

**Indian Academy of Highway Engineers
(Ministry of Shipping, Road Transport & Highways)
Government of India**

Notice Inviting Tender

NIT No. IAHE/Procurement/03/DPR/2015-16

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27.01.2016

Sub: Consultancy Services for Project Management Phase I including preparation of Detailed Project Report of selected stretches/corridors of National Highways / State Roads (approved “In Principle” for declaration as National Highways) for up gradation to Two/Four lane with paved shoulder configuration

Sir,

Proposals (Proof of Eligibility, Technical Proposals and Financial Proposals) for the above work *through e-tender* (on-line bid submission) are invited **from consultants**. The Letter of Invitation (LOI) and Terms of Reference (ToR) including Request for Proposal (RFP) is available online on e-tender portal of MORT&H <https://morth.eproc.in> or from IAHE’s website (www.iahe.org.in) from **27.01.2016 to 14.03.2016 (1700 hrs)** .

2 Any entity which has been barred by the Ministry of Road Transport and Highways (MORT&H) or its implementing agencies for the works of Expressways, National Highways, ISC and EI Works and the bar subsists as on the date of Application ,would not be eligible to submit the BID , either individually or as a member of a Joint Venture

3. The RFP have also been uploaded on “INFRACON” (www.infracon.nic.in). As such before submitting the proposal the Consultant shall mandatorily register and enlist themselves (the firm and all key personnel), on the MoRTH portal “INFRACON” and furnish registration details along with its RFP. A copy of Infracon Operation Procedure is also enclosed for bidder’s reference.

4. All the bidders registered on Infracon shall form a Team on Infracon and which would be assigned unique Infracon Team ID. Bidders while submitting the proposal shall quote the Infracon Team ID.

Instructions to applicants regarding e-tendering process:

(a) The interested applicant can download the RFP from the –E-tendering portal of the MORTH <https://morth.eproc.in/>. or from IAHE’s website (www.iahe.org.in) The **detailed procedure regarding E-tendering** may please be seen at **Annexure-X** of this NIT.

(b) Proposals should consist of 3 parts – Proof of Eligibility(Part-1) , Technical Proposal (Part-II) and Financial Proposal (Part-III) . The Applicants shall submit the proposal (Proof of Eligibility and Technical Proposal) to IAHE (**in Original and in hard bound form**)with all pages numbered serially and by giving an index of submissions_ on or before the deadline of submission of bids. Applications submitted in other forms like spiral bound form; loose form etc shall be rejected. Copies of

Applications shall not be submitted and considered. Consultants are also required to a **submit scanned copies of Proof of Eligibility and Technical Proposal online**

(c) **Financial proposal for each package are to be submitted separately. Financial proposal are only to be submitted online and no hard copy of the financial proposal should be submitted.**

(d) Proposal in hard copy should be submitted inside a sealed outer envelope containing 3 envelopes .The sealed outer Envelope shall bear the address and information indicated in the Data Sheet and shall be submitted to IAHE on or before the deadline for submission of bids. The envelope must be clearly marked:

Consultancy Package Nos. Project Name

Do not open, except in presence of the evaluation committee

(e) This outer envelope will contain three separate envelopes. The **first envelope** containing “Proof of Eligibility” (which should be clearly marked), the **second envelope** containing “Technical Proposal” (which should be clearly marked) and the **third envelope containing the following**

(i) A **demand draft of Rs. 5,000/-** (cost of RFP) drawn in favour of Indian Academy of Highway Engineers payable at Noida/ Delhi as cost of RFP .

(ii) **Bid Security of Rs 2 lakhs valid upto 150 days** beyond the last date of submission of bids (in the form of a Bank Guarantee as per format given in the RFP)

(iii) Proof of Payment of application processing fees amounting to Rs. 1295/- to M/s. C-1 India Pvt. Ltd.

(f) **Application processing Fees** amounting payable to Rs. 1295/- to M/s. C-1 India Pvt. Ltd. **has to be deposited.**

(g) Before submission of online bids, applicants must ensure that scanned copy of all the necessary documents have been attached with bid.

(h) IAHE shall not be responsible for delay in online submission / submission of original Proof of Eligibility and Technical proposal in hard copy to IAHE due to any reason whatsoever.

(i) All documents/papers uploaded/submitted by the bidder must be legible

(j) The following are the important dates for the consultancy work:

Sl. No.	Event Description	Date
1	Last date for receiving queries/Clarifications	15.02.2016
2	Pre- Proposal Conference(Pre-bid meeting)	17.02.2016 (1100 hrs)

3	IAHE's response to Queries	Nil
4	Deadline for downloading of bid	14.03.2016 (1700Hrs)
5	Proposal Due Date	15.03.2016 (1500Hrs)
6	Opening of Proposal	15.03.2016 (1530Hrs)

PROCEDURE UNDER E-TENDERING- INSTRUCTION TO BIDDERS

DEFINITIONS

- a. **C1 India Pvt Ltd:** New Service provider to provide the e-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
- b. **MORTH e-Procurement Portal:** An e-tendering portal of Ministry of Road Transport & Highways (“MORTH”) introduced for the process of e-tendering which can be accessed on <https://morth.eproc.in>.
- c. **IAHE’s Website :** Website of the Indian Academy of Highway Engineers , Noida i.e. www.iahe.org.in

1. Accessing/ Purchasing of RFP documents

- i) It is mandatory for all the bidders to have class-III Digital Signature Certificate (in the name of person who will sign the proposal) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-tendering of Ministry/IAHE.
- ii) Users may test their **class-III Digital Signature Certificate health(Both DSC Components, i.e. Signing & Encryption)** at <https://morth.eproc.in> under “**Test Digital Signature Certificate**” link.
- iii) C1 India Pvt. Ltd. Facilitates procurement of Class III DSC’s. DSC Procurement request may be sent to amandeep.kaur@c1india.com / morthhelpdesk@c1india.com with subject **DSC Query** during MORTH working days.
- iv) To participate in the E-Bid submission, it is mandatory for the bidders to get registered their firm/Consortium with e-tendering portal of Ministry <https://morth.eproc.in> to have user ID & password which has to be obtained by submitting an annual registration charges of INR 2247/- (Inclusive of all taxes) to M/s C1 India Pvt Ltd through e-payment gateway using Credit Card / Debit Card(Master Card and Visa Card only) or net banking. Validity of online registration is 1 year.
- v) After completing the profile, Vendors have to send an e-Mail intimation to C1 India Helpdesk for their profile activation. All profile activations will be done only during MORTH working days.
- vi) The RFP document can be viewed/downloaded free of cost from e-tender portal of MoRT&H <https://morth.eproc.in> or IAHE’s website www.iahe.org.in in from **27.01.2016** to **14.03.2016** (up to 1700 Hrs. IST).
- iv) To participate for bidding, bidders have to pay **Rs. 5000/-** (Rupees Five thousands only) towards fee for RFP document (non-refundable), in the form of Demand Draft issued from a

scheduled Bank in India in favour of “Indian Academy of Highway Engineers ” payable at New Delhi / Noida and **Rs 1,295/-** (Rupees One Thousand Two Hundred Ninety Five only) towards application processing fee (non-refundable) shall be paid to M/s C1 India Pvt Ltd against Tender Processing Fee through E-Payment gateway using Credit Card/ Debit Card- Master Card and Visa Card only or net banking.

- v) Tender can be requested from e-tender portal of MoRT&H <https://morth.eproc.in> from **27.01.2016 to 14.03.2016 (up to 1700 Hrs. IST)**.

Following may be noted

- (a) Registration should be valid at least up to the date of submission of proposal.
- (b) Proposals can be submitted only during the validity of their registration.
- (c) The amendments / clarifications to the RFP document, if any, will be hosted on the MoRT&H website.
- (d) If the firm is already registered with e-tendering portal of MoRT&H at <https://morth.eproc.in> and validity of registration is not expired, the firm is eligible to apply without fresh registration.
- (e) To participate in bidding, bidders have to pay **Application Fee (non-refundable)** as per the amount mentioned in the tender document through offline mode only and **Tender Processing Fee (Non-refundable)** through online mode only. Both ‘Application Fee’ and ‘Tender Processing Fee’ are mentioned in individual tender document as published at MORTH e-Tendering Portal (<https://morth.eproc.in>)

2. Preparation & Submission of proposal:

- (i) RFP document may be downloaded from e-tender portal of MoRT&H <https://morth.eproc.in> <https://morth.eproc.in> or IAHE’s website www.iahe.org.in from **27.01.2016 to 14.03.2016 (up to 1700 Hrs. IST)**, and tender may be submitted online following the instruction appearing on the screen. The bidder shall submit scanned copy of the demand draft and Bid Security also while submitting online bid. A buyer manual containing the detailed guidelines for e-tendering system is also available on e-tender portal of MoRT&H.
- (ii) The following documents shall be prepared and scanned in different files (in PDF or ZIP format such that file size is not more than 10 MB) and uploaded during the on-line submission of proposal. These documents shall also be submitted in “ORIGINAL” to IAHE before the prescribed date & time for submission of proposals.
 - a) Cost of RFP document, **Rs. 5000/-** (Rupees Five thousands only) in the form of DD in favour of “Indian Academy of Highway Engineers” payable at New Delhi /Noida
 - b) **BID Security for Rs 2 lakhs and valid for 150 days from the last date of submission of bids** in the form of a Bank Guarantee as per Format given in the RFP..
 - c) **Application for Proof of Eligibility** in the prescribed format along with Form A to D and supporting documents;

- d) **Application For Technical Proposal** in the prescribed format along with Form-1 to Form-8 and supporting documents;
- e) Power of Attorney for signing the Application. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.
- d) Copy of original Document defining constitution or legal status, place of registration, principal place of business etc.

3. Modification / Substitution / Withdrawal of proposals:

- (i) The Bidder may modify, substitute or withdraw its e- bid after submission prior to the proposal Due Date. No proposal shall be modified, substituted or withdrawn by the Bidder on or after the proposal Due Date & Time.
- (ii) Any alteration / modification in the proposal or additional information supplied subsequent to the proposal Due Date, unless the same has been expressly sought for by the IAHE, shall be disregarded.
- (iii) For modification of e-bid, bidder has to detach its old proposal from e-tendering portal and upload / resubmit digitally signed modified proposal.
- (iv) For withdrawal of proposal, bidder has to click on withdrawal icon at e-tendering portal and can withdraw its e-bid.
- (v) **Before withdrawal of a proposal, it may specifically be noted that after withdrawal of a proposal for any reason, bidder cannot re-submit e-bid again.**

4. Opening & Evaluation of proposals.

- (i) Opening and evaluation of proposals will be done through online process.
- (ii) IAHE shall open on-line received proposals at 1500 hours IST on 05.01.2016 , in the presence of the Bidders, who choose to attend. The IAHE will subsequently examine and evaluate the proposals in accordance with the provisions set out.
- (iii) Prior to evaluation of proposals, IAHE shall determine whether each proposal is responsive to the requirements as per RFP Document.
- (iv) The proposals shall be opened of those bidders only who submit originals as mentioned in para 2(ii) above of E-Tendering procedure. The proposals submitted on-line shall not be opened and shall be declared non - responsive, if originals are not submitted as mentioned in para 2(ii) of E- Tendering procedure.

5. For any assistance about MORTH e-Tendering, please contact **E-Tendering Cell and Help Desk Support**. Please email your issues to helpdesk at morthhelpdesk@clindia.com. This will help us serving you better. Helpdesk Nos. are open between 1000 Hrs to 1830 Hrs IST (Monday to Friday (Exclusions: MORTH HOLIDAYS)).

DISCLAIMER

The Applicant must read all the instructions in the TENDER and submit the same accordingly. For any support/ assistance they may contact helpdesk officers.

Director
Indian Academy of Highway Engineers
A-5 ,Institutional Area,
Sector-62 , Noida