

ई-निविदा सूचना

जिला पंचायतों के समस्त पंजीकृत ठेकेदारों एवं उत्तर प्रदेश शासन पंचायतीराज अनुभाग-2 के कार्यालय ज्ञाप संख्या-1488/33-2-2020-80जी/2000 लखनऊ दिनांक-24 जुलाई 2020 के क्रम में लोक निर्माण विभाग, सिंचाई विभाग में पंजीकृत ठेकेदारों को सूचित किया जाता है कि शासन से प्राप्त अनुदान से जिला पंचायत द्वारा 12 निर्माण कार्यों की ई-टेंडरिंग निविदायें दिनांक 27.05.2026 को समय 11:00 बजे पूर्वान्ह तक आमन्त्रित की जाती है। निविदा सूचना ऑनलाइन दिनांक 19.05.2026 सोय 05:00 बजे से ई-टेंडरिंग पोर्टल <http://etender.up.nic.in> पर उपलब्ध होगी, जो ऑनलाइन <http://etender.up.nic.in> पर ही Upload/Download/Submit की जा सकेगी। आमन्त्रित निविदायें गठित निविदा समिति (अ0मु0अ0, वि0प0दा0 व अभियन्ता) द्वारा उसी दिनांक को 1:00 बजे अपरान्ह से कार्यालय जिला पंचायत, कन्नौज में खोली जायेगी। प्रत्येक निविदा के साथ सूची में अंकित कार्यों की लागत की 2 प्रतिशत बयाने की धनराशि प्रथक-प्रथक नगद रसीद जि0पं0, कन्नौज, राष्ट्रीयकृत बैंकों की एफ.डी.आर./डाक घर की एन.एस.सी. जो कि अपर मुख्य अधिकारी, जिला पंचायत कन्नौज के पदनाम से बन्धक होगी तथा निविदा मूल्य की धनराशि डिमाण्ड ड्राफ्ट तथा भारतीय स्टेट बैंक शाखा कन्नौज में संचालित जिला निधि खाता संख्या-10892294158 आईएफएससी-SBIN0000664 में जमा कर, पे ऑर्डर की स्कैन प्रति व प्राप्त ट्रांजेक्शन नम्बर को निविदा के समय अपलोड किया जाना अनिवार्य होगा। ई-निविदा के सम्बन्ध में विस्तृत जानकारी जिला पंचायत कार्यालय से किसी भी कार्यशील दिवस एवं ई-टेंडरिंग पोर्टल <http://etender.up.nic.in> में प्राप्त की जा सकती है। कार्यों का विवरण निम्नवत् है:-

क्र०सं०	कार्यों के नाम	कुल लागत जी०एस०टी० सहित (लाख में)	जमानत धनराशि 2 प्रतिशत(रु०में)	निविदा मूल्य जी०एस०टी० सहित(रु०में)	कार्य पूर्ण करने का समय
पंचम राज्य वित्त आयोग					
1	विकास खण्ड छिबरामऊ के ग्राम धरनीधरपुर नगरिया में शहीद मार्ग से प्राथमिक विद्यालय कमल नगरिया तक खण्डजा	18.93	37900	1000+180	दो माह
2	विकास खण्ड छिबरामऊ के ग्राम पंचायत असातनगर में पानी की टंकी से गिरधरपुर तक खण्डजा	25.00	50000	1000+180	दो माह
3	विकास खण्ड छिबरामऊ में विकुपुर सम्पर्क मार्ग से विनायकपुर सम्पर्क तक सी०सी० कार्य	13.54	27100	1000+180	दो माह
4	विकास खण्ड छिबरामऊ के ग्राम नगला लक्षीराम में नागर बस्ती से तहसील रोड तक चौड़ीकरण व डामर कार्य का अवशेष भाग पर पी०सी० कार्य	15.48	31000	1000+180	दो माह
5	विकास खण्ड सौरिख के ग्राम बहादुरपुर में सर्वेश तिवारी के खेत से गमा देवी मंदिर तक सी०सी० कार्य	15.41	30900	1000+180	दो माह
6	विकास खण्ड उमर्दा में वीरमपुर इनायतपुर मार्ग से ग्राम इनायतपुर में शिव मंदिर तक खण्डजा कार्य	11.99	24000	1000+180	दो माह
7	विकास खण्ड छिबरामऊ के ग्राम बहवलपुर में तालग्राम रोड से उदयवीर के मकान तक सी०सी० कार्य	8.18	16400	750+135	दो माह
8	विकास खण्ड छिबरामऊ के ग्राम नगरिया भगवन्तपुर में पुलिया से राधे के मकान तक सी०सी० कार्य	14.33	28700	1000+180	दो माह
9	विकास खण्ड छिबरामऊ के ग्राम कसावा में रमेश सैनी के घर से वर्मादीन दिवाकर के घर तक सी०सी० कार्य	24.75	49500	1000+180	दो माह

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10	विकास खण्ड तालग्राम में ग्राम नैनापुर में विक्रम राजपूत के घर रामकिशन पाल के घर तक सी0सी0 कार्य	11.99	24000	1000+180	दो माह
पन्द्रहवें वित्त आयोग(टाइड फण्ड)					
11	विकास खण्ड हसेरन में सकतपुर में रामप्रकाश तिवारी के घर से नाला तक नाला निर्माण कार्य	14.03	28100	1000+180	दो माह
12	विकास खण्ड छिबरामऊ के ग्राम कैरदा में महिपाल के खेत से दिनेश के खेत तक नाला निर्माण कार्य	24.51	49100	1000+180	दो माह

नोट:-निविदा शर्तें कार्यालय में देखी पढ़ी जा सकती है।

(अनिल कुमार मिश्रा)

अभियन्ता,

जिला पंचायत, कन्नौज।

(विद्या शंकर पाण्डेय)

अपर मुख्य अधिकारी,

जिला पंचायत, कन्नौज।

कार्यालय जिला पंचायत कन्नौज

पत्रांक:- 87 / ई-निविदा-3 / निर्माण / अनु0का0यो0(2023-24) / 2026-27 : दिनांक 08 मई, 2026

प्रतिलिपि:- निम्नलिखित को सादर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. प्रमुख सचिव, पंचायती राज विभाग, उत्तर प्रदेश शासन लखनऊ।
2. जिलाधिकारी, जनपद कन्नौज।
3. अध्यक्ष ई-मानटिंग सेल, पंचायती राज विभाग उत्तर प्रदेश शासन लखनऊ।
4. मुख्य विकास अधिकारी, जनपद कन्नौज।
5. अधिशाषी अभियंता लोक निर्माण विभाग / ग्रामीण अभियंत्रण सेवा / सिचाई विभाग / नाजिर डी0आर0डी0ए0 व नाजिर जि0प0 के नोटिस बोर्ड पर चस्पा हेतु।
6. विलीय परामर्शदाता / अभियन्ता जिला पंचायत कन्नौज को उक्त तिथि, समय व स्थान पर उपस्थिति रहते हुए ई-निविदा की कार्यवाही सम्पन्न करने हेतु।
7. जिला सूचना विज्ञान अधिकारी, कन्नौज को इस अनुरोध के साथ कि वे उक्त विज्ञप्ति कन्नौज जिले की वेबसाइट <http://kannauj.up.nic.in> पर अपलोड कराने का कष्ट करें।
8. सम्पादक, दैनिक समाचार पत्र राष्ट्रीय सहाय एवं आज कन्नौज को इस आशय से कि उपरोक्त निविदा सूचना को अपने समाचार पत्र के आगामी अंक में कम से कम स्थान में शासकीय दरों पर प्रकाशित कर बिल भुगतान हेतु दो प्रतियों में प्रस्तुत करना सुनिश्चित करें।

(प्रिया शाक्य)

अध्यक्ष,

जिला पंचायत, कन्नौज।



अपर मुख्य अधिकारी,

जिला पंचायत,

कन्नौज।

:: शर्तें ::

1. उत्तर प्रदेश शासन पंचायतीराज अनुभाग-2 के कार्यालय ज्ञाप संख्या-1488/33-2-2020-80^{जी}/2000 लखनऊ दिनांक 24 जुलाई, 2020 में दी गयी व्यवस्था के ठेकेदार ही निविदा प्रक्रिया में प्रतिभाग कर सकेंगे।
2. शासनादेश सं० 730/33-3-2022-11/2022 दिनांक 26.04.2022 में दी गई व्यवस्था के अनुसार पंचायतीराज विभाग से जुड़े पदाधिकारी/कर्मि/परिवार/सगा सम्बन्धी (जिला पंचायत अध्यक्ष, जिला पंचायत के कर्मि, जिला पंचायत राज अधिकारी, क्षेत्र पंचायत प्रमुख, खण्ड विकास अधिकारी, सहायक विकास अधिकारी, पंचायत, ग्राम पंचायत प्रधान, ग्राम पंचायत सचिव, पंचायत सहायक, पंचायतीराज विभाग के कर्मि, विभाग में संविदा पर कार्यरत कर्मि) के परिवारिक सदस्यों व रिस्तेदारों द्वारा निविदा प्रक्रिया में भाग नहीं लिया जायेगा। संज्ञानित होने पर निविदा निरस्त कर काली सूची में डालने की कार्यवाही प्रस्तावित कर दी जायेगी।
3. शासनादेश संख्या 1751/33-2-2020-198जी/2018 दिनांक 07.09.2020 में दी गई व्यवस्था अनुरूप निविदा की तकनीकी एवं वित्तीय बिड खोले जाने के उपरान्त निविदादाता द्वारा मूल अभिलेख एवं निविदा शुल्क तथा धरोहर धनराशि (ई०एम०डी०) सम्बन्धी डिमाण्ड ड्राफ्ट/पे-आर्डर्स/प्रतिभूति प्रमाण-पत्र मूल रूप में व्यक्तिगत रूप से विभाग/कार्यालय को अनिवार्य रूप से प्रस्तुत करना सुनिश्चित होगा। अन्यथा की स्थिति में निविदादाता के विरुद्ध कानूनी कार्यवाही के साथ ही पंजीयन निरस्त कर काली सूची में डालने की कार्यवाही सुनिश्चित कर दी जायेगी।
4. निविदादाता को अपने समस्त अर्ह प्रमाण पत्र यथा जिलाधिकारी द्वारा निर्गत हैसियत प्रमाण-पत्र, चरित्र प्रमाण-पत्र, जी०एस०टी०, निविदा शुल्क व निविदा जमानत (अपर मुख्य अधिकारी के पदनाम से बन्धक) की जमा रसीदे व उक्त बर्णित शासनादेश में विभागों के पंजीकृत ठेकेदारों का वैध पंजीयन प्रमाण पत्रों की स्कैन कापी ई-टेंडरिंग पोर्टल <http://etender-up-nic-in> पर अपलोड करना अनिवार्य होगा।
5. निविदादाता निविदा प्रपत्र ई-टेंडरिंग पोर्टल <http://etender-up-nic-in> से डाउनलोड व अपलोड कर सकते हैं।
6. माफिया गतिविधियों, असमाजिक कार्यों एवं संगठित आपराधिक गतिविधियों में लिप्त न होने का प्रत्येक कार्य पर पृथक-पृथक स्वहस्ताक्षरित रू० 100/- के स्टाम्प पेपर पर नोटरी शपथ पत्र पर तैयार कराकर निविदा प्रपत्र के साथ संलग्न करना होगा।
7. ठेकेदारों का निविदा स्वीकृति के उपरान्त उ०प्र० भवन निर्माण एवं अन्य सन्निर्माण कर्मकार अधिनियम-1996 एवं उ०प्र० नियमावली 2009 के अन्तर्गत श्रम विभाग में पंजीकरण कराकर कार्यालय में प्रस्तुत करना अनिवार्य होगा।
8. निर्धारित निविदा मूल्य (जी०एस०टी० सहित) का भुगतान डिमाण्ड ड्राफ्ट (जो अपर मुख्य अधिकारी के पदनाम से हो) अथवा जिला निधि, जिला पंचायत कन्वोज खाता सं० 10892294158 आई०एफ०एस०सी० कोड SBIN0000664 में जमा कर डिमाण्ड ड्राफ्ट, जमा पर्ची, कार्यालय को सील बन्द लिफाफे में ही उपलब्ध कराना होगा।
9. टेक्निकल बिड सही पाने के उपरान्त ही फाइनैन्शियल बिड खोली जायेगी।
10. सशर्त निविदा पर विचार नहीं किया जायेगा। तथा प्री बिड मीटिंग हेतु कार्यालय में उपस्थित रहना अनिवार्य होगा।

11. बिना जमानत धनराशि एवं निविदा मूल्य के किसी भी निविदा पर विचार नहीं किया जायेगा।
12. पूर्व आमन्त्रित निविदाओं में प्रतिभाग करने वाले निविदादाताओं के पास तीन या तीन से अधिक कार्य अपूर्ण/लम्बित होने पर सम्बन्धित निविदा दाताओं को अपात्र माना जायेगा।
13. ई-टेण्डरिंग के सम्बन्ध में शासन से यदि कोई भी निर्णय लिये जाते हैं, तथा समय-समय पर शासन द्वारा जारी शासनादेशों एवं दिशा निर्देशों का अनुपालन ठेकेदारों को मान्य होंगे।
14. शासनादेशानुसार निर्माण कार्य हेतु डिपेक्ट लायबिलिटी पीरियड 02 वर्ष का होगा। तत्पश्चात ही निर्माण कार्यों के सापेक्ष जमा जमानत धनराशि वापस की जायेगी।
15. आवश्यकता अनुसार तकनीकी की कोई भी मद किसी भी सीमा तक घटाई बढ़ाई जा सकती है, जो ठेकेदार को अपनी टेण्डर की दर से ही करना होगा। यदि कोई नई मद का कार्य कराना आवश्यक हुआ तो ठेकेदार को शिड्यूल दर पर कराना होगा।
16. निविदा सूचना में अंकित परियोजना/कार्य यदि किसी अन्य विभाग द्वारा निर्मित/प्रस्तावित/निर्माणाधीन अथवा स्वीकृत कर ली गयी है, तो निविदा तत्काल निरस्त कर दी जायेगी।
17. कार्य समय सीमा के अन्तर्गत पूर्ण करना अनिवार्य होगा। कार्य का निरीक्षण करने के उपरान्त गुणवत्तापूर्ण पाये जाने की दशा में ही भुगतान किया जाना सम्भव होगा।
18. लेपन/डामरीकरण श्रेणी के कार्यों में स्वयः/अनुबन्धित हॉट मिक्स प्लॉट होने का प्रमाण पत्र व हॉट मिक्स प्लॉट से कार्य करने का अनुभव प्रमाण पत्र की स्कैन कर अपलोड कराना अनिवार्य होगा।
19. ई-निविदा की वैधता अवधि एक माह की होगी। सम्बन्धित न्यूनतम ई-निविदा दाता द्वारा निर्धारित अवधि में ई-निविदा औपचारिकताएँ पूर्ण न करने की दशा में उसके नाम स्वीकृत ई-निविदा स्वतः निरस्त समझी जायेगी।
20. भुगतान से संबन्धित प्रत्येक विवाद का निपटारा, अध्यक्ष जिला पंचायत, कन्नौज द्वारा किया जायेगा। अध्यक्ष महोदय के आदेश अन्तिम एवं उभयपक्षकारों पर बन्धनकारी होगा।
21. गिट्टी, बोल्टर, बालू, मौरंग आदि की आपूर्ति कार्य में नियमानुसार रॉयल्टी यथा खनिज सम्पदा के प्रपत्र जमा होंगे। भुगतान के पूर्व ठेकेदार द्वारा प्रस्तुत ईएम0एम0-11 के सत्यापन कराना अनिवार्य होगा।
22. आयकर/वाणिज्यकर/सेंस और रॉयल्टी की कटौती नियमानुसार ठेकेदार के प्रत्येक बिल से की जायेगी।
23. जिला परिषद निर्माण नियमावली 1984 के अनुसार किसी भी/समस्त निविदाओं को बिना कारण बताये अस्वीकार करने का अधिकार सक्षम प्राधिकारी में निहित होगा। शर्तें कार्यालय में देखी जा सकती हैं।
24. किसी भी प्रकार के विवाद की स्थिति में न्याय क्षेत्र जनपद कन्नौज होगा।



आभेयन्ता
जिला पंचायत, कन्नौज।



अपर मुख्य अधिकारी,
जिला पंचायत, कन्नौज।

ZILA PANCHAYAT, KANNAUJ

**eBid Form
of**

**Apar Mukhya Adhikari
Zila Panchayat
Kannauj.**

Zila Panchayat, Kannauj
Saraimera, Kannauj

eBid Document

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Apar Mukhya Adhikari
Zila Panchayat
Kannauj.

INSTRUCTIONS TO BIDDERS (ITB)

(A) THE BID DOCUMENT

1) Cost of Bid Document/ eBid Processing Fee

- i) The bidder shall bear all costs associated with the preparation and submission of its eBid. Zila Panchayat, Kannauj hereinafter referred to as "the Department", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the eBid process.
- ii) This bid document is available on the web site <http://etender.up.nic.in> to enable the bidders to view, download the eBid document and submit eBids online up to the last date and time mentioned in eBid notice / eBid document against this eBid. The bidders shall have to pay cost of bid document / eBid processing fee as per eTender Notice through RTGS/NEFT only payable in favor of "APPAR MUKHYA ADHIKARI, ZILA PANCHAYAT, KANNAUJ" in the A/c No. **10892294158**, IFSC Code: **SBIN000664**, **STATE BANK OF INDIA, Kannauj**. Scanned copy of RTGS receipt with transaction Id certified by the same bank must be enclosed along with the eBid. This cost of bid document/ eBid processing fee will be non-refundable. Bid without cost of bid document/ eBid processing fee will not be accepted.

2) Contents of eBid Document

- i) The scope of work, eBid procedure and contract terms and conditions are prescribed in the eBid document. The eBid document includes:
 - (1) Invitation for eBid
 - (2) Section I : Instruction to bidders;
 - (3) Section II : Conditions of Contract;
- ii) The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the eBid document or submission of eBid not responsive to the eBid document in every respect will be at the bidder's risk and may result in rejection of the said eBid.

3) Amendment of eBid Document

- i) At any time prior to the deadline for submission of eBid, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the eBid document by amendments. Such amendments shall be uploaded on the e-Procurement website <http://etender.up.nic.in> through corrigendum and shall form an integral part of eBid document. The relevant clauses of the eBid document shall be treated as amended accordingly.
- ii) It shall be the sole responsibility of the prospective bidders to check the website <http://etender.up.nic.in> from time to time for any amendment in the eBid document. In case of failure to get the amendments, if any, the Department shall not be responsible for it.
- iii) In order to allow prospective eBidders a reasonable time to take the amendment into account

in preparing their eBids, the Department, at his discretion, may extend the deadline for the submission of eBids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in>.

4) Language of eBid

The eBid prepared by the bidder, as well as all correspondence and documents relating to the eBid exchanged by the bidder and the Department shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the eBid.

5) Documents Constituting the eBid

The eBid prepared by the bidder shall comprise the following components:

(a) **Prequalification :-**

- (i) **Fee Details** - It will consist of the cost of bid document/ eBid processing fee document and prescribed earnest money in prescribed form.
- (ii) **Eligibility Criteria** – It will consist of the details as per the Tender Document.

(b) **Financial eBid** - Financial eBid will comprise of:

- **Price Schedule/BOQ** - includes Price Schedule/BOQ in XLS format to be filled in after downloading from the e-Procurement website for this eBid.

6) eBid Form

The bidder shall complete the eBid Form and the appropriate Price Schedule/BOQ furnished in the eBid document.

7) eBid Currencies

Prices shall be quoted / calculated in Indian Rupees only.

8) Documents Establishing bidder's Qualification

- i) The bidder shall furnish, as part of its Technical eBid, documents establishing the bidder's qualification to perform the Contract if its eBid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format.
- ii) The documentary evidence of bidder's qualification to perform the Contract if its eBid is accepted shall be as per Qualification Requirements specified in eBid document.

9) eBid Security/Earnest Money Deposit (EMD)

- i) The bidder shall furnish, as part of its eBid, an eBid Security/ EMD as per the e-Tender notice in form of FDR/NSC pledged in favor of “APPAR MUKHYA ADHIKARI, ZILA

PANCHAYAT, KANNAUJ”. Scanned copy of which FDR/NSC of Security / EMD must be enclosed along with the eBid and the said FDR/NSC in original must be deposited in to the Box in Office of the Zila Panchayat, Kannauj latest within one hour of the Bid Submission Time on the same day. Bid without Earnest Money in the prescribed form, will not be accepted.

- ii) Any eBid not secured in accordance with above shall be treated as non-responsive and rejected by the Department.
- iii) Unsuccessful bidder's eBid security will be returned promptly as possible after the acceptance of eBid.
- iv) The successful bidder's eBid EMD will be converted into security upon the bidder signing the Contract.
- v) The eBid security may be forfeited:
 - (a) if a bidder (i) withdraws its eBid during the period of eBid validity specified by the bidder on the eBid Form; or (ii) does not accept the correction of errors or (iii) modifies its eBid price during the period of eBid validity specified by the bidder on the eBid form or
 - (b) in case of a successful bidder, if the bidder fails:
 - (i) To sign the Contract with the Department.

10) Period of Validity of eBid

- i) eBid shall remain valid for the days (as mentioned in tender detail published) after the date of eBid opening prescribed by the Department. An eBid valid for a shorter period shall be rejected by the Department as non-responsive.
- ii) In exceptional circumstances, the Department may solicit the bidder's consent to an extension of the period of eBid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its eBid security. A bidder granting the request will not be required nor permitted to modify its eBid.

11) Format and Signing of eBid

- i) The bidder shall prepare one electronic copy each of the Technical eBid and Financial e- Bid separately.
- ii) The eBid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. The later authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the eBid. All the pages/ documents of the eBid that are to be uploaded shall be digitally signed by the person authorized to sign the eBid.

(B) SUBMISSION of eBid

1) **Submission of eBid**

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the eBid online in response to this eBid published by the Department. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the eBid. Bidders should start the Bid Submission process well in advance so that they can submit their eBid in time. The bidders should submit their eBid considering the server time displayed in the e-Procurement website. This server time is the time by which the eBid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the eBid schedule. Once the eBid submission date and time is over, the bidders cannot submit their eBid. For delay in submission of eBid due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their eBid:

- i) For participating in eBid through the eBidding system, it is necessary for the bidders, already registered with ZILA PANCHAYAT, KANNAUJ, also to be the registered users of the e-Procurement website <https://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves if they have not done so previously for registration.
- ii) In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the eBidding system and subsequently he/she will be allowed to carry out his/her eBid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the eBidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise above even before eBid submission date starts. The Department shall not be held responsible if the bidder tries to submit his/her eBid at the last moment before end date of submission but could not submit due to DSC registration problem.

- iii) The bidder can search for active bids through "Search Active bids" link, select a bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the eBid Submission menu. After selecting and viewing the bid, for which the bidder intends to eBid, from "My Bids" folder, the bidder can place his/her eBid by clicking "Pay Offline" option available at the end of the view bid details form. Before this, the bidder should download the eBid document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of eBid document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).
- iv) The bidder should read the Terms & Conditions carefully before proceeding to fill in the cost

of bid document/ eBid processing fee and EMD payment details. After entering and saving the cost of bid document/ eBid processing fee and EMD details, the bidder should click "Encrypt & Upload" option given in the payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, eBid Form and Technical Specification details) and financial (eBid Form and Price Schedule/BOQ) schedules/packets given in the bid details. The details available in the scanned copy of bid form cost and of EMD shall be verified by the department and in case of any discrepancy the eBid shall be rejected.

- v) Next the bidder should upload the Technical eBid documents for Fee details (Cost of bid document/ eBid processing fee and EMD), Qualification details. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, eBid Form and Technical Specification details) and financial (eBid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- vi) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the eBid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the eBid documents are protected, stored and opened by concerned bid openers only.
- vii) After successful submission of eBid document, a page giving the summary of eBid submission will be displayed confirming end of eBid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- viii) Department reserves the right to cancel any or all eBids without assigning any reason.

2) **Deadline for Submission of eBid**

- i) eBid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> not later than the prescribed time and date (as the server time displayed in the e-Procurement website).
- ii) The Department may, at its discretion, extend this deadline for submission of eBid by amending the eBid document, in which case all rights and obligations of the Department and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3) **Late eBid**

The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the eBid submission activity will be allowed till the permissible date and time scheduled in the eBid. Once the eBid submission date and time is over, the bidder cannot submit his/her eBid. Bidder has to start the Bid Submission well in

advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her eBid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during eBid submission process.

4) **Withdrawal and Resubmission of eBid**

- i) At any point of time, a bidder can withdraw his/her eBid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the eBid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected eBid.
- ii) No eBid may be withdrawn in the interval between the deadline for submission of eBids and the expiration of period of eBid validity. Withdrawal of an eBid during this interval shall result in the bidder's forfeiture of his/her eBid security.
- iii) The bidder can re-submit his/her eBid as and when required till the eBid submission end date and time. The eBid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised eBid and the new eBid submission summary generated after the successful submission of the revised eBid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e- Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the eBid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e- Bid documents.
- iv) The bidders can submit their revised eBids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of eBids.
- v) No eBid can be resubmitted subsequently after the deadline for submission of eBids.

(C) OPENING AND EVALUATION OF eBid

1) Opening of eBid by the Department

- i) The Department will open all eBids, in the presence of bidders' representatives who choose to attend at on the prescribed date of opening at ZILA PANCHAYAT, KANNAUJ office. The bidder's representatives who are present shall sign evidencing their attendance. In the event of the specified date of eBid opening being declared a holiday for the Department, the eBids shall be opened at the appointed time and place on the next working day.
- ii) The bidder's names and the presence or absence of repulsion eBid security and such other details as the Department at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the requirement shall be notified.

2) Opening of Financial eBid

- i) The financial eBids of qualified bidders shall be opened on the same day in the presence of bidders. The name of bidders, percentage Price quoted for various items etc will be announced in the process.
- ii) The Department will prepare the minutes of the eBid opening.

3) Clarification of eBid

- i) During evaluation of eBid, the Department may, at its discretion, ask the bidder for a clarification of his/her eBid. The request for clarification and the response shall be in writing.

4) Evaluation of eBid and Evaluation Criteria

The Department will examine the eBid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required cost of bid document/ eBid processing fee, eBid security and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the eBids are generally in order. Any eBid or eBids not fulfilling these requirements shall be rejected.

5) Contacting the Department

- i) No bidder shall contact the Department on any matter relating to his/her eBid, from the time of the eBid opening to the time the Contract is awarded.
- ii) Any effort by a bidder to influence the Department in its decisions on eBid evaluation, eBid comparison or contract award may result in rejection of the bidder's eBid.
- iii) In the event of any information furnished by the agency is found false or fabricated the minimum punishment shall be debarred / blacklisting from ZILA PANCHAYAT, KANNAUJ works and the legal proceeding can also be initiated.

(D) AWARD OF CONTRACT

1) Award Criteria

The Department will award the contract to the lowest evaluated successful Bidder whose bid has been determined to be responsive to all the conditions of the contract of the Bidding Document.

2) Department's right to accept any eBid and to reject any or all eBids

The Department reserves the right to accept or reject any eBid, and to annul the eBid process and reject all eBids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

3) Notification of Award

i) Prior to the expiration of the period of eBid validity, the Department will notify the successful bidder in writing by letter/e-mail/fax, that its eBid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

4) Signing of Contract

At the same time as the Department notifies the successful bidder that its eBid has been accepted, the successful bidder shall have to sign the contract agreement.

For the Visiting Contractor's of this eBid Document

The Contractors/Firm/Bidders registered with ZILA PANCHAYAT, KANNAUJ who are interested to participate in eBid are requested to get them registered and get their signature digitalized at <https://etender.up.nic.in>.

The Agencies/Contractors registered with ZILA PANCHAYAT, KANNAUJ are allowed to participate in eBids floated after their registration.

The other important information is being mentioned below at a glance for the ease of eBid:-

Date of Inviting bid	:	as per eTender Notice
Date of opening bid	:	as per eTender Notice
Cost of bid document/ eBid processing fee	:	as per eTender Notice
Earnest money	:	as per eTender Notice
Validity period	:	as per eTender Notice
Time of completion of work	:	as per eTender Notice
The Bid is Percentage Rate eBid	:	Yes