

Ref. No. 6361 / 2574/UPEIDA/2022

Dated: 28-11-2022

Short-term Notice Inviting Tenders (e-tender)

1. The Chief Executive Officer, UPEIDA, Lucknow hereby invites percentage rate bids online from the eligible and approved Contractors registered in UPPWD. The bidder is advised to examine carefully all instructions including addendum/amendments to ITB, Conditions of contract, Contract data, Forms, Terms, Technical Specifications, Bill of Quantities etc. in the Bid Document.

Bidders are advised to note the minimum qualification criteria specified in Clause 4 of the Instructions to Bidders to qualify for the award of the contract.

2.

Sl. No	Name of Work	Estimated cost (Rs.in Lacs)	Bid Security (Rs.in Lacs)	Cost of Documents	Time of Completion	Contractors Category	Address of Executive Engineer executing the work
1	2	3	4	5	6	7	8
1.	Carrying out topographical survey of acquired land Phase-2 & 3 for Defence corridor project in Village-Andala Tehsil-Khair District- Aligarh..	1.794	0.06	Rs. 800.00 + 18% GST = Rs. 950.00	2 Month	"E"	P.I.U-1, UPEIDA, 89-90, Block B-1, Taj Nagri, Phase-II (Behind CNG PUMP), Fatehabad Road, Agra-282001.

3. Time allowed for completion of whole work is as indicated in column 6, including rainy season.
4. The bids shall remain valid for acceptance for a period of 90 Days from the last date of submission of bids. Bids once submitted cannot be withdrawn.
5. A set of bidding documents will be available online on website <http://etender.up.nic.in> from **25-11-2022 to 09-12-2022** upto 12:00 Hours (Noon).
6. Bid must be accompanied by non-refundable cost of documents as indicated in column 5 of the abovetable, in the form of demand draft on any Nationalized for stationery charges in favour of "**Chief Executive Officer, UPEIDA, Lucknow**" payable at Lucknow.
7. Bids must be accompanied with security of the amount specified for the work in the column 4 of the above table drawn in favour of "**Chief Executive Officer, UPEIDA, Lucknow**" payable at Lucknow. Bid security will have to be in any one of the forms as specified in the bidding document and shall be valid for 6 months from the last date of submission of Bids.
8. Bids must be submitted online on or before 12:00 NOON on dated **12-12-2022** and the technical bids received online will be opened **13-12-2022 at 03:30 PM** before the Evaluation Committee at the office of the Chief Executive Officer, UPEIDA, Lucknow in the presence of bidders who wish to attend. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day respectively, at the same time and venue.
9. **Instruction to Bidders regarding e-tendering process:**

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

The bidders have to follow the following instructions for submission of their e-Bid:

- (i) For participating in e-Bid through the e-bidding system, it is necessary for the bidders, to be the registered users of the e-tender portal [http:// etender.up.nic.in](http://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 e-bidding system and subsequently he/she will be allowed to carry out his/her e-Bid 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 e-bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.
- (iii) For successful registration of DSC on e-tender portal <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-tender portal <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, even before e-Bid submission date starts. The Authority shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.
- (iv) 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 e-Bid Submission menu. After selecting and viewing the bid, for which the bidder intends to e-Bid, from "My Bids" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view bid details form. Before this, the bidder should download the e-bid 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 e-bid document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).
- (v) The bidder should read the Terms & Conditions carefully before proceeding to fill in the cost of bid document/ e-Bid processing fee and EMD payment details. After entering and saving the cost of bid document/ e-Bid 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 (Document Cost/Processing Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid 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 Authority and in case of any discrepancy the e-bid shall be rejected.
- (vi) Next the bidder should upload the Technical e-Bid documents for Fee details (Cost of bid document/ e-Bid 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, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.

(vii) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid 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 e-Bid documents are protected, stored and opened by concerned bid openers only.

(viii) After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid 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.

(ix) Authority reserves the right to cancel any or all e-Bids without assigning any reason.

9.1 Deadline for Submission of e-Bid

e-Bid (Technical and Financial) must be submitted by the bidders at e-tender portal <http://etender.up.nic.in> not later than the prescribed date and time.

(i) The Authority may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of the Authority and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9.2 Late e-Bid

The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-bid. Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. 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 e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

9.3 Withdrawal and Resubmission of e-Bid

(i) At any point of time, a bidder can withdraw his/her e-Bid 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 e-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 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 e-Bid.

(ii) No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval shall result in the bidder's forfeiture of his/her e-Bid security.

(iii) The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid 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 e-Bid 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 e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.

(v) No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

9.4 Amendment of e-Bid Document

(i) At any time prior to the deadline for submission of e-Bid, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder,

modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-tender portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid 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 e-bid document. In case of failure to get the amendments, if any, the Authority shall not be responsible for it.
- (iii) In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, the Authority, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-tender portal <http://etender.up.nic.in>.

9.5 Language of e-Bid

The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and the Authority 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 e-Bid.

10. A bidder shall not be permitted to bid for works in the UPEIDA responsible for award and execution of contracts in which his or his spouse's near relatives (defined as first blood relations, and their spouses) is posted as an officer/ official in any capacity in UPEIDA.
11. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the State/Central Government is allowed to work as a Contractor for a period of two years after his retirement from Government service, without Government permission. This contract is liable to be cancelled if either the Contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government as aforesaid before submission of the tender or engagement in the Contractor's service.
12. Bid documents and other details consisting of qualification information and eligibility criterion of bidders, plans, specifications, drawings, the schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the Contractor can be seen in the office of the Executive Engineer mentioned in column 8 of the table corresponding to the work between hours of 11.00 am to 02.00 pm on any working day between **25-11-2022 to 01-12-2022**
13. Any bidder who is having criminal record is not allowed to participate in the bidding process.
14. Any bidder who is registered with the state Bar Council is not allowed to participate in the bidding process.
15. Bids shall be strictly treated as non-responsive if:
 - (i) Bid is not accompanied by an acceptable bid security (with validity for a period of not less than 6 months beyond the last date of submission of bids) and cost of documents.
 - (ii) The undertaking regarding validity of bid, for a period of 90 days after the dead line date for bid submission specified in clause 15 of the bidding document, is not submitted online.
16. Uploaded documents of valid successful bidders will be verified with the original documents before signing the Agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/e-mail.
17. A pre-bid meeting will be held on **01-12-2022 at 03:00 pm** at the office of the **Executive Engineer ,PIU-1, UPEIDA, 89-90, Block B-1, Taj Nagri, Phase-II (Behind CNG PUMP), Fatehabad Road, Agra-282002.** to clarify the issues and to answer questions on any matter that may be raised at that stage as stated in clause 9.2 of "Instructions to Bidders" of the Bidding Document.
18. Other details can be seen in the Bidding Documents on the website.

19. Each bidder is required to furnish an affidavit online on a non-judicial stamp paper of Rs. 100/- giving all information on prescribed Performa required for evaluation of the bidding capacity of the bidder.
20. Bidder must submit information/document on prescribed Performa i.e., T4, T5, T6 with each bid.
21. **Defect Liability Period will be One year .**
22. 1% Labour cess will be deducted from the Contractor Bill.
23. Guidelines regarding G.S.T. registration must be followed by the contractor's as per the rule of UP Govt.


Chief Executive Officer
UPEIDA, Lucknow