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 Competitive Bidding)
(E-TENDERING)

Tender ID: 2024_NHPC_826435_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 Limited herein after referred to as employer/owner from eligible Bidders for **"Development of Rooftop Solar Power Projects on Buildings of NHPC Limited at the various locations under PM Surya Ghar: Muft Bijli Yojana**"

   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.	2024_NHPC_826435_1
iii)	Tender reference No.	NH/CCW/CC-I/CO-339/PR16924/11 Dt. 17.09.2024
iv)	Cost of bid document	Rs.5,000/- (Rupees Five thousand only) – for Zone 1 Rs.1,500/- (Rupees One thousand Five Hundred only) – for Zone 2 Rs.1,500/- (Rupees One thousand Five Hundred only) – for Zone 3 Rs.1,500/- (Rupees One thousand Five Hundred only)– for Zone 4 Cost of bid document shall be *in the form of demand draft from a Nationalized / Scheduled bank in favour of NHPC Ltd. Payable at Faridabad.*
v)	Bid Security	*Rs 40,00,000/-(Rupees Fourty Lakhs only)* – for Zone 1

	(EMD)	*Rs 17,78,000/-(Rupees Seventeen Lakhs Seventy-Eight Thousand only)*- for Zone 2 *Rs 8,05,000/-(Rupees Eight Lakhs Five Thousand only)*- for Zone 3 *Rs 11,41,000/-(Rupees Eleven Lakhs Fourty One Thousand only)*- for Zone 4 *Bid Security shall be in the form of DD/BG/Insurance Surety Bond 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	Completion Period of **"Development of Rooftop Solar Power Projects on Buildings of NHPC Limited at the various locations under PM Surya Ghar: Muft Bijli Yojana**" a) **For EPC Part:** from the date of issue of Notification of Award including Commissioning Period is 09 (Nine) months. b) **For O&M Part:** Duration of Comprehensive Operation & Maintenance is 05 years from the date of commissioning of the project .
viii)	Tender inviting Authority	General Manager (Civil Contracts-I) Room No.-218, 2nd Floor, Jyoti Sadan, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2270596 Email: contcivil1-co@nhpc.nic.in

THE CRITICAL DATES OF TENDER ARE AS UNDER:

S. No.	**Particulars**	**Date & Time**
i)	Publishing Date & Time	24.09.2024 (13:00 Hrs)
ii)	Document Download Start Date & Time	24.09.2024 (13:00 Hrs)
iii)	Last date of Reciept of queries /clarification on bid.	06.10.2024 (upto 11:00 Hrs)
iv)	Pre bid meeting Date & Time	08.10.2024 (15:00 Hrs)
v)	Online Bid Submission Start Date & Time	22.10.2024 (11:00 Hrs)
vi)	Online Bid Submission Closing Date & Time	29.10.2024 (17:30 Hrs)
vii)	Last date of Offline submission (date, time and address)	01.11.2024 (upto 17:00 Hrs) **Address**: General Manager (Civil Contracts-I) Room No.218, 2nd Floor, Jyoti Sadan, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2270596 Email: contcivil1-co@nhpc.nic.in
viii)	Opening: Date, Time & Venue of Online/ Offline Bid (Technical	06.11.2024 (15.00 Hrs) **Venue**: General Manager (Civil Contracts-I)

	Bid (Part-I) submission	Room No.214, 2nd Floor, Jyoti Sadan, NHPC OFFICE COMPLEX, Sector-33, Faridabad-121003, Haryana, India Tele No :+91 (129) 2270596 Email: contcivil1-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 for each Zone	Shall be intimated separately by NHPC

2. ELIGIBLE BIDDERS:

2.1 This Invitation for Bid is open in respect of bidders who meet the following conditions:

a) The bidder must be an Indian incorporated legal Entity operating 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(a), 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) of Tender Document at the time of submitting the bid and shall intimate immediately of any such banning/de-listing/ black- listed/debarring after submission of bid till the award of the tender. Self-Declaration in this regard is to be submitted as per the proforma enclosed in tender document.

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 immediately preceding 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 immediately preceding 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 and commissioned Solar Photo Voltaic (SPV) based grid connected power plant(s) of cumulative installed capacity of 400 kWp or higher, out of which at least one plant should have been of 40 kWp or more.

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 400 kWp or higher, out of which at least one plant should have been of 40kWp or more.

OR

3.2.A.3(a) The Bidder should have executed in the last ten (10) years either as developer or as EPC Contractor in process industry or in infrastructure development of single work having minimum value of Rs. 4.0 Crores.

AND

(b) The Bidder should have executed at least one (1) Electrical Sub-station of 11 kV or above voltage level, consisting of equipment such as 11 kV or above voltage level circuit breakers and Power transformer, either as developer or as EPC Contractor which should be commissioned up to the last date of submission of bid.

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

Notes:

a. The reference SPV based grid connected power plant of 40 kWp or higher capacity should be at a single location developed by Bidder for itself or any other client.

b. SPV based Roof-top/Ground mounted/Floating solar power projects, which are grid connected, shall 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.

e. Developer means an entity who has either executed or got executed the work/ project as owner of industrial projects.

f. The qualification criteria in Clause 3.2.A.1 or 3.2.A.2 or 3.2.A.3 are mutually exclusive. The bidder has to fulfil any one of the above-mentioned technical eligibility criteria which are individually exclusive.

g. Bidder can also claim the experience of a Group Company/Holding company /Subsidiary Company for meeting the requirement (s) of clause 3.2.A.1 or 3.2.A.2 or 3.2.A.3. In such a case, the 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.

h. Experience of bidders as EPC Contractor for supply of Balance of System (BOS) items and erection, testing, commissioning of entire solar plant shall be considered.

i. To ascertain the executed value of work for Cl. 3.2.A.3(a), the value of Work experience in INR shall be enhanced on pro-rata basis by 7% simple rate per annum up to the date of Bid Opening from the completion date mentioned in the completion certificate.

j. Capacity below 10kWp at single installation shall not be considered in cumulative capacity.

3.2.B Financial Criteria

3.2.B.1 Turnover: Average Annual Turnover in the preceding 3 years shall be not less than as under:

Zone	**Turnover**
Zone-I	Rs. 8.12 crore
Zone-II	Rs. 3.38 crore
Zone-III	Rs. 1.53 crore
Zone-IV	Rs. 2.17 crore

3.2.B.2 Networth: The bidder should have positive "Net Worth" in at least 02 financial years out of the last 03 financial years, with the condition of positive net worth in immediately preceding financial year.

'Net Worth' means the aggregate value of the paid-up share 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.

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 Working Capital: The working capital (current assets minus current liabilities) shall be as under

Zone	**Working Capital**
Zone-I	Rs. 4.51 crore
Zone-II	Rs. 1.88 crore
Zone-III	Rs. 0.85 crore
Zone-IV	Rs. 1.21 crore

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 bids. 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.

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 (offset) Annual Report/Equivalent Financial Statement for the immediately preceding Three years submitted by the Bidder along with the Bid. In case, Bid submission date falls upto 30th September, the annual reports/ equivalent financial statement upto previous year of immediate preceding Financial Year shall be considered and for the Tenders having Bid submission date after September, the annual reports/ equivalent Financial statement upto immediate preceding Financial year shall be considered. Further, standalone audited Annual Financial Statement of Bidder shall be forming part of the Annual Report/ equivalent financial statement.

In case, if bidder has not submitted the above Annual Report/ Equivalent Financial Statement 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 case of such bidders Equivalent Financial Statement shall be considered. 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 the immediately preceding 3(Three) years be submitted by the bidder along with the Bid. The Annual Financial Statement shall be considered for evaluation in same manner as defined in above para for consideration of Annual Reports/ Equivalent Financial Statement.

3. Wherever, the Annual Report/ duly self-certified/Attested 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. For the Purpose of compliance to the stipulated turnover criteria given at Financial Criteria, the construction turnover from Joint Ventures(s) as declared in the Joint Venture Agreement shall also be considered.

   The proportionate JV Turnover shall be certified by their Chartered Accountant in the case of the same not appearing in Audited Financial Statement.
5. The qualification given by Statutory Auditors on the Financial Statements which have impact on Net Worth, Turnover, Working Capital or any other financial item shall be taken into account for calculating the above financial parameters of Qualifying Criteria.
6.

In case where Audited financial results for the immediately preceding year are not available, then an statement of account as on closing date of the immediately preceding financial year depicting the Turnover and Net worth (calculated as per laid down criteria) duly certified by their Statutory Auditor/Certified Public Accountant carrying out the statutory audit shall be enclosed with the Bid along with copy of appointment letter of the statutory auditor. The Certificate should be issued with Unique Document Identification Number (UDIN) as per Gazette Notification No. 1-CA(7)/192/2019 dated 02.08.2019 or any other document identification number issued to Certified Public Accountants by their respective Institute, if applicable. 7. The bidders who intend to quote for more than one zone, have to fulfil the total financial criteria required for each zone cumulatively.

3.2. B.4 Bids of any insolvent firm:

The Bidder or partner of JV against whom an application for initiating corporate insolvency resolution process has been admitted by the Adjudicating Authority under the Insolvency and

Bankruptcy Code 2016, or as amended from time to time, 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 an application for initiating corporate insolvency resolution process has been admitted by the Adjudicating Authority under the Insolvency and Bankruptcy Code 2016 (IBC 2016), or as amended from time to time.

In case, bidder or JV partner 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 are admitted by the Adjudicating Authority against bidder or partner of JV 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 or all the partners of JV.

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 or partner of JV 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 Nature of bidders

The Bidder should be a Sole bidder for participating in the tendering for this Project.

For evaluation of specific construction experience of various bidders, following criteria shall be considered: -

1. The evaluation of Bidder's Specific Construction experience for a work executed on JV basis shall be based on his role and scope of work in such joint ventures. To establish his role and scope of work in such Joint Venture contracts, the Bidder shall provide documentary evidence such as JV agreement/contract of the work to the extent of experience claimed by him. In case the quantum of work as per experience certificate does not match with the scope of work as defined in the JV/consortium agreement, then the experience credentials shall be considered as per the experience certificate issued by the employer / client.

2. 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 as per the experience certificate.

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:-

1. 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.
2. In case the participation / profit sharing percentage of bidder in JV agreement is less than 35%, credit of work executed under such JV shall be given to such bidder on pro-rata basis.
3. 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.

3. 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.

3.4 **Joint Venture/Consortium Bidders: Deleted**

3.5 Deleted.

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 tender. 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'.

The experience of subsidiary companies of the Parent/ Holding Company will be considered experience of the Parent/ Holding Company.

However, for fulfilment of financial criteria, the Bidder's financial evaluation vis-à-vis the requirement as stipulated above shall be done on the basis of consolidated Annual Report for the immediately preceeding 3 (three) years 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(vii) of NIT.

5. Tenders must be accompanied by the Bid Security. The bids not accompanied by the requisite bid security 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 Zone wise Price Bid (Cover-II) electronic format complete in all respect must be uploaded at the aforesaid 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 submitted by the Bidder shall be forfeited.

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 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.

ii) Bidder should prepare the respective zonewise Tender Fee and EMD as per the instructions specified in the NIT/tender document. The originals should be submitted to the Tender Inviting Authority, on or before the last date & time of offline bid submission. The details of the DD/BC/BG/Insurance Surety Bond, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.

iv) 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/ BG/Insurance Surity Bond. 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 0120-4001-002, 0120-4001-005 and 0120-6277-787.**

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 Uttam Kumar
Date: 2024.09.24 11:37:45 IST
Location: eProcure-EPROC