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**NOTICE
FOR
INVITATION OF BIDS
(IFB)**

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
7/6, Siri Fort Institutional Area, August Kranti Marg,
New Delhi-110049.

INVITATION FOR BIDS (IFB)

Bid Reference No. DM/FN/COR-OF/043

Date: 23.05.2019

1. **National Capital Region Transport Corporation Ltd. (NCRTC)**, a joint venture Company of Government of India and participating States, having its Corporate office at 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049, India, invites open **e-bids (Electronic Bid) (Manual bids are not permitted)** on **Local Competitive Bidding (LCB)** under **single stage two packet system with Quality and Cost Based Selection (QCBS) system** for the following works, from Partnership Firms or Limited Liability Partnerships (LLPs), having at least three partner/director as Chartered Accountants and/or Cost Accountants having requisite experience for execution of the work detailed hereinafter

1.1 Name of Work: DM/GFN/COR-OF/043: Internal Audit Services.

1.2 BID SCHEDULE/ DETAILS

a.	Estimated Cost of Work	Not disclosed
b.	Bid Security*	(i) Amount of Bid Security: - INR 5,000 /- (ii) Validity of Bid Security in case of Bank Guarantee (BG): 25.02.2020 Bid Security (BG, Demand Draft, Banker's Cheque and FDR) in original as per clause 19 of ITB shall be accepted only up to 1500 hrs. on 18.06.2019 in the office of the Employer at the address mentioned hereinafter. The bidder must submit the bid security in physical form and shall upload the scanned copies of bid security in their online bid.
c.	Completion period of work	1 year, i.e. for Financial Year 2019-20. (Initially for FY 2019-20 further extendable to FY 2020-21 & 2021-22.
d.	Availability of Bid Document	From 25.05.2019 to 18.06.2019 (up to 1500 hrs.) on e-bidding portal as mentioned in clause 1.2 (I) of IFB (Bid Schedule).
e.	Cost of Bid Documents *	NIL
f.	Last date of Seeking Clarifications	03.06.2019 (Up to 1700 Hrs.) (Queries from bidders after due date and time shall not be acknowledged)
g.	Pre-bid Meeting	Deleted
h.	Last date of issuing amendment, if any
i.	Date and time of submission of Online Bid	Bid submission start date: 11.06.2019 from 1500 Hrs. Bid submission end date: 18.06.2019 up to 1500 Hrs.
j.	Date & Time of opening of Bid (Technical Bid only)	19.06.2019 at 1500 Hrs.

k.	Authority and place for submission of Bid Security, Cost of bid documents, Details of MSEs/ Startup business, seeking clarifications on bid documents and address for pre bid meeting	<p>Additional General Manager /Tender National Capital Region Transport Corporation Ltd. 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049 Tel : +91-11-41066943 Fax : +91-11-41066953 Email :- tendercell@ncrtc.in</p> <p><i>“Prospective bidders are requested to ensure that bid identification number (i.e. Tender No.) of the particular bid should be clearly mentioned in the subject and the content of the email in each email correspondence, failing which there is a probability that this correspondence may not be considered.”</i></p>
l.	E-bidding portal for Uploading of Bid Documents, Seeking Pre-bid queries, Uploading of Reply to pre-bid queries, Uploading of Corrigendum/Addendum, Submission of bids, Uploading of Post bid clarifications, Award of Work etc.	<p>https://etenders.gov.in/eprocure/app</p>
<p><i>* Submission of Bid Security is exempted for those bidders who fulfill the criteria of Purchase Preference Policy for Micro and Small Enterprises (MSEs)/ Startup business as referred in Clause 34.1 of Section 2: BDS. The concerned bidder shall submit the details as stated in the Clause 34.1 of Section 2: BDS in the office of the NCRTC at the address mentioned above before the time and date as stipulated in clause 1.2 (b) of IFB (Bid Schedule/ Details). Such bidders shall also upload the scanned copies of these details in their online bid.</i></p>		

2. Bidders are advised to note the eligibility and minimum qualifying criteria specified in the Section 1 “Instruction to Bidders” and Section 3 “Evaluation and Qualification Criteria” stipulated in the bid document.
3. **Availability of Bidding documents:** The bid documents and addendum/corrigendum (if any) will be available free of cost for downloading on e-bidding portal as mentioned in clause 1.2 (l) of IFB (Bid Schedule). However, it will be the responsibility of the bidder to download complete bid documents and to check and see issuance of addendum / corrigendum (if any). The addendum / corrigendum, if any, shall be made available only on the e-bidding portal.
4. E-Bids must be accompanied with a bid security in original of requisite amount and validity as stipulated in clause 1.2 (b) of IFB (Bid Schedule) in any one of the forms as specified in the bidding documents. The bidder must submit the bid security in physical form at the address mentioned in clause 1.2 (k) of IFB (Bid Schedule) and shall upload the scanned copies of bid security in their online bid before the last date and time mentioned therein. Any bids received without original bid security in physical form shall be rejected.
5. For MSEs / Startup business, e-bids must be accompanied with the details as stipulated in the Clause 34.1 (a) of Section 2: BDS. Such bidders shall also upload

the- scanned copies of these details in their online bid. The bidder must submit these details in physical form at the address mentioned in clause 1.2 (k) of IFB (Bid Schedule) and shall upload the scanned copies of these details in their online bid before the last date and time mentioned therein.

6. **Pre-bid Meeting:** A pre-bid meeting will be held at the address mentioned in clause 1.2 (k) of IFB (Bid Schedule) at such date and time as mentioned in clause 1.2 (g) of IFB (Bid Schedule). The bidder is requested to submit any questions in writing as per the standard proforma provided in section-4 of bidding document (Form PQ-1 of bidding form) and uploading it on the e-bidding portal, to reach the Employer not later than the date and time as stipulated in clause 1.2 (f) of the IFB.
7. **Last Date of Receipt and opening of Bids:** Bid submissions shall be done online on e-bidding portal as mentioned in clause 1.2 (i) of IFB (Bid Schedule). Bidders to take note of uploading the mandatory scanned documents towards Bid Security and other documents as stated in the bid document. Submission of Bids shall be closed automatically after the last date and time on e-bidding portal after which no bid can be uploaded.

8. General Instructions on e-bidding

- 8.1 The intending bidders must be registered on e-bidding portal as mentioned in clause 1.2 (l) of IFB (Bid Schedule). Those who are not registered on the e-bidding Portal shall be required to get registered beforehand. After registration, the bidder will get user-id and password. On login, bidder can participate in bidding process and can witness various activities of the bidding process.
- 8.2 The authorized signatory of intending bidder, as per notarized Power of Attorney (POA), must have valid class-III digital signature. The bid document can only be downloaded from e-bidding portal. However, the bidder shall upload their bid on e-bidding portal as mentioned in clause 1.2 (l) of IFB (Bid Schedule) using class-III digital signature of the authorized signatory only.
- 8.3 Bid submissions shall be done online on e-bidding portal, after uploading the mandatory scanned documents towards bid Security or other documents like MSEs / Startup business exemption certificate as stated in the bid document. Instructions for online bid submission are annexed.
- 8.4 Submission of bid shall be closed on e-bidding portal at the date & time of submission prescribed in clause 1.2 (l) of IFB (Bid Schedule) after which no bid can be uploaded. It shall be the responsibility of the bidder to ensure that his bid is uploaded online on e-bidding portal before the deadline of submission. NCRTC will not be responsible for non-receipt of bid documents due to any delay and/or loss etc.
- 8.5 Bid shall be valid for a period of **180 days** (both days inclusive i.e. the last date of submission of bids and the last date of period of validity of the bid) from the date of submission of Bids (from the revised date of submission of Bids in case revised in corrigendum/addendum) as prescribed in clause 1.2(l) of IFB (Bid Schedule) and shall be accompanied with a bid security of the requisite amount as per clause 19 of ITB.

8.6 NCRTC reserves the right to accept or reject any or all bids any time without assigning any reasons. No bidder shall have any cause of action or claim against the NCRTC for rejection of bids.

8.7 Bidders are advised to keep in touch with e-bidding portal for any updates.

8.8 The Letter of Acceptance (LOA) to the successful bidder shall be uploaded on e-bidding portal which can be downloaded by the successful bidder.

**Additional General Manager/Tender
National Capital Region Transport Corporation Ltd.**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-bidding Portal specified in clause 1.2 (I) of IFB (Bid Schedule), using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-bidding Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-bidding Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at e-bidding Portal specified in clause 1.2 (I) of IFB (Bid Schedule)

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (CPP) Portal (URL: link has been mentioned in clause 1.2 (I) of IFB (Bid Schedule)) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders 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 bidders will be required to register their valid Digital Signature Certificate (DSC) (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder 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.

SEARCHING FOR BID DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for bids, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a bid published on the CPP Portal.
- 2) Once the bidders have selected the bids they are interested in, they may download the required documents / bid schedules. These bids can be moved to the respective 'My Bids' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the bid document.
- 3) The bidder should make a note of the unique Bid ID assigned to each bid, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum/addendum published on the bid document before submitting their bids.
- 2) Please go through the bid advertisement and the bid 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) Bidder, in advance, should get ready the bid documents to be uploaded as indicated in the bid document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded 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 bidders. Bidders 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.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bid document.
- 3) Bid processing fee by e-bidding portal is NIL.
- 4) Bid Security: Bidder should submit the Bid Security as per the instructions specified in clause 19 of ITB of the bid document.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid shall be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by

the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being uploaded by the bidders 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. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
- 8) The uploaded bid documents become readable only after the bid 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.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the bid document and the terms and conditions contained therein should be addressed to the Bid Inviting Authority for a bid or the relevant contact person indicated in the bid.

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.

For any Technical queries related to Operation of the Central Public Procurement Portal Contact at:

Tel: The 24 x 7 Telephonic Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E-Mail: [cphp-nic\[at\]nic\[dot\]in](mailto:cphp-nic[at]nic[dot]in), [support-eproc\[at\]nic\[dot\]in](mailto:support-eproc[at]nic[dot]in)