

PROCEDURE FOR E-TENDER **INSTRUCTIONS TO APPLICANTS**

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

DEFINITIONS

a) E-Procurement Portal: An e-tendering portal of Government of India introduced for the process of e-tendering which can be accessed on <https://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:

- (i) It is mandatory for all the bidders to have Class-III digital signature certificate (DSC) with both Signing and encryption 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) to participate in e-tendering of NHAI. 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.
- (ii) To participate in the e-bid submission, it is mandatory for the bidders to get registered their Firm/Consortium (As qualified in RFQ stage for the Project) with e-tendering portal <https://etenders.gov.in> to have user ID & Password.
- (iii) The complete RFP/Bid Document can be viewed/downloaded by the bidders from the NHAI e-tendering portal or from NHAI website www.nhai.org free of cost without furnishing the payment particulars. The bidders shall furnish the details of online payment against the cost of RFP at the time of submission of e-bid.
- (iv) To participate for bidding, bidders have to pay Rs. 5,000/- (Rs. Five Thousand only) towards fee for RFP document (non-refundable) to “**National Highways Authority of India**” through Demand draft.
- (v) Detailed tender document can be downloaded from e-tender portal <https://etenders.gov.in> or www.nhai.org from **07.06.2019 to 16.07.2019 (1100 hrs)**.

Following may be noted

- (a) Firm is requested to register themselves at e-tendering portal of Govt. of India (<https://etenders.gov.in>).
- (b) The amendments/clarifications to the bid document, if any, will be hosted on the NHAI website/e-tender portal.

2. Preparation and submission of bids:

- (i) Detailed tender documents may be downloaded from e-tender portal / NHAI website from **07.06.2019 to 16.07.2019 (1100 hrs)** and tender may be submitted online following the instruction appearing on the screen. For any clarification for submission of bid, may contact 0120-4200462, 0120-400100 or email: support eproc@nic.in.
- (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. These documents shall also be submitted in ‘**ORIGINAL**’ to NHAI before the prescribed date & time for submission of Bids.
 - (a) Demand Draft of Rs. 5,000/- in favour of “**National Highways Authority of India**” towards cost of bid document.
 - (b) Power of Attorney for signing of Bid;

- (c) Any other documents in original as prescribed in the RFP
- (iii) The bid (Price bid) should be submitted **online only** in the prescribed format given in the website. No other mode of submission is accepted.
- (iv) It may be noted that scan copies can be prepared in different file format (PDF, ZIP).
- (v) It may also be noted that bidders can upload a single file of size of 10 MB only but you can upload multiple files.

3. Modification/Substitution/Withdrawal of bids:

- (i) The Bidder may modify, substitute or withdraw its e- bid, after submission prior to the **Bid due date 16.07.2019 (up to 1100 hrs)**. No bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.
- (ii) Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- (iii) For modification of e-bid, bidder has to detach its old bid from e-tendering portal and upload/resubmit digitally signed modified bid.
- (iv) For withdrawal of bid, bidder can do so in e-tendering portal.
- (v) 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.

4. OPENING AND EVALUATION OF BIDS:

- (i) The Authority shall open the online received bids on **17.07.2019 at 1130** hours, 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.
- (ii) Prior to evaluation of Bids, the Authority shall determine whether each bid is responsive to the requirement of this RFP.
- (iii) 'Financial Bid' of non-responsive bidders shall not be opened.
- (iv) The bid shall be opened of those bidders only who submit originals as mentioned in Para-2 (ii) of e-tendering procedure. The bid submitted online shall not be opened and shall be declared non responsive, if originals are not submitted as mentioned in Para-2 (ii) of e-tendering procedure.

DISCLAIMER

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