

INSTRUCTION TO BIDDERS / TENDERERS

The instructions to the bidders are as follows:-

1. Submission of E-Bids: The Bid Submission module of e-procurement website <http://etender.up.nic.in> enables the bidders to submit the e-bids online against this bidding published by the purchaser. Bid may be submitted only during the period and time stipulated in the bidding. Bidders are advised start the Bid Submission process well in advance so that they can submit their bids in time. The bidders shall submit their bids taking into account the server time, displayed in the e-procurement website. This server time is the time by which the bid submission activity will be allowed till the permissible time on the last date of submission stipulated in the schedule. The bidders cannot submit their bids after the completion of bid submission period. For delay in submission of bids due to any reasons, shall be responsibility of the bidder.

The bidders shall follow the instructions mentioned herein under for submission of their e-bids:

(i) For participating in bids through the e-bidding system, it is necessary for the bidders to be the registered users of the e-procurement website <http://etender.up.nic.in>. The bidders shall first register themselves on the e-bidding website, if they have not done so previously, using the option "Click here to enroll" available on the home page of the website.

(ii) In addition to the normal registration, the bidder has to register with their Digital Signature Certificate (DSC) in the e-bidding system and subsequently he/ she will be allowed to carry out his /her bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register their DSC, the bidder shall first log on to the e-bidding system using the User Login option on the home page with the logging Id and Password with which they has registered as per clause 1(a) above. For successful registration of DSC on e-procurement website <http://etender.up.nic.in>, the bidder must ensure that they possess class-2 /Class-3 DSC issued by any certifying authorities duly approved by Controller of Certifying Authorities. The bidder is also advised to register their DSC on E-procurement website well in advance before bid submission period & time so that they do not face any problem while submitting their e-bid against this bidding. The bidder can perform User Login creation and DSC registration exercise as described in clauses 1(a) and 1(b) above even before bid submission period starts. The purchaser shall not be held responsible if the bidder tries to submit their e-bid at the last moment of submission of bid, but could not submit due to DSC registration problem.

(iii) The bidder can search for active biddings through "Search Active Biddings" link, select a bidding in which they are interested in and then move it to 'My Biddings' Folder using the option available in the Bid Submission menu. After selecting and viewing the bidding, for which the bidder intends to bid, from "My Biddings" folder, the bidder can place their bid by clicking "pay Offline" option available at the end of the view bidding form. Before this, the bidder should download the bidding document and price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder shall keep all the documents ready

as per the requirements of bidding document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which shall be in the XLS Format (EXCEL sheet).

(iv) After clicking the 'Pay offline' option, the bidder shall be redirected to the relevant page of Terms and conditions. The bidder shall read the Terms and conditions before proceeding to fill in the Bidding fee EMD offline payment details. After entering and saving the Bidding Fee and EMD details, the bidder shall click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per technical (Fee details, Qualification details, Bid Form and Technical Specification details) and financial (Bid Form and Price Schedule/BOQ) schedules/packets given in the bidding details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in the original before opening of technical bids, should tally with the details available in the scanned copy and the data entered during with submission time otherwise the bid submitted shall not be accepted.

(v) Next, the bidder should upload the Technical Bid Documents for fee details (Bidding fee and EMD), Qualification details as per PQC, and Financial Bid documents as per BOQ of bidding document. Before

uploading, the bidder has to select the relevant Digital signature Certificate. They 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.

(vi) The Bidder shall click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the bid documents are encrypted/ locked electronically with the DSC's of the Bid openers to ensure that the bid documents are protected, stored and opened by concerned bid openers only.

(vii) After successful submission of bid documents, a page giving the summary of bid submission will be displayed that the process of e- bid submission is completed. The bidder can take a printout of the summary using the "print" option available in the window as an acknowledgement for future reference.

(viii) Purchaser reserves the right to cancel any or all Bids without assigning any reason.

(ix) The Bidders are advised to upload the scanned documents with minimum of 150 dpi scanner to ensure readable uploaded e- Bids.

2. Deadline for Submission of E-Bids:

a) E-Bids (Technical and Financial) must be submitted by the bidders at e-procurement website <http://etender.up.nic.in> not later than _____.

b) The Purchaser may' at this discretion, extends this deadline for submission of bids by amending the bid documents.

3. Late Bids 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 bid submission activity will be allowed till the permissible date and time schedule in the bidding. Once the bid submission period is over, the bidder cannot submit their bid. Bidder has to start the Bid Submission well in advance so that the submission process is completed within the scheduled period, failing which, it shall be the bidder's responsibility.

4. Withdrawal and Resubmission of E-Bids -

a) At any point of time, a bidder may withdraw their bid submitted online before the bid completion of bid submission period. For withdrawing, the bidder shall first log in using their login id and password and subsequently by their Digital Signature Certificate on the e-procurement website <http://etender.up.nic.in>. The bidder shall then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder shall be displayed. Click "View" to see the details of the bid 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 reason for withdrawing the bid and upload the same for withdraw before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing their selected bid.

b) The bidder has to request the purchaser with a letter, attaching the proof of withdrawal and submission of bid security/EMD in the office of purchaser for taking back the bid security/EMD as per the manual procedure.

c) No bid may be withdrawn in between the period fixed for submission of bids and the period of expiry.

Withdrawal of a bid during this interval may result in the Bidder's forfeiture of their bid security.

d) The bidder can resubmit their bid as and when required till the scheduled bid submission end date and time. The bid submitted earlier will be replaced by the new one. The bid security submitted by the bidder earlier will be used for revised bid and the new bid submission summary generated after the successful submission of the revised bid will be considered for evaluation purposes. For resubmission, the bidder shall first log in using their Login id and Password and subsequently by their 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 bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised bid documents by following the methodology provided in clauses 1(i) to 1(ix).

e) The bidders can submit their revised bids as many times as possible by up loading their bid documents within the schedule period for submission of e-bids.

f) No bid can be resubmitted subsequently after the period for submission of bids is over.

5. Bidders are advised to study the bid Document carefully. Submission of bids against the tender notice shall be deemed to have been done after careful study and examination of the procedures, terms and conditions stipulated in the bid Documents with full understanding of its implications.
6. The bid document is available at e-procurement website <http://etender.up.nic.in>. Interested bidders may view, download the bidding document, seek clarification and submit their bid online up to the prescribed date and time through uploading on e-procurement website <http://etender.up.nic.in>.
7. The bidders are required to submit the cost of bidding document as stated above through demand draft/ Banker's cheque payable in the favour of _____ by post/courier, prior to the scheduled date & time of opening of bid failing which bid shall not be considered/opened.
8. All bids must be accompanied by a Bid Security (EMD) in prescribed form mentioned in tender document from scheduled Bank which shall be duly pledged in favor of Dy. CAO, P&AD, BTPS, Obra. The scanned copy of bid document fee (Tender Cost), Earnest Money, Power of attorney must be up loaded electronically along with all the bid documents. The original copy of bid document fee, EMD, Power of Attorney made in the name of individual whom signed bid document digitally through DSC & Commitment in prescribed format as per Annexure on non-judicial stamp paper of Rs. 10.00 each should be furnished to the office of Superintending Engineer-II, 'B' Thermal Power Station, Obra before opening of part "I" of submitted Bid, failing which the bid shall not be considered/ opened.
9. The bids shall be electronically opened in the presence of bidder's representatives, who choose to attend, at the prescribed venue, date and time mentioned above.
10. The Purchaser reserves the right to cancel any or all the bids/annul the bidding process without assigning any reason thereof.
11. In the event of date specified for bids opening, being declared a holiday then the bid shall be opened on next working day at schedule time.
12. All the required documents shall be submitted/ uploaded by the bidder electronically in the PDF format. However, the Financial Bid should be submitted in the XLS format.
13. Quantity as mentioned in e-Tender Notice is tentative and may vary up to any extent as per site requirement.
14. No deviation from the Technical specification & Technical Conditions shall be acceptable in Technical part-'B' of Bid.