

## Notice for inviting Request for Proposals (RFP) (via CPPP)

### 1.1 GENERAL

Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers hereby invites proposals from the consulting agency / firms / expert institutions for carrying out evaluation of Central Sector Schemes, namely 'Scheme for Setting up of Plastic Parks' and 'Scheme for Setting up of Centres of Excellence' indicated in the succeeding para:

#### 1.1 Schedule and Critical Dates (Tentative):

The tentative schedule and critical dates are Shown below:-

1.1.1 The details of the RFP are as per following:

Approximate cost of work	:	
RFP Security amount	:	<b>10% of the total amount</b>
Earnest Money Deposit	:	Rs. 5,250.00 (5,000/- plus 5% VAT)
Completion period of the Work	:	<b>03 months</b> (from 10 <sup>th</sup> day of issue of letter of acceptance)
RFP documents on site	:	From 07.08.2020 to 07.09.2020 (up to 17:00 hrs) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>  RFP document can only be obtained after registration of Bidder on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Last date of Seeking Clarification	:	30.08.2020 up to 15:00 hrs. (Queries from bidders after due date shall not be acknowledged)
Last date of Issuing Addendum / Corrigendum	:	06.09.2020 up to 17:00 hrs.
Last Date & time of Submission of Bid Online	:	07.09.2020 up to 17:00 hrs.
Date & time of opening of Technical Bid Online	:	10.09.2020 at 11:00 hrs at Room No. 434, C-Wing, Shastri Bhawan, New Delhi
Date & time of opening of Financial Bid Online	:	Shall be informed after evaluation of technical bid through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Authority and place for submission of proposal cost, RFP security, required documents (if any), seeking clarifications etc.	:	Reception Office, Department of Chemicals and Petrochemicals, Gate No.1, Shastri Bhawan, Dr.Rajender Prasad Road New delhi-110001.

The RFP cost and RFP security will be in the form of a Demand draft/ Banker's cheque drawn on a scheduled Commercial Bank based in India and should be in favour of "**Pay and Accounts Office, Department of Chemicals and Petrochemicals, New Delhi**"

The same should be submitted in original latest by two hours before opening of technical bid at the Reception Office, Department of Chemicals and Petrochemicals, Gate No.1, Shastri Bhawan.

NOTE: The bidder who fails to submit the RFP cost & RFP security (in original) within stipulated scheduled deemed to be rejected.

The Department of Chemicals and Petrochemicals reserves the right to amend the RFP, tentative schedule and critical dates without assigning any reasons thereof it is the sole responsibility of prospective bidders to go through the Central Public Procurement Portal from time to time for any updated information.

**Note – The Prospective Bidders may contact the office of Under Secretary , PC-II (Room No. 342, A-Wing) on Office No. 011 2338 2971 on any working day for any clarification before the date of RFP opening. The bidders may also contact via email (pamela.kumar30@gov.in)**

**1.2 QUALIFICATION CRITERIA:****1.2.1 Eligible Applicants:**

- i. The bidders for this contract will be considered only from those Bidders (proprietorship firms, partnerships firms, companies, corporations, consortia or joint ventures) who fulfills the requisite eligibility criteria prescribed in the **sub-clauses of Clause 1.2 of this RFP**. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.

A Bidder shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a JV/Consortium. A Bidder who submits or participates in more than one bid will cause all of the proposals in which the Bidder has participated either as sole Bidder or member of JV/consortium will be disqualified. No Bidder can be a subcontractor while submitting a bid individually or as a partner of a JV/consortium in the same bidding process. A Bidder, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- ii. Bidders shall not have a conflict of interest. Bidders found to have a conflict of interest shall be disqualified. Bidders shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - (a) a Bidder has been engaged by the Employer to provide consulting services for the preparation related to procurement for implementation of the project;
  - (b) a Bidder is an associate/affiliate (inclusive of parent firms) mentioned in subparagraph (a) above; or
  - (c) a Bidder lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for implementation of the project, if the personnel would be involved in any capacity on the same project.
- iii. Any Central / State Government Department / Public Sector Undertaking / other Government entity or local body must not have banned business with the Bidder (any member in case of JV) as on the date of bid submission. Also no contract of the Bidder should have been rescinded / terminated by Central or State Government Department / Public Sector Undertaking / other Government entity or local body after award during last 5 years due to non-performance of the Bidder or any of JV / Consortium members. The Bidder should submit undertaking to this effect in the format enclosed in **APPENDIX-II** of RFP.

**1.2.2 Minimum Eligible Criteria :****i . Work Experiences -**

The Bidders will be qualified only if they have completed similar nature of work(s) during last five years ending on the last day of the previous month of bid submission.

- **Similar Nature of Work**: Evaluation of CS/CSS Schemes.

In case of JV/Consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.

**NOTE:**

1. Successful completed portion of ongoing works up to last day of the previous month of bid submission shall also be considered for qualifying the eligible criteria.
2. Following documents shall be considered for evaluating the criteria of work experience:
  - a. Self-attested copies of work order, BOQ along with completion certificate (indicating the name of work, final amount, quantity of work, completion date etc.) issued by the client preferably on their letter head for completed work.
  - b. Self-attested copies of work order, BOQ and latest certificate issued along with completion certificate issued by the client preferably on their letter head for quantum of work executed for work under progress.

3. The Bidder shall provide the documentary proof such as completion certificates / performance certificate from client showing satisfactory performance of similar works wherein following details are to be given:
  - a. Name of Organization where work done
  - b. Customer contact name, email and phone number
  - c. Name / Scope of work undertaken by the applicant
  - d. LOA No. and date
  - e. Cost of Work and date of Commencement of work as per LOA
  - f. Actual Completion Cost and Actual date of Completion
  - g. Certificate of satisfactory completion of work.

ii. **Financial Standings** –

- a) **Average Annual Turnover:** Contractor's average Annual Turnover of last three audited financial years should be equal to or more than 80% of estimated cost of work.
- b) **Net Worth:** Net worth of applicants should be positive.

Bidder shall submit last three years audited financial statement duly attested by certified CA to work out net worth.

Documentary proof of satisfying eligibility conditions and audited financial data is to be furnished along with the application on printed letter heads. Testimonials of satisfactory completion should be obtained from an officer not below the rank of executive engineer.

- 1.2.3 Upon bid submission of bidders, those who do not qualify the minimum eligibility criteria, shall not be considered for further evaluation and considered rejected. The mere fact that the bidder is qualified as mentioned in above shall not imply that his bid shall automatically be accepted.

The same shall be subject to the data as required for consideration of bids prescribed in the ITT.

The mere fact that the Bidder is Pre-qualified shall not imply that his bid shall automatically be accepted. The same should be contained in all Financial & other details as required for the consideration of bid.

1.2.4 Bids document consists of the following documents:

- a. Request for Proposal (RFP)
- b. Scope of Work
- c. RFP Prices and Schedule of Payment
- d. Instructions to Bidders
- e. Form of proposal
- f. Special Conditions of Contract
- g. Other terms and conditions
- h. Bill of Quantities (BOQ).

1.2.5 The contract shall be governed by the documents listed in **Para 1.2.4 above**.

**Please note carefully the requirements for submitting bids and the date & time for submission.**

**1.3** The bidders may obtain further information / clarification, if any, in respect of these bid documents from the office of **Under Secretary , PC-II, Room No. 342, 3<sup>rd</sup> Floor, A-Wing, Shastri Bhawan, New Delhi-110001**

1.4 The intending bidders must be registered on e-tendering portal <https://eprocure.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. If needed they can be imparted training on "online tendering process". After registration the Bidder will get user id and password. On login Bidder can participate in tendering process and can witness various activities of the process.

1.5 The authorized signatory of intending bidder, as per Power of Attorney (POA), must have valid class-III digital signature. The RFP document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.

1.6 Bids submissions will be made online after uploading the mandatory scanned documents towards cost of RFP documents such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and towards RFP Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and other documents as stated in the RFP document.

1.7 Bids shall be valid for a period of as per **ITT clause 12.0** from the date of submission of Bids.

1.8 Bidder is cautioned that the bids containing any material deviation from the RFP document which consists of NIT, Instructions to Bidders, General conditions of contract, Special conditions of contract, Bill of quantities is liable to be summarily rejected as non-responsive.

- 1.9 DCPC reserves the right to accept or reject any or all proposals without assigning any reasons. No Bidder shall have any cause of action or claim against the DCPC for rejection of his proposal.
- 1.10 Bidders are advised to visit the site before offering their rates.
- 1.11 The bidders are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates. Any corrigendum, addendum etc issued shall be part of this RFP document and shall be made available on this e-tendering portal.
- 1.12 Late bids (received after date and time of submission of bid) shall not be accepted under any circumstances.

**(R.K Soni)**  
Director  
Ph: 011 23386047  
Email: rk.soni28@gov.in

### **Instructions for Online Bid Submission**

The bidders are required to attach soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

#### **Registration**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” 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 user name 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 (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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 RFP documents**

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

#### **Preparation of Bids**

1. Bidder should take into account any corrigendum published on the RFP document before submitting their bids.
2. Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.



3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the RFP document / schedule and generally, they can be in PDF / XLS / RAR / D\VF/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 submitted 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.

### **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 RFP document.
3. Bidder has to select the payment option as "offline" to pay EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the RFP document. The EMD should be deposited in original to the concerned official, latest by the last date of bid submission or as specified in the RFP documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
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 submitted 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 RFP documents become readable only after the RFP opening by the authorized bid openers.
8. The uploaded RFP documents become readable only after the RFP 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 RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for the RFP or the relevant contact person indicated in the RFP.
2. 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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973,

Detailed information useful for submitting online bids on the CPP Portal may be obtained <https://eprocure.gov.in/eprocure/app>.