to Integrity Pact (Annexure-2 of ITB) as on bid submission date. Self-Declaration in this regard is to be submitted as per the enclosed proforma.

2.5 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 this regard shall make the bid non-responsive.

Even though the bidders meet the qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements, declarations and attachments submitted in proof of the qualification requirements.

3. 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:

a) Written power of attorney of the signatory of the Bid to commit the Bidder. Additional information as sought in the Annexure-3A (Qualification Information Sheets of ITB) shall be provided.

b) Work experience to demonstrate meeting the criteria stipulated in clause 3.2.A shall be provided in Annexure-3 (3B: Qualification Information Sheets).The work experience shown shall be supported with certificate(s) from the Engineer-in-charge/Project head of the concerned work. In case of experience certificate produced by the Contractors for having works for Private Organizations, TDS Certificates shall also be produced along with experience certificate.

c) Information on financial criteria stipulated in clause 3.2 B shall be furnished along with 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 3 (three) years shall be submitted to ascertain bidder’s meeting the financial criteria.

d) Time Schedule (as per Appendix-4 of Vol.5: Forms and Procedures)

3.2. QUALIFICATION CRITERIA

The qualification will be subject to Bidder’s fulfillment of the Qualification Criteria set and stipulated hereunder, substantiated by authentic and relevant information and details. Additional information in support of their claims of achievements may be furnished in any form of their device and design. The Bidder(s) who wish to apply for Tender for the aforesaid work must satisfy the following qualifying criteria:

3.2. A The bidder should fulfill Technical Qualifying criteria as mentioned below:

3.2.A.1 The bidder must have successfully executed cumulative solar projects of 100MW including ground mounted, roof top, floating solar PV projects on EPC basis as contractor or developer, as on the last date of the month prior to the bid submission date. Out of which at least one project of 50MW at single location should have been successfully completed.

AND

3.2. A.2 Bidder should also have done Operation and Maintenance of one solar project of at least 50MW capacity for atleast 06 (six) months. This Project should be in O&M stage at the time of submitting the bids.

The works referred to at clause 3.2.A.1 & 3.2.A.2 can be in same or different projects.

3.2. B Financial Criteria

3.2. B.1 <u>Turnover</u>:

Minimum Average Annual turnover of the bidder in the preceding three years shall be not less than Rs. 1800 crores.

3.2. B.2 <u>Networth</u>:

The Net Worth of the Bidder (s) should be positive in 3 out of the preceding 5 years. The Net Worth shall be calculated based on subscribed and Paid-up share Capital plus share premium plus Free Reserves plus Unallocated Balance/ Surplus amount of Profit and Loss Account, less (a) Expenses not written off, (b) Accumulated losses in Profit and Loss Account, if not reduced from reserves and surplus. The Revaluation Reserves, Capital Reserves and amount of intangible assets like goodwill etc. will not be taken into account while calculating the Net Worth.

For assessment, relevant pages of Annual Report containing Net Worth figure duly certified by Authorized representative of Bidder, otherwise, figure duly authenticated by the Statutory Auditors should be submitted.

3.2. B.3 <u>Working Capital:</u>

The working capital (current assets minus current liabilities) shall be atleast Rs. 300 crores.

For this purpose current assets and current liabilities will be considered as classified in the audited balance sheet for the FY 2019-20. In case current assets and/or current liabilities are not classified separately in audited Balance Sheet, a certificate from Statutory Auditor/CPA carrying out the Statutory Audit, for current assets and/or current liabilities, as the case may be, clearly defining the items considered for the same, should be enclosed. However, trade payables shall be a part of current liabilities. If the Working Capital calculated from the audited Balance Sheets is negative, then such working capital shall be treated as zero. In case there is a shortfall in the Working Capital as per this, the unutilized Cash Credit Limits sanctioned to the bidder by the Banks/Financial Institutions of international repute shall be considered to meet the shortfall.

The statement displaying Cash Credit limits should not be more than three months old as on the last date for submission of bids.

3.2. B.4 In case the Bidder is not able to furnish its audited financial statements on standalone entity basis, the unaudited unconsolidated financial statements of the Bidder can be considered acceptable provided the Bidder further furnishes the following documents on substantiation of its qualification:

Copies of the unaudited unconsolidated financial statements of the Bidder along with copies of the audited consolidated financial statements of its Holding Company.

Certificate from the CEO/ CFO of the Holding Company, as per the format enclosed in the bidding documents, stating that the unaudited unconsolidated financial statements form part of the consolidated financial statement of the HoldingCompany.

In case where audited results for the last financial year as on last date of submission of bid are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case the Bidder is not able to submit the Certificate from a practicing Chartered Accountant certifying its financial parameters, the audited result of three consecutive financial years preceding the last financial year shall be considered for evaluating financial parameters. Further, a certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the company are under audit as on last date of submission of bid and the Certificate from a practicing Chartered Accountant certifying the financial parameters is not available

Notes:

1. Other income shall not be considered for arriving at Annual Turnover.
2. The Bidder's financial evaluation vis-à-vis the requirement as stipulated above shall be done on the basis of duly printed Annual Report for 5 (Five) years ending 2019-20 submitted by the Bidder along with the Bid. Further, standalone audited Annual Financial Statement of Bidder shall be forming part of the Annual Report.
   In case, if Bidder has not submitted the above Annual Report along with Bid, then a certificate from CEO/CFO of the Bidder shall be submitted along with Bid mentioning that the requirement of Annual Report as per governing law of country is not mandatory. In such cases duly notarized copies of Audited Printed Annual Financial Statement (Balance Sheet, Profit & Loss Statement, cash flow statement, Auditor 's Report thereon including all relevant Schedules/ annexures etc.) for 5(Five) years ending 2019-20 be submitted by the Applicant along with the Application.
3. Wherever, the Annual Report/ duly notarized copies of Audited Printed Annual Financial Statement are in language other than English, then copy duly translated & printed into English language and certified by approved / recognized English translator shall be submitted with the Bid.
4. In addition to above, wherever audited printed Annual Financial Statement contain turnover pertaining to other activities besides construction turnover of Bidder and breakup of construction turnover is not directly available from such financial statements, then statement of account depicting the construction turnover for that year duly certified by their Statutory Auditor/CPA carrying out the statutory audit shall also be enclosed with the Application/Bid.
5. For the Purpose of compliance to the stipulated turnover criteria given at Financial Criteria, the construction turnover from Joint Ventures(s)/ proposed JV partner (s) as declared in the Joint Venture Agreement shall also be considered.
   The proportionate JV Turnover shall be certified by their statutory Auditor in the absence of not appearing the same in Audited Financial Statement.
6. The qualification given by Statutory Auditors on the Financial Statements shall be factored appropriately for calculating Net Worth, Turnover, Working Capital etc.
7. For evaluation of the Financial Criteria, the annual reports up to Financial Year 2019-20 shall be considered. Wherever the annual reports are prepared for Calendar Year, then the reports up to 2019 shall be considered.

3.2. B.5 Bids of any insolvent firm:

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. The same shall also be applicable to the bidder company who has taken unconditional technical and/or financial support from their Parent/Holding company, against whom proceedings for insolvency under the Insolvency and Bankruptcy Code 2016, or as amended from time to time, have started.

In case, bidder in respect of whom any application for initiating corporate insolvency resolution process was not admitted at the time of submission of bid but subsequently during the period of evaluation of bids or any time before the work is awarded, any such application is admitted by the Adjudicating Authority under the IBC 2016 (equivalent laws of the country where the firm has been incorporated / registered shall be applicable), the bidder shall be considered as ineligible and his bid shall be rejected.

An undertaking that "no insolvency proceedings is admitted by the Adjudicating Authority against bidder under the IBC 2016 (equivalent laws of the country where the firm has been incorporated / registered shall be applicable)" shall be submitted on letter head duly signed by the authorized representative of bidder.

Further, the bidder after submitting the bid till the time of award of work, shall inform NHPC regarding any admission of application for corporate insolvency resolution process by the Adjudicating Authority under the IBC 2016 against bidder and any suppression of such fact shall render the bidder liable for rejection of his bid and banning of business dealing as per terms and conditions of Guidelines of banning of business dealings under Integrity Pact.

3.3 Joint Ventures/ Consortiums / Collaborations are allowed.

3.4 JOINT VENTURE BIDDERS/CONSORTIUM BIDDERS:

Joint Venture/Consortium Bidders bidders shall comply with the following minimum qualifying requirements:

(i) The number of partners in the joint ventures/consortium not to exceed two (02) with one of the partners designated as Lead Partner.

(ii) In case scope of work of individual partners is not clearly defined in the JV/consortium agreement then credential of bidder being partner in a JV/consortium shall be decided in the following manner:-

a. Where specific experience certificate in respect of individual JV partners is available, the same shall be considered to the extent of work executed by such JV partner.

b. Where specific experience certificate is not available, or experience certificate is issued in the name of JV/consortium, the evaluation shall be done in the following manner:-

i. In case the participation / profit sharing percentage of bidder as per JV agreement is at least 35%, full credit of the work executed by the JV/consortium shall be given to such bidder.

ii. In case the participation / profit sharing percentage of bidder in JV agreement is less than 35%, no credit of work executed under such JV shall be given to such bidder.

iii. Notwithstanding (i) and (ii) above, in case of availability of specific experience certificate, (a) above shall apply.

In case both participation share and profit sharing ratio are available in the JV Agreement, participation share shall prevail.

(iii) The lead partner to fully meet the following:

- Technical experience criteria as specified in para 3.2.A.1 above.
- Average annual turnover not less than 50% of the criteria specified in para 3.2.B.1.

(iv) The other partner to individually meet the following requirements:

- Technical experience Criteria as specified in para 3.2.A.1 above.

Or

The bidder should have executed in the last twenty (20) years an industrial project either as developer or as EPC Contractor in the area of power sector/steel/oil and gas/petro-chemical/fertilizer/cement/coal mining including coal handling plant and/ or any other process industry and the same should be completed as on the last date of the month prior to the bid submission date, for a single work of value at least Rupees 2000 Crores or Two Projects of at least Rupees 1300 Crores each or three Projects of at least Rupees 1000 Crores each.

(v) The other partner should not have Average annual turnover less than 20% of the criteria specified in para 3.2.B.1

(vi) All the partners of the Joint Venture to individually fulfill the Net Worth criteria specified under Financial criteria.

(vii) The joint venture/consortium to collectively satisfy, as a whole, the financial as well as the technical requirements specified.

(viii) The parties shall be required to form the JV/Consortium before applying for tender which shall be evinced by submitting a copy of the JV/Consortium agreement already entered into for the purpose. The JV/Consortium agreement should contain the role & responsibility of each constituent, the proposed participation share of each partner along with the items of work to be executed by each partner. It shall also be brought out in the JV agreement that in case the contract is awarded to the JV/Consortium, each partner of the JV/Consortium shall be responsible for execution of that item of work for which he claims to have specific construction experience.

(ix) The lead partner of the JV/Consortium should have at least 50% share. The other Partner of the Joint Venture/Consortium should have at least 20% share.

3.5 Bidders with Sub-contractors:

The Bidder who does not wish to enter into a Joint Venture he can associate sub-contractor for specified activities as brought at (iii) below. The criteria to be met by such Bidder shall be as follows:-

(i) The Bidder himself to fully meet the following:
- Technical criteria specified in para 3.2.A.1.
- All criteria mentioned under financial criteria.

(ii) The number of sub-contractors not to exceed one.

(iii) The proposed sub-contractor to meet the specified criteria for the component work listed Technical experience Criteria as specified in para 3.2.A.2.

(iv) The Bidder and his sub-contractor should submit separate undertakings that the Bidder/sub-contractors shall be responsible for execution of that item of work for which they claim to have specific construction experience.

(v) The Bidder and his proposed sub-contractor should collectively satisfy as a whole all the specified experience requirements.

(vi) For the portion of work executed through a sub-contractor, full experience for that portion of work can be claimed by the Contractor as well as sub-contractor for fulfilling criteria for evaluation of bidder's specific experience.

(vii) Sub-contractor shall submit Performance Bank Guarantee equivalent to 3% of value of Work sublet in addition to the Performance Bank Guarantee for whole contract submitted by the Bidder within 28 days of issue of Notification of Award.

3.6 BIDS BY MERGED/ ACQUIRED/ SUBSIDIARY COMPANIES:

In case of a Bidder Company, formed after merger and/or acquisition of other companies, past experience and other antecedents of the merged/acquired companies will be considered for qualification of such Bidder Company provided such Bidder Company continues to own the requisite assets and resources of the merged/acquired companies needed for execution and successful implementation of the work package put to tender.

If the Bidder Company is a Subsidiary Company and applies for tender on the unconditional technical and financial strength of the Parent/Holding Company, the same shall be considered provided the Parent/Holding Company commits to sign a Separate Agreement with NHPC Limited confirming full support for the technical and Financial requirements of the Subsidiary Company and commits to take up the works itself in case of non-performance by the Subsidiary Company in the event of award of the works to the Bidder Subsidiary Company. An undertaking by the Parent/ Holding Company to this effect shall be submitted along with the bid. A Subsidiary Company intending to qualify on the strength of Parent/ Holding Company shall not be allowed to participate as a 'Sub-Contractor

For the purpose stated herein above in this clause, 'Parent Company' shall mean the 'Holding Company' owning majority (more than 50%) shares of such Bidder (Subsidiary) Company. Similarly, by extensions of this interpretation, if "A" is owned by a 'Holding Company' "B" which in turn is owned by another 'Holding Company' "C", then "C" is construed as the 'Parent Company' of "A" as well as "B" and so on. An apex 'Parent Company' may own number of independent Subsidiary/Group Companies and if any of these Subsidiary/Group Company commits assured support and unhindered access to its assets and resources to another Subsidiary/Group Company (Bidder in this case) under the same apex 'Parent Company' then experience and other credentials of such Subsidiary/Group Company shall be considered for qualification of the Bidder Subsidiary Company provided such commitment is evidenced/ authorized and guaranteed by the apex 'Parent Company'.

In case Bidder Company (Subsidiary Company) gets qualified and awarded the work package, the Parent/ Holding Company will be required to furnish an additional performance bank guarantee of value equivalent to 3 (three) percent of the Contract Price or portion of work (where the Subsidiary Company is Joint Venture Partner) as the case may be, in addition to normal Performance Bank Guarantee to be submitted by the Bidder Company to the Employer within 28 days of issue of Notification of Award, besides entering into a separate Agreement. The experience of subsidiary companies of the Parent/ Holding Company will be considered experience of the Parent/ Holding Company.

However, for fulfillment of financial criteria, financial evaluation vis-à-vis the requirement as stipulated above shall be done on the basis of consolidated printed Annual Report for 5 (five) years ending on 2019-20 of the Parent Company/Apex Parent Company submitted by the Bidder along with the Bid/Application.

3.7 Each bidder must also produce with their Bid:

i) PAN No. and EPF Registration No.;

ii) GST Registration No.

iii) A declaration that the information furnished with the bid documents is correct in all respects in Annexure-1: Form of declaration

iv) Such other certificates, if any, as defined in the ITB.

3.8 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 as required under clause 3.2 shall make the bid non-responsive.

3.9 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 in proof of the qualification requirements.

4. TIME FOR COMPLETION

The successful bidder shall complete the entire work within the time specified under S. No.-1 above, to be reckoned from the date of issue of Letter of Acceptance.

5. Tenders must be accompanied by the Bid Security Declaration. The bids not accompanied by the requisite bid security declaration shall be rejected as non-responsive.

6. Deleted

7. <u>PRE-BID MEETING</u>

a) A Pre-bid meeting open to all the prospective bidders will be held on the date mentioned at para 1 above at NHPC Office Complex, Sector-33, Faridabad, wherein they shall be given an opportunity to obtain clarifications, if any, regarding the work and bid conditions.

The bidders may also attend Pre-bid meeting through video conferencing on scheduled date and time or as amended. The bidders who wish to join the meeting through video-conferencing shall intimate Tender Inviting Authority (TIA) at least 02 (two) days prior to pre-bid meeting their details viz. name of participant & designation, mobile no., e-mail address, name of firm or any other information required for video-conferencing. The participant should have good internet connectivity, as TIA shall not be held responsible for any disruption due to internet or any technical issues.

Meeting ID alongwith password shall be shared 01 (one) hour prior to scheduled time to the participant's e-mail/ mobile no. of prospective bidder.

b) Prospective bidders may submit their queries, if any, by email / courier at address of Tender Inviting Authority at least three days before the pre-bid meeting so that the same can be replied during the meeting.

8. BID SUBMISSION

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

ii) Offline Bid Submission (Refer ITB) complete in all respect must be delivered in sealed envelopes to the address upto the last date & timeof submission.

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. The currency for the Bid shall be Indian Rupee only.

10. Bids shall be valid for a period as mentioned in S No. 1 after the deadline for online Bid submission. If any Bidder withdraws his Bid before the said period or makes any modification in his Bid, the bid of such bidder shall be rejected and Bid Security Declaration submitted by the Bidder shall be invoked.

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

12. 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 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.

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 one Token/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. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned documents.

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 provisionof uploading such standard documents (e.g. PAN card copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use "MySpace" 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 uploads the bid in time i.e. on or before the bid submission time.

Bidder has to sign *"BID SECURITY DECLARATION"* accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents.

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) Deleted

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 template of "Schedule of Quantities & Prices" file is found to be modified/ tampered by the bidder which tantamount to fraudulent practices and the bid shall be rejected and further dealt as per provision of clause no 32 of ITB including forfeiture of EMD/ Invocation of Bid Security Declaration. 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 dates, if any, for submission of Bids shall be posted on the portal https://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). The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. 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.)
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Signature Not Verified
Digitally signed by Jay Prakash
Date: 2021.07.12 18:09:35 IST
Location: eProcure-EPROC