

# PROCEDURE UNDER E-TENDERING

## INSTRUCTIONS TO BIDDERS

### DEFINITIONS

- a. **C1 India Pvt Ltd:** New Service provider to provide the eTendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
- b. **NHAI e-Procurement Portal:** 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>.

### **1. ACCESSING / PURCHASING OF BID DOCUMENTS**

- i. It is mandatory for all the bidders to have class-III Digital Signature Certificate (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in) ) to participate in e-tendering of NHAI.
- ii. C1 India Pvt. Ltd. Facilitates procurement of Class III DSC's from N-Code Solutions.
- iii. Cost of DSC is ----- having validity of 1 Year.
- iv. DSC Procurement request may be sent to [amandeep.kaur@c1india.com](mailto:amandeep.kaur@c1india.com) for more details during NHAI working days.
- v. To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the NHAI eTendering Portal (<https://nhai.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non refundable annual registration charges of Rs. 2280/- (Rs. 2000/- plus service tax @ 14.0%) to M/s C1 India Pvt. Ltd. Through online mode only. Validity of online Registration is 1 year.
- vi. After making the online payment, Vendors have to send an e-Mail intimation to C1 India Helpdesk for their profile activation.
- vii. All profile activations will be done only during NHAI working days.
- viii. No profile activation will take place during NHAI Holidays & gazetted holidays.
- ix. The tender can be viewed / downloaded from NHAI e-tendering portal free of cost till 1700 Hrs, one day prior to the Bid due date.

Following may be noted –

- a. Applications can be submitted only during the validity of registration with the NHAi eTendering Portal being managed by C1 India Pvt. Ltd. i.e. <https://nhai.eproc.in>
  - b. The amendments/ clarifications to the tender, if any, will be posted on the NHAi website ([www.nhai.org](http://www.nhai.org)) and NHAi eTendering Portal (<https://nhai.eproc.in>).
- x. To participate in bidding, bidders have to pay **Application Fee (non-refundable)** as per the amount mentioned in the tender document through online mode only and **Tender Processing Fee** (Non-refundable) through online mode only.
- Both 'Application Fee' and 'Tender Processing Fee' are mentioned in individual tender document as published at NHAi eTendering Portal (<https://nhai.eproc.in>)
- xi. If the Applicant has already registered with C1 India Pvt. Ltd for NHAi eTendering Portal usage and validity of registration has not expired, then such applicant does not require fresh registration.
  - xii. For helpdesk information, please read '**Annexure I' – E-Tendering Cell and Help Desk Support.**

## **DISCLAIMER**

The Applicant must read all the instructions in the TENDER and submit the same accordingly.

For any support/ assistance they may contact below mentioned helpdesk: