



UTTAR PRADESH METRO RAIL CORPORATION LIMITED

**GENERAL CONSULTANCY SERVICES
FOR LUCKNOW MRTS PROJECT, PHASE – 1B**

TENDER NO: LKGC (02) - 01

TENDER DOCUMENTS

VOLUME 1

**NOTICE INVITING TENDER (NIT)
INSTRUCTION TO TENDERERS (ITT)
FORM OF TENDER (FOT)**

**UTTAR PRADESH METRO RAIL CORPORATION LTD.
Administrative Building, Vipin Khand, Gomti Nagar
Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal,
Lucknow-226010, Uttar Pradesh, India**

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NOTICE INVITING TENDER

1. GENERAL

1.1 Name of Work:

Uttar Pradesh Metro Rail Corporation (UPMRC) Ltd., invites an open e-tender for General Consultancy Services **based on Quality cum Cost Based Selection (QCBS) process** from eligible applicants, who fulfil qualification criteria as stipulated in NIT Clause 1.4 for the work, “**LKGC (02) – 01 : GENERAL CONSULTANCY SERVICES FOR LUCKNOW MRTS PROJECT – PHASE 1B**”. The **scope of the work is detailed in Volume 3**

1.2 Key details :

Tender Reference	LKGC (02) - 01
Tender Security /EMD*	<p>Rs 5.25 Crore</p> <p>The instrument type for payment of tender security/ EMD shall be Demand Draft, Bank Guarantee, RTGS, NEFT & IMPS. No other mode of payment will be accepted.</p> <p>(i) Payment of tender Security as per clause C 18.1.2 (i) of ITT is to be made by RTGS, NEFT & IMPS. The details of bank account of UPMRC are mentioned in succeeding para. The bidders are required to upload scanned copies of transaction of payment of tender security including e-receipt (clearly indicating UTR No. & tender reference must be entered in the remarks at the time of online transaction of payment) in online bid submission, failing which payment may not be considered. (Copy of GST registration no. to be provided along with Tender security/EMD)</p> <p>(ii) Payment of tender security as per clause C 18.1.2 (ii) of ITT is to be made by BG/FDR/Demand Draft. BG/FDR/ Demand Draft shall be submitted in original in a sealed envelope in the office of CE/ Contract within due date and time of submission end date of tender.</p> <p>Validity of Tender Security/EMD in case of BG shall remain valid for a period of 45 days beyond the final bid validity period. Further claim period of BG shall be 6 months beyond the expiry.</p>
Completion period of the Work	50 months from the 'Notice To Proceed' date specified / mentioned in LOA
Tender documents on sale:	<p>From 09 Jun 2026 (from 11:00 hrs) to 09 Jul 2026 (up to 15:00 hrs) on e-tendering website https://etenders.gov.in/eprocure/app. Tender document can only be obtained on the website https://etenders.gov.in/eprocure/app.</p>

Cost of Tender documents*	<p>INR 23,600 /- (inclusive of 18% GST) Non-Refundable (Payment of tender document cost/ tender fee is to be made only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The details of bank account of employer are mentioned in succeeding para. The Tenderers are required to upload scanned copies of transaction of payment of tender document cost/tender fee including e-receipt (clearly indicating UTR No. & tender reference must be entered in the remarks at the time of online transaction of payment) failing which payment may not be considered at the time of online bid submission. (Copy of GST registration no. to be provided along with Tender document cost, if applicable)</p>
Details of Bank Account for payment of Tender Security/ EMD and cost of tender document	<p>Name of the Bank - HDFC Bank Banks Address - HDFC Bank Ltd, 6 Sapru Marg Hazratganj Lucknow Account Name - UPMRCL (LUCKNOW Project) Account No. - 50200009236810 IFSC code - HDFC0001267</p>
Last date of Seeking Clarification:	<p>19 Jun 2026 upto 18:00 hrs. Tenderers to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by mail or post will not be considered. Queries/clarifications from Tenderers after due date and time shall not be acknowledged.</p>
Pre-bid Meeting	<p>19 Jun 2026 @ 15:00 Hrs The pre-bid meeting shall be conducted through video conferencing by software apps such as Google Meet, Microsoft Team, etc. All Prospective tenderers who have made online payment towards the cost of tender document shall provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting to the registered official email of Employer i.e. cecontractlmrc@gmail.com cecontract@upmrcl.co.in/ along with scanned copy of transaction of payment of tender cost / tender fee, including e-receipt (clearly indicating UTR No. and tender reference, so that links having details such as software, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled pre-bid meeting</p>
Date & time of Submission of Tender online	<p>Tender submission start date: 03 Jul 2026 (11:00 hrs). Tender submission end date: 09 Jul 2026 (15:00 hrs).</p>
Date & time of opening of Tender	<p>10 Jul 2026 @ 15:00 Hrs.</p>
Authority and place for seeking clarifications etc.	<p>Chief Engineer/ Contract, Uttar Pradesh Metro Rail Corporation, Administrative Building, Vipin Khand, Gomti Nagar, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow-226010, Uttar Pradesh, India Telephone - 0522-2304015 E-Mail – cecontractlmrc@gmail.com https://etenders.gov.in/eprocure/app</p>

* Cost of Tender Document & Tender Security/EMD shall be submitted by the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with Central Purchase Organisation.

- 1.3** Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification.

For further details, please visit official e-portal <https://etenders.gov.in/eprocure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.

1.3.1 SOURCE OF FUNDS:

The project shall be financed partly through equity contribution from Govt. of Uttar Pradesh (UP) and Govt. of India (GOI) and partly may be through loan from external funding agency for which necessary process is on.

1.3.2 THE PROJECT:

The E-W Corridor of Lucknow MRTS Project Phase-1B - Charbagh to Vasantkunj including Depot at Vasantkunj. The Brief of the same is provided in Volume 4. Further, Scope of Work, for the subject tender, is detailed in Volume 3 (Term of Reference).

1.4 QUALIFICATION CRITERIA: -

1.4.1 Eligible Applicants:

- i. The tenders for this contract will be considered only from those tenderers (Single entity, Joint Venture (JV) or a Consortium) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.4.1 of NIT.

In the case of a JV or Consortium, the number of partners shall be limited to 3 (three) and each partner must have minimum 10% partnership. All the members of the Group shall be jointly and severally liable for the performance of whole contract. Also, each member shall be individually responsible for its duties as specified in the MOU/JV agreement submitted by the bidder in terms of clause 1.4.1.vii e.

Performance of each JV/Consortium partner shall also be judged. In case, the performance of the partner(s) is not found satisfactory, actions as deemed appropriate by the Employer may be taken including termination of contract or termination of any of JV/Consortium member(s) from the contract i.e Part Termination of the contract.

In case of part termination of contract, the Performance Security(ies) submitted by the member(s) for their portion of work in contract as per their share in JV/Consortium shall be forfeited and the scope of the work/duties assigned to the defaulting JV/Consortium member(s) as per the MOU/agreement submitted, may be terminated however, same may be done by the Employer only if other member(s) of JV/Consortium are ready to complete the entire scope of work. In such a case, remaining works pertaining to the scope of defaulting member of JV, may be completed by other member(s) of JV in the following manner:

- a) At their own, if they have adequate technical competence to the satisfaction of Employer.
- b) By subcontracting such scope of work of defaulting member(s) to technically competent Agency with the consent of Employer & without any financial implication to the Employer. In such cases, the limit of subcontracting the works up to 50% of total scope of work shall not apply.
- c) By induction of new member having adequate technical competence and meeting the original tender eligibility conditions, acceptable to the Employer in JV/Consortium replacing the defaulting member(s) & without any financial implication to the Employer. The new member(s) shall be jointly & severally liable for the performance of the whole contract and also shall submit the Performance Security from their bank account for an amount equivalent to the amount of forfeited amount of Performance security of defaulting member.

In case of (a) & (b) above, forfeited amount of Performance Security (ies) of the defaulting member(s) shall be submitted by other member(s) of the JV/Consortium. Further, the performance of each of JV/Consortium member may also be specifically stated in the Work

Experience Certificate / performance Certificates which may be issued to the bidder during or after execution of Work for their Business Development purposes.

In this regard, an undertaking by JV/Consortium members is required to be submitted as per the format Appendix-6 of Form of Tender.

- ii. (a) **A tenderer shall submit only one bid in the same tendering process either individually as a tenderer or as a partner of a JV/Consortium.** A tenderer who submits or participates in more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified.
- (b) The consultant shall not sub contract the whole of the contract except for overheads including travel duty to site. The value of such sub contract shall not exceed 25% of the contract price. The consultant shall solely remain responsible for the sub contract. The procurement of incidental goods, equipment hires or labour engagement shall not be treated as sub-contracting.
- iii – Conflict of Interest:
- 1) Any consultant with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this procurement process. Tenderer found to have a conflict of interest shall be rejected as non-responsive. Tenderer shall be required to declare the absence of such conflict of interest in as per **Appendix 8D of FOT**. A Tenderer in this procurement process shall be considered to have a conflict of interest if the tenderer:
- a) directly or indirectly controls, is controlled by or is under common control with another Consultant; or
 - b) receives or has received any direct or indirect subsidy/ financial stake from another consultant; or
 - c) has the same correspondence address or same legal representative/ agent as another consultant for purposes of this Tender; or
 - d) has a relationship with another consultant, directly or through common third parties, which puts it in a position to have access to information about or influence the Tenderer of another Consultant; or
 - e) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the Tender Document etc) of this procurement process; or
 - f) has a close business or family relationship with a staff of the Procuring Organization who:
 - i) are directly or indirectly involved in the preparation of the tender document or Terms of Reference of the procurement process and/or the evaluation; or
 - ii) would be involved in the implementation or supervision of the resulting contract.

Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the Procuring Entity throughout the tender processes and execution of the contract.

All necessary care has been taken by the Employer to ensure that the Scope of Works under the DDC Contract (LKDDC-02) and the GC Contract (LKGC (02)-01) are distinctly defined so as to avoid any conflict of interest. Accordingly, the successful bidder of either tender is not barred from participating in the other tender.

However, in the event that a conflict of interest is observed at any stage in the scope of DDC & GC contract, the deliverables under the DDC Contract shall be subject to review, proof-checking, or validation by an independent third party, duly approved by the Employer. The cost of such third-party scrutiny shall be borne entirely by the General Consultant, without any financial implication to the Employer.

Further, any delay, disruption, or additional time arising from such third-party scrutiny shall not entitle the General Consultant to any extension of time, additional payment, or claim whatsoever.

- iv. The payment of the tender cost is acceptable from any account. However, tenderer shall submit such transaction details along with their tender submission on e-portal. If the same transaction reference number has been submitted for more than one bids, all such bids shall be considered ineligible and summarily rejected.
- v (a) UPMRC/ Any Other Metro Organization (100% owned by Govt.)/ Ministry of Housing & Urban Affairs/ Order of Ministry of Commerce/Any other Government organization(applicable for all Ministries)/External funding (bi-lateral or multi-lateral) agency(ies), **must not have banned/debarred/blacklisted business** with the tenderer (including any member in case of JV/consortium) as on the date of tender submission end date. The tenderer should submit undertaking to this effect in **Appendix-10** of Form of Tender.
- (b) Also no contract of the tenderer of the value more than 10% of minimum Bid capacity, executed either individually or in a JV/Consortium, should have been rescinded / terminated by UPMRC/ Any Other Metro Organization (100% owned by Govt.) / Ministry of Housing & Urban Affairs/ Order of Ministry of Commerce/ Any other government organization after award during last 03 years (from the last day of the previous month of tender submission end date) due to non-performance of the tenderer or any of JV/Consortium members. The tenderer should submit undertaking to this effect in **Appendix- 10** of Form of Tender.
- (c) The overall performance of the tenderer (all members in case of JV/consortium separately) shall be examined for all the ongoing consultancy works awarded by UPMRC/ any other Metro Organization (owned by Govt.)/ Ministry of Housing & Urban Affairs/ Order of Ministry of Commerce/ Any other government organization of value more than 40% of minimum Bid capacity and also for all the completed consultancy works awarded by UPMRC/ any other Metro Organization (owned by Govt.)/ Ministry of Housing & Urban Affairs/ Order of Ministry of Commerce/ Any other government organization within last one year (from the last day of the previous month of tender submission end date), of value more than 40% of minimum Bid capacity, executed either individually or in a JV/Consortium. The tenderer shall provide list of all such works in the prescribed Performa given in **Appendix-11** of the Form of Tender. The tenderer (all members in Case of JV/Consortium separately) may either submit satisfactory performance Certificate issued by the Client/ Employer for the works or give an undertaking regarding satisfactory performance of the work with respect to completion of work/execution of work (for ongoing works) failing which their tender submission shall not be evaluated and the tenderer shall be considered non-responsive and non-compliant to the tender conditions. In case of non-submission of either satisfactory performance Certificate from Client /Employer or undertaking of satisfactory performance of any of the above work, the performance of such work shall be treated as unsatisfactory while evaluating the overall performance of tenderer in terms of Note (b) of **Appendix-11**. In case of performance certificate issued by the client, same should not be older than one year (from the last day of the previous month of tender submission) for on-going works. **In case the tenderer does not have any work falling in above criteria, his performance will not be judged unsatisfactory.**
- (d) Bidder (any member in case of JV/consortium) must not have been imposed liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years. The bidder should submit undertaking to this effect in **Appendix-12** of FOT.
- (e)Tenderer (any member in case of JV/Consortium) must not have suffered bankruptcy/insolvency during the last five (5) years (from the last day of previous month of tender submission end date). The tenderer should submit undertaking to this effect in **Appendix – 13** of Form of Tender.
- (f) The tenderer (each individual member separately in case of JV/Consortium) shall not have total amount of dispute in their pending litigation more than Fifty percent (50%) of the tenderer's net worth (each individual member separately in case of JV/Consortium). The tenderer (each individual member separately in case of JV/Consortium) shall be examined for all pending litigation from all contracts completed or all ongoing contracts. The tenderer (each

individual member separately in case of JV/Consortium) shall provide detailed information of all such pending litigations in the prescribed proforma given in **Appendix-14** of Form of Tender. The details of all pending litigation shall comprise of all pending arbitration cases and also all pending court cases irrespective of whether these litigations have been initiated by the tenderer against their employer/client or by the client/employer against the tenderer. The amount of disputes shall also comprise of all the claim amount and also all counter-claim amount in such arbitration/court cases.

(g) If the Tenderer or any of the constituent JV/Consortium member(s) does not meet the criteria stated in the **Appendix-10 or Appendix-11 or Appendix-12, or Appendix-13 or Appendix-14 (pending litigation criteria as per Clause 1.4.1 v(f))**, the tenderer including the constituent JV/Consortium member(s) shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms of Clause 1.4.1 of NIT.

vi. If there is any misrepresentation of facts with regards to undertaking submitted vide **Appendix- 10**, or performance in any of the works reported in the **Appendix 11**, or undertaking submitted vide **Appendix-12 or Appendix-13** or information submitted in **Appendix-14**, the same will be considered as “fraudulent practice” under Clause 3.12.1 a (ii) of GCC and the tender submission of such tenderers will be rejected besides taking further action as per Clause 3.12.1 (b) & 2.8 of GCC.

vii. LEAD PARTNER/ NON SUBSTANTIAL PARTNERS/ CHANGE IN JV/ CONSORTIUM

a. Bidder may associate with other firms in the form of Joint Venture or Consortium with not more than 3 members (including lead member). No member should have less than 10% participation

b. Any members having participation **between 10% and 20%** shall be termed as **non-substantial members**. Members having **more than 20%** participation shall be termed as **substantial members**. **The Lead member must have at least 40% participation. Number of non-substantial members shall not be more than one (01).**

c. The JV/consortium and its members must jointly satisfy the minimum eligibility criteria i.e. both Technical and Financial eligibility but the members will be jointly and severally responsible. **The technical criteria of all JV/consortium members (Substantial, lead and non-substantial members) shall be evaluated jointly.** However, **for financial criteria the credentials of only substantial and lead member (excluding non-substantial member) shall be considered.**

d. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of tender otherwise the tender shall be treated as non-responsive.

e. The tenderer, in case of JV/Consortium, **shall clearly and unambiguously define the role and responsibilities for each substantial/non-substantial partner** particularly with reference to financial, technical and other obligations in the JV agreement/MOU submitted vide **note (d) of Appendix 3 of Form of Tender**, providing clearly that any abrogation /subsequent re-assignment of any responsibility by any substantive /non-substantive partner of JV/Consortium in favour of other JV/Consortium partner or any change in constitution of partners of JV/Consortium (without written approval of Employer) from the one given in JV agreement /MOU at tender stage, will be treated, as ‘breach of contract condition’ and/or ‘concealment of facts’ (as the case may be), and acted accordingly.

Note:- The MOU may stipulates mandatory information to be provided. However, bidder can include additional details/arrangements finalized between the members in this MOU provided, these additional details/arrangements should not be in contravention of Employer's interest as per terms and conditions of Contract. Bidder may further note that no separate MOU/JV agreement should be executed for the sake of working arrangement amongst the partners other than the MOU/JV agreement accepted by the Employer.

MOU/ agreement or made any other arrangement in to a contract without the specific approval of

Employer in writing, it shall be treated as a fraudulent practice under this tender for which every constituent of the JV/Consortia is liable to be debarred for a period upto three years along with such other legal actions as may be permissible under the law. The JV/Consortium members shall submit undertaking to this effect in **Appendix-6 of Form of Tender**.

The Employer in such cases, may in its sole discretion take action under this tender against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in UPMRC or take action to terminate the contract in part or whole under this tender as the situation may demand and recover the cost/damages as provided in contract.

viii. **Participation by Subsidiary Company / Parent Company with credential of other Company**

- a) Applicant in the capacity of a Subsidiary Company as a single entity is not permitted to use the credential of its Parent Company and/or its Sister Subsidiary Company/ Companies.
- b) Applicant in the capacity of a Parent Company as a single entity is not permitted to use the credential of its Subsidiary Company/ Companies.

ix. **Purchase Preference to Local Suppliers/Preference to Make in India: NOT APPLICABLE FOR THE SUBJECT TENDER**

x. **Restrictions/ Prior Registration on Entities from a Class of Countries (Rule 144 (xi), GFR 2017)**

1. Government of India may, by order in writing, impose restrictions, including prior registration and/or screening, on procurement from bidders from, or bidders having commercial arrangements with an entity from, a country or countries, or a class of countries, on grounds of defence of India, or matters directly or indirectly related thereto including national security; no procurement shall be made in violation of such restrictions.

2. Any bidder will be eligible to bid following the procedure mentioned in Order No. F.7/10/2021-PPD (1) dated 23-02-2023, issued by Ministry of Finance/Department of Expenditure (Public Procurement Division), Govt. of India and as amended from time to time.

1.4.2 Minimum Eligibility Criteria:

A. Work Experience:

The tenderers will be qualified only if they have successfully completed or * substantially completed **similar work(s), as a prime Consultant / member of JV, completion date (s) of which falling during last Seven years ending last day of the month previous to the month of tender submission end date as given below :

At least one "similar work" * of value of **INR 210 Crore** or more.

OR

At least Two "similar works" * each of value of **INR 131 Crore** or more.

OR

At least Three "similar works" * each of value of **INR 105 Crore** or more.

*****"Similar Work(s)" means General Consultancy / Project Management Consultancy / Supervision Consultancy works for Metro Rail System / RRTS/ High Speed Rail projects comprising of Civil, Safety, Quality including installation, testing and commissioning of ***Systems works & Rolling Stock.**

*****"Substantial" completion shall be based on 90 (ninety) percent (value wise) or more works completed under the contract of the work. Client Certificate for 'substantial completion' of project/work/asset should contain 'financial value of work done' along with financial percentage progress wrt original/revised contract value.**

****"System works" shall mean works of Traction, Signalling, Telecommunication and MEP including HVAC, Fire fighting works.

- (i) If the tenderer is a **JV/Consortium having foreign partner(s)** and above work(s) have been executed by the foreign partner of JV and the work(s) were done in the country of the foreign partner, then in addition to this the foreign partner must have executed at least one "similar work" of value of **Rs 105 crore** or more outside the country of the foreignpartner.
- (ii) In the **last 07 years** (ending last day of the month previous to the month of tender submission end date), the bidder in **a single contract** of General Consultancy / Project Management Consultancy / Supervision Consultancy works for MRTS projects must fulfill following criteria(s):
 - a) **The Lead Member/Sole entity–**
 - i. must have received consultancy fees / payment (ongoing/completed) of value not less than 50% of the minimum bid capacity specified in clause 1.4.2 B (iv) of NIT.
 - ii. must have successfully completed and commissioned (CMRS approval for public opening) at least one MRTS corridor/line of length not less than 11 km in India as sole entity / Lead partner of JV/Consortium.
 - b) **For Other Constituent Members (except lead member)**
 - i. must have received fess / payment (ongoing/completed) of value not less than 25% of the minimum bid capacity specified in clause 1.4.2 B (iv) of NIT.
 - ii. must have successfully completed and commissioned (CMRS approval for public opening) at least one MRTS corridor/line in India.

Notes :

- (i) The tenderer shall submit details of similar work executed by them in the Performa of Annexure-1 & 1 A of NIT for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted.
- (ii) In case the work is executed for private client, the works executed only for publicly listed companies / private companies/ Trusts with an Annual turnover of Rs 500 crore or above will be considered. For the proof of this, bidders are requested to submit audited balance sheet of the client or certified copy from CA along with their UDIN number. The certificates to be submitted should include copy of work order, bill of quantities, bill wise details of payment received certified by Chartered Accountant (C.A) and Tax Deducted at Source (TDS) certificates/ Form 26 AS for all payments received and copy of final/last bill paid by the client. The offers submitted without this documentary proof shall not be evaluated.
- (iii) For completed works, value of work done shall be updated from date of completion to last day of the month previous to the month of tender submission end date price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission end date of tender.
- (iv) In case of Joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. If the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.
- (v) If the above work(s) i.e. "Similar Work" comprise other works, then client's certificate clearly indicating the amount of work done in respect of the "similar work" shall be furnished by the tenderer in support of work experience along-with their tender submissions.
- (vi) Prime Consultant shall mean main consultant hired by the client/employer. Only work executed as Prime Consultant shall be considered for evaluation.
- (vii) After opening of financial bids, the work experience credentials (work experience

certificate along with other documents if any) of L-1 bidder shall be sent for verification and certification to the concerned client(s). **In case of any concealment or misrepresentation of facts, appropriate action(s) in accordance with Tender Conditions shall be taken as deemed fit.**

B. Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below:

(i) T1 – Liquidity: The tenderer must have liquidity of at least **INR 9 Crores.**

- a) The liquidity shall be ascertained from Net Working Capital {Current Assets – (current liabilities + provisions)} as per latest audited balance sheet and/or from the Banking reference(s).
- b) Banking reference(s) should contain in clear terms the amount that the Bank will be in a position to lend for this work to the applicant/ member of the Joint Venture/Consortium. In case the Net Working Capital (as seen from the Balance Sheet) is negative, only the Banking reference(s) will be considered, otherwise the aggregate of the Net Working Capital and submitted Banking reference(s) will be considered for working out the Liquidity.
- c) The Banking references should be from a Scheduled Commercial Bank in India or from an International Bank of repute (in case of foreign vendors) acceptable to Employer as per standard performa provided in NIT as **Annexure 5** and it should not be more than 3 months old as on the date of submission of bids.
- d) In Case of JV: - Requirement of working capital is to be distributed between members as per their percentage participation and every member should satisfy the requirement for his portion.

Example: Let member-1 has percentage participation=M and member-2 has percentage participation=N. If minimum working capital required is 'W' then working capital of member-1 $\geq \frac{W \cdot M}{100}$ and working capital of member-2 $\geq \frac{W \cdot N}{100}$

- e) In case the applicant is a Joint Venture/Consortium and if Banking Reference is issued by the bank in favour of the Joint Venture/Consortium for this contract, then it will be considered for the tenderer and if the Banking reference(s) is issued in favour of any member of JV/Consortium it will be considered only for that member.
- ii) T2 - Net Worth:** Net Worth of tenderer during last audited financial year should be \geq **INR 12.59 Crore.**

In Case of JV/Consortium- Net worth will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation = M and Member-2 has percentage participation =N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV/Consortium will be

$$= \frac{AM+BN}{100}$$

Individual JV/Consortium partners must have +ve net worth.

- iii) **T3 - Annual Turnover:** The average annual financial turnover from consulting works of the bidder during the last five years ending 31st March of the previous Financial Years should be \geq **INR 50.33 Crore .**

In Case of JV/Consortium- Average Annual Turnover will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation = M and Member- 2 has = N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be = $(AM+BN)/100$

iv) T4 - Bid Capacity Criteria:

Bid Capacity: The tenderers will be qualified only if their Available Bid Capacity (**As per Annexure 4 of NIT**) is more than **262.38 cr.** Available bid capacity will be calculated based on the following formula (Value shall be rounded off to two decimal places):

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of consultancy work executed in any one year during the last five financial years (updated at current price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year), taking into account the completed as well as works in progress.

N = No. of years prescribed for completion of the work of this NIT.

B = Value (updated at current price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year) of existing commitments for on-going works to be completed in next 'N' years.

In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % participation is not mentioned, then equal participation will be assumed.

Example for calculation of bid capacity in case of JV / Consortium / Group

Suppose there are 'P' and 'Q' members of the JV / Consortium / Group with their participation in the JV / Consortium / Group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out 'X' and 'Y' respectively, then Bid Capacity of JV / Consortium / Group shall be as under:

$$\text{Bid Capacity of the JV / Consortium / Group} = 0.7X + 0.3Y$$

Notes :

(a) Financial data for latest last five audited financial years has to be submitted by the tenderer in Annexure-2 of NIT along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp, signature and UDIN. In case any discrepancy in data is found between the balance sheet and the financial information submitted, the data as available in the balance sheet will be considered.

In case audited balance sheet of the last financial year is not made available by the Tenderer, he has to submit an affidavit (Annexure 2A of NIT) certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '4' audited financial years will be taken into consideration for evaluation.

If audited balance sheet of any year other than last year is not submitted, tender may be considered as non- responsive.

(b) However, **the tenderer including all substantial members of JV / Consortium should have been incorporated more than three years earlier** from the last day of the previous month of tender submission end date. In this case, for such tenderer, the average annual turnover shall be arrived considering 'nil' turnover for the financial year(s) for which tenderer was not able to submit audited balance sheet on account of non-incorporation of tenderer. Such data shall be divided by 5 to work out the average annual turnover. In case balance sheet of the last year has not been audited so far, then data shall be divided by 4 to work out the average annual turnover.

(c) **Any certification or document required to be provided by CA, must contain UDIN** thereon and the particulars of certifications must be same as mentioned on document/certification and submitted to ICAI on its website which can be verified online. In case financial statements for any of the financial year is not required to be audited as per any relevant section of the Income Tax Act, then, same should be supported by C.A. (Chartered

Accountant) certificate along with all the GST returns, ITR-3/4 (including all the forms) and form 26AS for each of the financial year not liable to be audited as per relevant section of the income tax Act.

(d) Where the work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

(e) Value of existing commitments for on-going works during completion period of this NIT w.e.f from the first day of the month of tender submission end date has to be submitted by the tenderer in **Annexure - 3 of NIT**. These data shall be certified by the Chartered Accountant with his stamp and signature with membership number and **UDIN**.

(f) In case of JV/ Consortium, the Financial standing shall be evaluated only considering the lead and substantial members.

(g) Detailed technical evaluation on QCBS method shall be carried out in accordance of Annexure 1 of ITT only for those bidders who have qualified in Minimum Eligibility Criteria as per para 1.4.2 above.

After shortlisting process, a consultant shall be selected under QCBS (Quality cum Cost Based Selection) process with **70% and 30% weights for Technical Proposal and Financial Proposal respectively**. At this stage (i.e QCBS stage), Proposal shall be rejected if it does not respond to important aspects of the Tender Document, and particularly the Terms of Reference or if it fails to achieve the **minimum technical score of 70%** (i.e 5600 marks out of 8000 marks).

Financial Proposal shall be opened only for bidders whose technical proposal is considered technically acceptable (i.e who have scored minimum technical score of 70% i.e. 5600 marks out of 8000 marks).

(h) The tender submission of tenderers, who do not qualify the minimum eligibility criteria stipulated in the clauses 1.4.2 above, shall not be considered for further evaluation and therefore rejected. If the tenderer fails to meet the eligibility and qualification criteria, then further scrutiny of other technical parameters will not be done and Financial Proposals of such Tenderers shall not be opened. The mere fact that the tenderer is qualified as mentioned in sub clause 1.4.2 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT. Technical proposals meeting the Technical requirement and found substantially responsive only will be qualified for opening of their Financial Proposal.

1.5 The Tender documents consist of :

Volume 1

- Notice Inviting Tender (including Annexures)
- Instructions to Tenderers (including Annexures)
- Form of Tender (including Appendices)

Volume 2

- General Conditions of Contract
- Special Conditions of Contract

Volume 3

- Terms of Reference (TOR)

Volume 4

- Institutional Arrangements & Project Information

Volume 5

- Pricing Document/BOQ

1.6 The tender shall be governed by the documents listed in Para 1.5 above. The tenderers may obtain further information/clarification, if any, in respect of these tender documents from the office of Chief Engineer/Contract, Uttar Pradesh Metro Rail Corporation, Administrative Building, Vipin Khand, Gomti Nagar, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow - 226010

- 1.7 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause. E4 of “Instructions to Tenderers” and/or minor deviation without quoting the cost of deviations shall be considered as non-responsive and is liable to be rejected.
- 1.8 The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process. Instructions for online bid submission is attached as **Annexure A to NIT**.
- 1.9 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **Class-III digital signature**. The tender document can only be downloaded or uploaded using **Class-III** digital signature. However, the tenderer shall upload their tender on <https://etenders.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.
- 1.10 Tender submissions shall be done online on <https://etenders.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and scanned copy of Tender Security/ EMD and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.11 Submission of Tenders shall be closed on e-tendering website of Employer at the date & time of submission prescribed in NIT after which no tender shall be accepted. It shall be the responsibility of the Tenderer / tenderer to ensure that his tender is submitted online on e-tendering website <https://etenders.gov.in/eprocure/app> before the deadline of submission. The Employer shall not be responsible for any delay, difficulties and/or inaccessibility of the downloading and/or uploading facility from the e-procurement portal for any reason whatsoever.
- 1.12 Tenders shall be valid for a period of **180 days** (both days inclusive i.e. submission end date of tenders and the last date of period of validity of the tender) from the end date of submission of Tenders and shall be accompanied with a valid tender security/ EMD of the requisite amount as per clause C18.1 of ITT.
- 1.13 Employer reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the Employer for rejection of his proposal.
- 1.14 Tenderers are requested to visit e-tendering portal <https://etenders.gov.in/eprocure/app> regularly for any Employer’s issued clarifications, addendum, corrigendum and/or due date extensions.
- 1.15 Employer will award the Contract to the Tenderers whose Tender has been determined to be substantially responsive and compliant to the requirements contained in the Tender Documents and who has obtained highest score as per QCBS. Variant bids are not allowed.
- 1.16 Any suit or application, arising out of any dispute or differences on account of this tender shall be filed in a competent court at Lucknow, Uttar Pradesh only and no other court or any other district of the country shall have any jurisdiction in the matter.
- 1.17 For any grievance, tenderers may contact Chief Vigilance Officer/UPMRC at Administrative Building, Vipin Khand, Gomti Nagar, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow-226010, Uttar Pradesh, India, 0522-2304015 E Mail- cvo-upmrc@upmrcl.co.in.
- 1.18 UPMRC reserves its right to suspend or ban business dealings with any agency/licensee, if such agency/licensee is found to have committed misconduct or fraud or any of its action(s) fall into any such categories as laid out in the policy. Bidders are advised to read detailed banning policy uploaded on UPMRC official website i.e. www.upmetrorail.com.

- 1.19 Code of Integrity (as detailed in Rule 175 and Rule 151 of GFR, 2017 and its amendments) and penalties for violating the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this Tendering Process.**

**Chief Engineer/Contract
Uttar Pradesh Metro Rail Corporation**

ANNEXURE-1 of NIT
FORMAT FOR WORK EXPERIENCE & QCBS
Relevant Services carried out in the last seven years

(To be given for each eligible project)

The following information should be provided in the format below for each 'Eligible Project' for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below:

Nature of the Project:		
1	Project Name and Country:	
2	Project Location within the Country:	
3	Scope of the Work:	
4	Client Name & Type (Govt./Private):	
5	Tenderer's Name, Type (Single Entity/JV Consortium) & Other Details: - In case of JV/Consortium, the tenderer was lead member or other constituent member. - % participation of all JV Partners	
6	Project Start Date:	
7	Project End Date:	
8	Project Duration (in months):	
9	Cost of Project (in INR/USD):	
10	Fees Received (in INR/USD):	
11	Present Status of the Project:	Completed/ In Progress/ Not Started
12	% Completion:	Physical: Financial:
13	Project Details: (i) Length of Underground TBM Tunneling Works (kms.) (ii) Length of Elevated works containing Elevated Station (kms.) (iii) Number of Underground Stations (Nos.)	
14	Project Operational Status:	Commissioned/ Not Commissioned

15	Length of commissioned section and the total length of the MRTS Corridor/Line:	
16	Name of Senior Person (Project Director/ Project Co-ordinator/ Project Leader) involved and functions performed:	

Note:

1. Information submitted in this Annexure should be substantiated by the client certificate.
2. The evidence should contain enough details to establish the value of work done by Members of the Bidding Consortium in the relevant period.
3. If the assignment has been carried out as Joint Venture / Consortium, the share of the member(s) of the Bidding Consortium must be brought out in client certificate.
4. In case the work was done as JV/Consortium, only the value of consultancy work done by the applicant as per his Percentage participation in such JV/ Consortium must be given.

**Stamp & Signature of authorized signatory
on behalf of Tender**

ANNEXURE - 1A of NIT
Summary of Information provided in Annexure-1

Summary of Experience:

S.No.	Project Name	Fees received (in INR/USD) & % Completion	Page No. of corresponding Annexure 1
1			
2			
3			
4			
5			
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NOTE:-

1. Submission of Annexure 1A for all works, the tenderer intends to be considered for this tender, is mandatory. Any work submitted by bidder which is not mentioned in Annexure 1 A may not be considered for evaluation.

**Stamp & Signature of authorized signatory
on behalf of Tender**

ANNEXURE – 1B of NIT

DELETED

ANNEXURE- 2 of NIT

Financial DATA

(Each Applicant or member of a JV must fill this form separately)

Tenderer's name

Date.....

S.N.	Description	Financial Data for Latest Last 5 Years (Indian Rupees)				
		2021-22	2022-23	2023-2024	2024-2025	2025-2026
1.	Total Assets					
2.	Current Assets					
3.	Total External Liabilities					
4.	Current Liabilities					
5.	Annual Profits Before Taxes					
6.	Annual Profits After Taxes					
7.	Net Worth [= 1 - 3]					
8.	Working Capital [=2 - 4]					
9.	Return on Equity					
10.	Annual turnover (From Consultancy works)					
11.	Annual turnover					

Note:

Attach copies of the **audited balance sheets**, including all related notes, income statements for the last five audited financial years, as indicated above, complying with the following conditions.

1. Separate Performa shall be used for each member in case of JV/Consortium.
2. All such documents reflect the financial data of the Applicant or member in case of JV, and not sister or Parent Company.
3. Historic financial statements shall be audited by Statutory Auditor of the Company under their seal & stamp and shall be strictly based on Audited Annual Financial results of the relevant period(s). No statements for partial periods will be accepted.
4. Historic financial statements must be complete, including all notes to the financial statements.
5. Foreign applicants, in whose country calendar year is also the financial year, may submit all relevant data for the **last 5 years i.e. 2021, 2022, 2023, 2024,2025**. Selling rate of exchange at the close of business of the State Bank of India on the day twenty-eight days before the latest date of Tender Submittal shall be considered for calculating equivalent value in INR.
6. Return on Equity = Net Income / Shareholders Equity
Return on Equity = Net Income is for the full fiscal year (before dividends paid to common stock holders but after dividends to preferred stock).
Shareholders equity does not include preferred shares.
7. The above Annexure shall be duly certified by Chartered Accountant / Company Auditor under his stamp, signature membership no and UDIN.

**Stamp & Signature of authorized signatory
on behalf of Tenderer**

Annexure 2A of NIT

Affidavit for Unaudited Balance Sheet

(On a non-judicial stamp paper of appropriate value)

(To be filled by the bidder' in case their Balance Sheet for **F.Y. 2025-26** has not been audited. If the Balance sheet for **F.Y. 2025-26** has been audited then the bidder need not to fill this form or may simply write "NOT APPLICABLE")

I.....(Name and designation of Authorised signatory)
of.....(Name of Company/ Firm Proprietorship/ Partnership) hereby
confirm that the Balance sheet for Financial year **F.Y. 2025-26** has actually not been audited/ or
under finalisation so far.

**Stamp & Signature of authorized signatory
on behalf of Tenderer**

ANNEXURE- 3 of NIT
WORKS IN HAND

Tenderer's name

Date.....

Name and brief particulars of contract (Clearly indicate the part of the consultancy work assigned to the applicant(s))	Name of client with telephone number and fax number	Contract Value (Give only the value of work assigned to the applicant(s) (in Crore)	Value of balance work yet to be done as on last date of previous month of tender submission end date (in Crore)	Date of Completion as per Contract Agreement	Expected Completion Date	Value of balance consultancy work to be done during completion period of this NIT (From first date of month of tender submission to next N Years where N= number of years prescribed for completion of work in NIT) (B) (in Crore)
1						
2						
3						
Total						

NOTE: The financial data in above prescribed format shall be certified by Chartered Accountant / Company Auditor under his stamp, signature, membership no and UDIN.

**Stamp & Signature of authorized signatory
on behalf of Tenderer**

ANNEXURE-4 of NIT
AVAILABLE BID CAPACITY

(The financial data in this prescribed format shall be certified by Chartered Accountant /Company Auditor under his signature & stamp with UDIN).

Applicant's legal nameDate.....

Financial Year	Annual turnover of Firm from Consultancy works (in Crores)	Escalated value of consultancy work executed by Firm (in Crores) (5% inflation for Indian Rupees every year and 2% for foreign currency portions per year) upto last date of previous month to tender submission end date
2021-22		
2022-23		
2023-24		
2024-25		
2025-26		
Value of consultancy work executed (in Crores)		
Maximum of escalated value of consultancy work executed by Firm (in Crores) (A)		
Value of Balance work in hand for a period of this NIT (in Crores) (B)		
Available Bid Capacity = $2 * A * N - B$ (Rs in Crores) should be more than NIT Value (Where N is number of years prescribed for completion of work in NIT)		

**Stamp & Signature of authorized signatory
on behalf of Tenderer**

ANNEXURE- 5 of NIT

PROFORMA FOR BANKING REFERENCE FOR LIQUIDITY

BANK CERTIFICATE

(On the letter head of Bank)

This Is to certify that M/s..... is a reputed company with a good financial standing.

If the contract for the work, namely..... is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs..... to meet their working capital requirements for executing the above contract.

-Sd-

Name of Bank _____

Senior Bank Manager _____

Address of the Bank _____

• Change the text as follows for Joint Venture:

This is to certify that M/s. who has formed a JV with M/s..... and M/s..... for participating in this bid, is a reputed company with a good financial standing.

If the contract for the work, namely is awarded to the above joint venture, we shall be able to provide overdraft/credit facilities to the extent of Rs..... to M/s..... to meet their working capital requirements for executing the above contract.

(This should be given by the JV members in proportion to their financial participation)

Annexure A

Instructions for Online Bid Submission

The tenderers are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the tenderers in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Tenderers are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online tenderer Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Tenderers will be required to choose a unique username and assign a password for their accounts.
- 3) Tenderers are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Tenderers will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage with their profile. Digital Signature Certificate (DSC) must be obtained from any Certifying Authority empanelled with the Controller of Certifying Authority of India (e.g. Sify / nCode / eMudhra etc.), details of which are available on e-procurement portal under the link “Information about DSC”. Issuance of Digital Signature Certificate may take at least seven to ten business days, which may extend up to twenty-one business days in case of foreign applicants. Procedure for obtaining Digital Signature Certificate (DSC) by foreign applicants is available on e-procurement portal under the link “Downloads”. Tenderers are advised to plan their time accordingly and the Employer shall bear no responsibility for accepting tenders which are delayed due to non-issuance or delay in issuance of such Digital Signature Certificates.
- 5) Only one valid DSC should be registered by a Tenderer. Please note that the Tenderers are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Tenderer then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- 7) The Tenderers may report to the Employer by emailing to cecontract@upmrc.co.in/cecontractlirc@gmail.com, if they have problem with in obtaining Digital Signature Certificate or in case of any restrictions related to debarment on the portal
- 8) Instructions for entering complaint/suggestion: The grievances or suggestions can be entered from the Home Page of the Central Public Procurement Portal (<https://etenders.gov.in/eprocure/app>).
- 9) For further information and any assistance in this regard Tenderers are advised to contact e-procurement helpdesk by either:
 - a. emailing to support-eproc@nic.in
 - b. phoning (0120-4200 462, 0120-4001 002/5, 0120-6277787
International Tenderers are requested to prefix +91 as country code

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Tenderers 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 Tenderers 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.

- 2) Once the Tenderers 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 Tenderers through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Tenderer 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.

PREPARATION OF BIDS

- 1) Tenderer should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please 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.
- 3) Tenderer, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. **Tenderer has to ensure that size of each file should not exceed 40 MB before uploading.**
- 5) 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 provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Tenderers. Tenderers can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Tenderer should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Tenderer will be responsible for any delay due to other issues.
- 2) The Tenderer has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Tenderer should upload the scanned copy of Tender Security as per the instructions specified in the tender document. Otherwise the uploaded bid will be rejected.
- 5) Tenderers are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Tenderer, the bid will be rejected.
- 6) The server time (which is displayed on the tenderers' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the tenderers, opening of bids etc. The tenderers should follow this time during bid submission.

- 7) All the documents being submitted by the tenderers would be encrypted using PKI 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. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) The Tenderer whosoever is submitting the tender by his digital signature certificate shall invariably upload the scan copy of the authority letter with the tender submission.

ASSISTANCE TO TENDERERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal Contact at:

Tel: The 24 x 7 Help Desk Number 0120-4200 462, 0120-4001 002/5, 0120-6277 787.

E-Mail: support-eproc@nic.in

International tenderers are requested to prefix +91 as country code.