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: 6-laning of Nashik Phata to Khed (from design chainage km. 12.190 to km. 42.127) of total length 29.937 km., on Pune Nashik Section of NH-60 (Old NH-50) in the state of Maharashtra on Hybrid Annuity Mode.

Definitions:

a. **National Informatics Centre (NIC):** A service provider to develop and customize the software and facilitate the process of e-tendering on application service provider model.

b. **http://etenders.gov.in**: An e-tendering portal of National Highways authority of India ("**NHAI**") introduced for the process of e-tendering which can be accessed on http://etenders.gov.in.

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

It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) (in the name of Authorized Signatory /Executor of POA/ Firm or Organization / Owner of the Firm or organisation) from any of the licensed Certifying Agency (Bidders can see the list of licensed CAs from the link www.cca.gov.in) to participate in e-tendering of the Authority.

DSC should be in the name of the authorized signatory as authorized in Appendix III of the submitted RFP or the person executing/delegating such POA. 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.

(i) The Authorized Signatory holding Power of Attorney (POA) or the person executing/delegating such POA shall only be the Digital Signatory. In other cases, the Bid shall be considered **non–responsive**.

(ii) To participate in the bidding, it is mandatory for the bidders to get registered their firm / Joint Venture with e-tendering portal of NHAI http://etenders.gov.into have user ID & password which has to be obtained free of cost.

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://etenders.gov.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://etenders.gov.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.

(iii) The complete BID document can be viewed / downloaded from e-tender portal of NHAI http://www.nhai.org or https://etenders.gov.in from **12.12.2017 to 12.02.2018** (upto1100 Hrs. IST).

(iv) To participate in bidding, bidders have to pay a sum of Rs. 1,00,000/- (Rs. one lakh only) as a cost of the RFP process (non-refundable) in favour of **"National Highways Authority of India", Payable at New Delhi** through in the form of Demand Draft Mode.

2. Preparation & Submission of BIDs:

(i) Detailed tender documents for RFP may be downloaded from e-tender portal of NHAI https://etenders.gov.in from **12.12.2017 to 12.02.2018** (up to 1100 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 (http://etenders.gov.in) using the digital signature of authorized representative of the Bidder on or before **12.02.2018** (upto1100 hours IST).

(ii) The following documents shall be prepared and scanned in different files (in PDF or RAR format such that file size is not more than 30 MB) and uploaded during the on-line submission of BID.

A. **Only Electronic Form (to be uploaded on the http://etenders.gov.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. However, those Bidders, whose RFAQ eligibility limit assessed by NHAI is not less than the estimated cost of the Project, are not required to submit Annexure II to IV of Appendix-IA.

(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) copy of Memorandum and Articles of Association, if the Applicant is a body corporate, and if a partnership then a copy of its partnership deed;

(f) if applicable, Certificate/Copy of RFAQ eligibility limit assessed by NHAI

(g) Copies of Applicant's duly audited balance sheet and profit and loss statement for preceding 5 years.

(h) Copy of BID Security of Rs 9.79 Crore (Rupees Nine crore and seventy nine lakhs only) in the form of Bank Guarantee in the format at Appendix-II from a Scheduled Bank.

(i) Copy of Demand Draft of Rs. 1,00,000/- (Rupees one lakh only) towards cost of Bid Document in favour of "National Highways Authority of India" payable at "New Delhi".

(j) Deleted

(k) Bidders 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 Bidder with the RFP Bid duly signed by Authorised signatory & shall be part of the Contract Agreement.

(l) 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

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

B. Original (in Envelope) and Electronic form (to be uploaded on the http://etenders.gov.in)(Refer to Clause 2.11.2 of the RFP)

(a) Original Power of Attorney for signing the Bid as per the 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) if applicable, Certificate/Copy of RFAQ eligibility limit assessed by NHAI

(e) BID Security of Rs. 9.79 Crore (Rupees Nine crore and seventy nine lakh only) in the form of Bank Guarantee in the format at Appendix-II from a Scheduled Bank.

(f) Demand Draft of Rs. 1,00,000/- (Rupees one lakh only) towards cost of Bid Document in favour of "National Highways Authority of India" payable at "New Delhi".

(g) Bidders 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 Bidder with the RFP Bid duly signed by Authorised signatory & shall be part of the Contract Agreement.

(h) An undertaking from the person having PoA referred to in Sub. Clause-(a) above that they agree and abide by the Bid documents uploaded by NHAI and amendments uploaded, if any.

(i) Deleted

(j) Original Statement of Legal Capacity as per format at Annexure V to Appendix I.

(ii) 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 1100 hours Indian Standard Time on **13.02.2018** 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	:	Ashish Asati
DESIGNATION	:	General Manager (T)–Maharashtra
ADDRESS	:	National Highways Authority of India, G-5&6, Sector-10,Dwarka, NewDelhi-110075 Phone No. 011-25074100/200 (Extn.1102)
FAX NO.	:	011-25074100/200 (Extn. 2449)
E-MAIL ADDRESS	:	ashishasati@nhai.org

(iii) The Bidder shall upload scanned copies of the documents as specified in point nos.2 (ii) (A) & (B) above on the http://etenders.gov.in before1100 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 RAR only. The Bidders can upload a single file of size of 30MB only but can upload multiple files.

3. AMENDMENT OF RFP:

Any Addendum to the RFP shall be uploaded only on the http://etenders.gov.in **(Refer Clause 2.9.2 of the RFP)**

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

i. The Bidder may modify, substitute or withdraw its e- Bid after submission prior to the Bid Due Date. No Bid can be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date & Time.

ii. For modification of e-Bid, Bidder has to detach its old Bid from e-procurement portal and upload / resubmit digitally signed modified Bid. For withdrawal of Bid, a Bidder has to click on withdrawal icon at e-procurement portal and can withdraw its e-Bid. Before withdrawal of a Bid, it may specifically be noted that after withdrawal of a Bid for any reason, Bidder cannot re-submit e-Bid again.

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 13.02.2018** 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.