



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

Tender ID: 2021_NHPC_634250_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 50 MW capacity Floating Solar PV Power Project at West Kallada in the State of Kerala with its Comprehensive Operation and Maintenance for 10 years”**.

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_634250_1
iii)	Tender reference No.	NH/CCW/CC-III/CO-150/PR 10021/62
iv)	Cost of bid document	Rs.10,000/- (Rupees ten thousand only) <i>in the form of demand draft from a Nationalized / Scheduled bank in favour of NHPC Ltd. Payable at Faridabad.</i>
v)	Bid Security (EMD)	Bid Security Declaration <i>as per clause no. 14 of ITB</i>
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 50 MW capacity Floating Solar PV Power Project at West Kallada in the State of Kerala with its Comprehensive Operation and Maintenance for 10 years. ” from the date of issue of Notification of Award including Commissioning Period is 12 (Twelve) 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	22.06.2021 (17:30Hrs.)
ii)	Document Download Start Date & Time	22.06.2021 (17:30 Hrs.)
iii)	Last date of Receipt of queries /clarification on bid.	05.07.2021 (upto 1100 Hrs)
iv)	Pre bid meeting Date & Time	07.07.2021 (1500 Hrs)
v)	Online Bid Submission Start Date & Time	22.07.2021 (1100 Hrs)
vi)	Online Bid Submission Closing Date & Time	05.08.2021 (1730 Hrs)
vii)	Last date of Offline submission (date, time and address)	Two Days prior to viii) (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	12.08.2021 (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 bidders who are incorporated legal entity and are legally and financially autonomous, operate under commercial law of their respective jurisdiction.
- b) all bidders meeting the qualification criteria as defined in ITB clause 3.2

- 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.
- 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). 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 should have designed, supplied, erected/supervised erection and commissioned/ supervised commissioning of Solar Photo Voltaic (SPV) based grid connected power plant(s) of cumulative installed capacity of 40 MW or higher, out of which at least one plant should have been of 10MW or higher capacity. The reference plant of 10MW or higher capacity must have been in successful operation for at least six (6) months prior to the last date of submission of bid.

OR

3.2.A.2 The Bidder should be a developer of Solar Photo Voltaic (SPV) based grid connected power plant(s) of cumulative installed capacity of 40 MW or higher, out of which at least one plant should have been of 10 MW or higher capacity. The reference plant of 10 MW or higher capacity must have been in successful operation for at least six (6) months prior to the last date of submission of bid.

OR

3.2.A.3 (a) The Bidder should have executed in the last ten (10) years an industrial project either as developer or as EPC Contractor in the area of power/ steel/ oil and gas/ petro-chemical/ fertilizer/cement/coal mining including coal handling plant and/ or any other process industry, of a value of INR 2000 Million (Indian Rupees Two Thousand Million only) or more in a single project or single work respectively and the same should be in successful operation for at least one (1) year prior to the last date of submission of bid.

and

(b) The Bidder should have executed at least one (1) Electrical Sub-station of 33kV or above voltage level, consisting of equipment such as 33 kV or above voltage level circuit breakers and Power transformer, either as developer or as EPC Contractor which should be in successful operation for at least one(1) year prior to the last date of submission of bid.

The works referred to at clause 3.2.A.3 (a) & 3.2.A.3 (b) can be in same or different projects.

OR

3.2.A.4 The bidder should be an Indian company registered in India and should be Group company/Holding Company/Subsidiary company of a firm meeting the requirement (s) of Clause 3.2.A.1 or 3.2.A.2 or 3.2.A.3 above. In such a case, Bidder shall furnish an Undertaking jointly executed by the firm qualified as per clause 3.2.A.1 or 3.2.A.2 or 3.2.A.3 and the Bidder along with its bid document for complete performance of the contract (in case of award) jointly or severally, as per the format enclosed in the bid document failing which the Bidder's bid document is liable to be rejected.

Notes:

- a. The reference SPV based grid connected power plant of 10 MW or higher capacity should be at a single location developed by Bidder for itself or any other client.
- b. SPV based Roof-top/Floating solar power projects, which are grid connected, shall also be considered eligible for QR purposes.
- c. Bidder shall submit certificate of successful completion and operation from the Owner.
- d. In case the award for the reference works has been received by the Bidder either directly from owner of plant or any other intermediary organization, a certificate from such owner of plant or the intermediary organization shall be required to be furnished by the Bidder along with its bid document in support of its claim of meeting requirement stipulated above. Certificate from owner of the plant shall also be furnished by the Bidder for successful operation of the reference plant.
- e. In case of developer as Bidder in clause 3.2.A.2 or 3.2.A.3, the documentary evidence (certified by Chartered Accountant) for value of executed reference work must be submitted by the Bidder.
- f. Developer means an entity who has either executed or got executed the work/ project as

owner of industrial projects.

- g. The execution of industrial project as EPC Contractor under Clause No. 3.2.A.3 means, such EPC Contractor is responsible for all the activities i.e. Design/Engineering, Procurement, Construction and Commissioning of a project/work.

The portion of work related to power transformer such as supply and or installation mentioned at cl. no. 3.2.A.3 (b) can either be done by EPC contractor by themselves or by the owner.

3.2. B Financial Criteria

3.2.B.1 Turnover: Minimum Average Annual turnover of the bidder in the preceding three years shall be Rs. 415 crores.

In case a Bidder does not satisfy the annual turnover criteria, stipulated above on its own, its Holding Company would be required to meet the stipulated turnover requirements as above, provided that the Net Worth of such Holding Company as on the last day of the preceding financial year is at least equal to or more than the paid- up share capital of the Holding Company. In such an event, the Bidder would be required to furnish along with its bid, a Letter of Undertaking from the Holding Company, supported by the Holding Company's Board Resolution, as per the format enclosed (Form-12), pledging unconditional and irrevocable financial support for the execution of the Contract by the Bidder in case of award.

3.2.B.2 Networth: Net Worth of the Bidder as on the last day of the preceding financial year should not be less than 100% (hundred percent) of Bidder's paid-up share capital. In case the Bidder does not satisfy the Net Worth criteria on its own, it can meet the requirement of Net worth based on the strength of its Subsidiary (ies) and/or Holding Company and/or Subsidiaries of its Holding companies wherever applicable, the Net worth of the Bidder and its Subsidiary (ies) and/or Holding Company and/or Subsidiary (ies) of the Holding Company, in combined manner should not be less than 100% (hundred percent) of their total paid up share capital. However individually, their Net worth should not be less than 75% (seventy five percent) of their respective paid up share capitals.

Net worth in combined manner shall be calculated as follows:

Networth (combined) = $(X1+X2+X3)/(Y1+Y2+Y3) \times 100$ where X1,X2,X3 are individual Net worth which should not be less than 75% of the respective paid up share capitals and Y1,Y2,Y3 are individual paid up share capitals.

3.2.B.3 Working Capital: The working capital (current assets minus current liabilities) shall be atleast Rs. 46 crores.

For this purpose current assets and current liabilities will be considered as classified in the audited balance sheet for the year immediately preceding the date of opening of bid.

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 Holding Company.

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.

- 3.2.B.5 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.

Notes for Clause 3.2.B:

- i. Net worth means the aggregate value of the paid upshare capital and all reserves created out of the profits, securities premium account and debit or credit balance of profit and loss account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.
- ii. Other income shall not be considered for arriving at annual turnover.
- iii. “Holding Company” and “Subsidiary” shall have the meaning ascribed to them as per Companies Act of India.
- iv. For Turnover indicated in foreign currency, the exchange rate as on seven (7) days prior to the last date of submission of bid shall be used.
- v. All financial figures shall be specified based on the Project Capacity and the figure shall be verified for each project based on the cost estimate of the corresponding project.

- 3.3 Joint Ventures/ Consortiums / Collaborations are allowed.

3.4 JOINT VENTURE BIDDERS:

Joint Venture bids 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) The lead partner to fully meet the following:
 - Technical experience criteria as specified in para 3.2.A.1 or 3.2.A.2 or (a) and (b) of 3.2.A.3 above.
 - Average annual turnover not less than 50% of the criteria specified in para 3.2.B.1.
- (iii) The other partner to individually meet the following requirements:
 - Technical experience Criteria of experience of Operation & Maintenance of Solar PV Project for atleast one 10MW Solar PV Project for at least one year during the preceding five (05) years, as on the last date of the month prior to the bid submission date.
 - Average annual turnover not less than 20% of the criteria specified in para 3.2.B.1
- (iv) The joint venture/consortium to collectively satisfy, as a whole, the financial as well as the technical requirements specified.
- (v) The parties shall be required to form the JV/Consortium before Submission of Bids which shall be evinced by submitting a copy of the JV agreement already entered into for the purpose. The JV agreement should contain role & responsibility of each constituent, the proposed participation share of each partner along with the item 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, each partner of the JV shall be responsible for execution of that item of work for which he claims to have specific construction experience.
- (vi) The lead partner of the JV should have at least 50% share.

3.5 Bidders with Sub-contractors:

In case the Sole Bidder does not have all the required experience of Operation & Maintenance of Solar PV Project for at least one 10MW Solar PV Project for at least one year during the preceding five (05) years, as on the last date of the month prior to the bid submission date and also does not wish to enter into a joint-venture or wants to restrict the joint-venture partnership, he can associate Sub-contractor for this activity/ work after award of work. The successful Bidder shall submit the requisite details/ credentials of the proposed sub-contractor for O&M Works within 6 months of issue of Letter of Award to the Engineer In Charge for approval. The criteria to be met by such Bidder/ Sub-contractor shall be as follows:

- (i) The proposed sub-contractor should have the experience of Operation & Maintenance of Solar PV Project for at least one 10MW Solar PV Project for at least one year during the preceding five (05) years, as on the last date of the of the month prior to the issue of Letter of Award.
- (ii) The sub-contractor should submit undertakings that the sub-contractor shall be responsible for execution of that item of work.
- (iii) 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 30 days of signing of Contract Agreement.

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 qualification 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 General, Specific 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 / Manufacturer'.

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 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, 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 the immediately preceding 3 (three) years of the Parent Company/ Apex Parent Company submitted by the Bidder along with the Bid.

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 Experience of bidder as sub-contractor approved by Project developer shall be considered.

3.10 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. PRE-BID MEETING

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 & time of 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 userID/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 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 "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.
- ii) 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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