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**PROCEDURE UNDER E-TENDERING****INSTRUCTIONS TO BIDDER FOR e-TENDERING**

**(Note: RFP stands modified to the extent required as per these instructions)**

**Name of Work:** *Upgradation of Yagyi – Kalewa section Milepost 40/0 to Milepost 115/5 in Myanmar to Two Lane with Earthen Shoulder on EPC mode*

**Definitions:**

- a. **C1 India Pvt. Ltd:** A service provider to develop and customize the software and facilitate the process of e-tendering on application service provider model.
- b. <https://nhai.eproc.in>: An e-tendering portal of National Highways authority of India (“NHAI”) introduced for the process of e-tendering which can be accessed on <https://nhai.eproc.in>.
- c. Words in capital and not defined in this document shall have the same meaning as in the Request for Proposal (“RFP”).

**1. Accessing/ Purchasing of BID documents**

- (i) It is mandatory for all the bidders to have class-III Digital Signature Certificate (DSC) (in the name of person who will sign the BID) from any of the licensed Certifying Agency (Bidders can see the list of licensed CAs from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-tendering of National Highways Authority of India, New Delhi.

DSC should be in the name of the authorized signatory as authorized in Appendix III of the submitted RFP. It should be in corporate capacity (that is in Bidder capacity / in case of JV in the Lead Member capacity, as applicable). Please ensure the submission of document certifying the class III DSC.

- (ii) The Authorized Signatory holding Power of Attorney shall only be the Digital Signatory. In case Authorized Signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered **non-responsive**.
- (iii) To participate in the bidding, it is mandatory for the bidders to get registered their firm / Joint Venture with e-tendering portal of NHAI <https://nhai.eproc.in> to have user ID & password which has to be obtained by submitting an annual registration charges of **INR 2,300/- (Rupees Two Thousand and Three Hundred only)** (Inclusive of all taxes) to **M/s C1 India Pvt. Ltd.** through online only. Validity of online registration is one year. Henceforth there will be no need of physical submission of Demand Draft for the same.

**Following may kindly be noted:**

- (a) Registration should be valid at least up to the date of submission of BID.
  - (b) BIDs can be submitted only during the validity of their registration with the <https://nhai.eproc.in>.
  - (c) The amendments / clarifications to the BID document, if any, will be hosted on the NHAI website (<http://nhai.org/>) / NHAI e-tendering portal <https://nhai.eproc.in>.
  - (d) If the firm / Joint Venture is already registered with e-tendering portal of NHAI, Government of India and validity of registration is not expired the firm / Joint Venture is not required a fresh registration.
- (iv) The complete BID document can be viewed / downloaded from e-tender portal of NHAI <http://www.nhai.org> or <https://nhai.eproc.in> from **07.02.2017** to **08.05.2017** (upto 17.00 Hrs. IST).
- (v) To participate in bidding, bidders have to pay a sum of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) as a cost of the RFP process (non-refundable) in favour of “**National Highways Authority of India**” through online payment. To Participate in bidding, bidders have also to pay a sum of and Rs.1,295/- (One Thousand Two Hundred Ninety Five only) inclusive of all taxes towards Tender Processing fee (non-refundable) in favour of “**C1 India Private Limited**” through online payment one-tender portal <https://nhai.eproc.in>. Henceforth there will be no physical submission of Demand Draft for the same.

**2. Preparation & Submission of BIDs:**

- (i) Detailed tender documents for RFP may be downloaded from e-tender portal of NHAI <https://nhai.eproc.in> from **07.02.2017** to **08.05.2017** (up to 17.00 Hrs. IST) and tender may be submitted online following the instruction appearing on the screen. A buyer manual containing the detailed guidelines for e-tendering is also available on e- tender portal of NHAI, Government of India.

Bid must be submitted online only through e-procurement portal of NHAI (<https://nhai.eproc.in>) using the digital signature of authorized representative of the Bidder on or before **09.05.2017** (upto 1100 hours IST).

- (ii) The following documents shall be prepared and scanned in different files (in PDF or ZIP format such that file size is not more than 10 MB) and uploaded during the on-line submission of BID.

**A. Only Electronic Form (to be uploaded on the <https://nhai.eproc.in>) (Refer to Clause 2.11.1 of the RFP)**

**I. Technical Bid**

- (a) Appendix-IA (Letter comprising the Technical Bid) including Annexure I to VI and supporting certificates / documents.
- (b) Power of Attorney for signing the BID as per the format at Appendix-III;
- (c) if applicable, Power of Attorney for Lead Member of Joint Venture as per the format at Appendix-IV;
- (d) if applicable, Joint Bidding Agreement for Joint Venture as per the format at Appendix-V
- (e) Deleted.
- (f) BID Security of **Rs. 11.77 Crore (Rupees Eleven Crore and Seventy Seven Lakh Only)** in the form of Bank Guarantee in the format at Appendix-II from a Scheduled Bank.
- (g) Copy of online receipt towards cost of Bid Documents for **Rs 1,20,000 (Rupees One Lakh and Twenty Thousand Only)** to “National Highways Authority of India”.
- (h) Proof of payment of tender processing fee of Rs. 1295/- (Rupees one thousand two hundred and ninety five only);
- (i) Bidder shall comply with the provisions of office Memorandum No. 13030/09/2008-vig dated 28.01.2013 issued by NHAI (copy enclosed) i.e. Model agreement furnished herewith for Integrity Pact (IP) shall be submitted by the Bidder with the RFP Bid duly signed by Authorised signatory & shall be part of the Contract Agreement;
- (j) An undertaking from the person having PoA referred to in Sub. Clause-(b) above that they agree and abide by the Bid documents uploaded by NHAI and amendments uploaded, if any;

**FINANCIAL BID**

- (a) Appendix-IB (Letter comprising the Financial Bid).

**B. Original (in Envelope) and Electronic form (to be uploaded on the <https://nhai.eproc.in>) (Refer to Clause 2.11.2 of the RFP)**

- (a) Original Power of Attorney for signing the BID as per format at Appendix-III;
- (b) if applicable, Original Power of Attorney for Lead Member of Joint Venture as per the format at Appendix-IV;
- (c) if applicable, Original Joint Bidding Agreement for Joint Venture as per the format at Appendix-V
- (d) BID Security of **Rs. 11.77 Crore (Rupees Eleven Crore and Seventy Seven Lakh Only)** in the form of Original Bank Guarantee in the format at Appendix-II from a Scheduled Bank.
- (e) Copy of online receipt towards cost of Bid Documents for **Rs 120,000 (Rupees**

**One Lakh and Twenty Thousand Only)** to “National Highways Authority of India”..

- (f) Bidder shall comply with the provisions of office Memorandum No. 13030/09/2008-vig dated 28.01.2013 issued by NHAI (copy enclosed) i.e. Model agreement furnished herewith for Integrity Pact (IP) shall be submitted by the Bidder with the RFP Bid duly signed by Authorised signatory & shall be part of the Contract Agreement;
- (g) An undertaking from the person having PoA referred to in Sub. Clause-(b) above that they agree and abide by the Bid documents uploaded by NHAI and amendments uploaded, if any;
- (iii) The Bidder shall submit the original documents specified above in point no. 2 (ii) (B) together with their respective enclosures and seal it in an envelope and mark the envelope as “Bids”. The said envelope shall clearly bear the name of the Project and name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right and corner of the envelope. The original documents should be submitted before 11.00 hours Indian Standard Time on the Bid Due Date i.e. on **09.05.2017**, at the below mentioned address in the manner and form as detailed in the RFP.A receipt thereof should be obtained from the below mentioned person.

ATTN. OF	:	Mr. B. K. Thakur
DESIGNATION	:	General Manager (T) (NE)
ADDRESS	:	National Highways Authority of India, G-5&6, Sector-10, Dwarka, New Delhi-110075
PHONE NO.	:	+91-1125074100/200 (Extn.: 1347)
E-MAILADDRESS	:	<a href="mailto:binavthakur@nhai.org">binavthakur@nhai.org</a>

The Bidder shall upload scanned copies of the documents as specified in point nos. 2(ii)(A)&(B) above on the <https://nhai.eproc.in> before 11.00 hours Indian Standard Time, on the Bid Due Date. In the event of any discrepancy between the original and the copy (in electronic form), the original shall prevail.

- (iv) It may be noted that scan copies can be prepared in different file format i.e. PDF and/ or ZIP only. The Bidders can upload a single file of size of 10MB only but can upload multiple files.

**3. AMENDMENT OF RFP:**

Any Addendum to the RFP shall be uploaded only on the <https://nhai.eproc.in>.  
(Refer Clause 2.9.2 of the RFP)

**4. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF BIDS (Refer Clause 2.14.3 of the RFP):**

- (i) In the event of modification/substitution/withdrawal of the Bid, the Bidder may modify, substitute or withdraw the documents (hardcopy) specified in point no.2(ii)(B) of its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the Bid Due Date. The said notice shall be prepared, sealed, marked and delivered in accordance Clause 2.14.3 of the RFP, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate. The documents specified in point no. 2(ii)(B) shall not be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- (ii) For withdrawal of the documents mentioned in point nos. 2(ii) (A) & (B) of the Bid, the Bidder will have to click on withdrawal icon at <https://nhai.eproc.in> and can withdraw its Bid. The Bidder may modify or substitute the documents (soft copy) mentioned in point nos. 2(ii)(A) & (B) of the Bid after submission, provided that the Bidder detach the old documents submitted in the electronic form from the <https://nhai.eproc.in> and upload the modified or substituted documents.

**5. OPENING AND EVALUATION OF BIDS (Refer to Clause 3.1 of the RFP):**

- (i) The Authority shall open documents of the Bid received in electronic form as mentioned in point nos. 2(ii)(A) & (B) at 1130 hours Indian Standard Time on the Bid Due Date, online, in the presence of the Bidders who choose to attend. The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out in the RFP.

**DISCLAIMER**

The Bidder must read all the instructions in the RFP and submit the same accordingly.