

**NATIONAL HIGH SPEED RAIL CORPORATION LIMITED (NHSRCL)**  
**(A Joint Sector Company of Govt. of India and Participating State Government)**  
 2nd Floor, Asia Bhawan, Road No.205, Sector-9, Dwarka, New Delhi-110077, India

**Addendum No. 03**

**Country: INDIA**

**Date: 23.05.2020**

**Name of Work: HIRING OF 4 NOS OF TEA /COFFEE VENDING MACHINES AND SUPPLY OF TEA/COFFEE MATERIALS / CONSUMABLES FOR NHSRCL CORPORATE OFFICES**

**Tender No. NHSRCL/CO/ADMIN/TEA/2020/08**

Following are to be considered:

Item No.	Refer Para No.	Original Paragraph	Revised Paragraph
1.	NIT, Page 3 of 32		<b>Add Annexure 1 of NIT, "Procedure of online submission and opening of bids to NHSRCL due to Covid-19" attached as Attachment 1 with this Addendum.</b>
2.	Addendum No. 2 NIT/ Item no. 1 Page 3 of 32	Last Date & Time of Bid submission Upto <b>11.00 Hrs on 28.05.2020</b>	<b>Tender submission start date &amp; time: 08.06.2020,10:00 hrs</b> <b>Tender submission end date &amp; time: 09.06.2020,15:00 hrs</b>
3.	NIT/ Item no. 2 Page 3 of 32 & Addendum-2 Item No. 2	To participate in the Tender, Tender documents can be purchased during 11.03.2020(11:00 hrs.) to <b>27.05.2020</b> (17:00 hrs.) on all working days from the office of the National High Speed Rail Corporation Limited, New Delhi. The tender documents shall be given only to the person authorized in writing by your firm/ company. Cost of tender document shall be INR 1,180/- (Rupees One Thousand One Hundred and Eighty only) inclusive of GST @18%, which is non-refundable. This amount should be paid in the form of Pay Order/Demand Draft payable in favour of M/s National High Speed Rail Corporation Limited payable at New Delhi. Tender received without Tender Document Cost in specified form is liable to be summarily rejected. The GSTIN Certificate of the Bidder	Deleted



Item No.	Refer Para No.	Original Paragraph	Revised Paragraph
		purchasing the tender document shall be submitted at the time of purchase of the tender documents.	
4.	NIT/ Item no. 3 Page 3 of 32	Tender Documents can also be downloaded from NHSRCL website <a href="https://www.nhsrcl.in">https://www.nhsrcl.in</a> & <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> . The bids can be submitted on the downloaded document along with a separate demand draft of INR 1,180/- (Rupees One Thousand One Hundred and Eighty only) towards the cost of Tender documents at the time of submission of Bid, in a separate envelope marked "Cost of Tender documents", failing which the offer is liable to be summarily rejected.	Tender Documents can also be downloaded from NHSRCL website <a href="https://www.nhsrcl.in">https://www.nhsrcl.in</a> & <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a> .  Cost of Tender Documents: INR 1,180 /- [Rupees One Thousand One Hundred and Eighty only] (inclusive of 18% GST) which is Non- Refundable. Payment of tender document cost/tender fee is to be made only by RTGS/NEFT/IMPS. No other mode of payment will be accepted. The bidders are required to submit scanned copies of e-receipt & UTR No. for payment transaction for tender document cost / tender fee through email in the designated email id as mentioned in tender document and the same will be uploaded along with Technical Bid ( For identification , mention tender reference i.e Tea/2020/08/CONTRACT in remarks at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission along with Copy of GST registration no. The details of bank account of NHSRCL is mentioned below: Bank Account Name: National High-Speed Rail Corporation Limited Name & Address of the Bank: HDFC Bank Ltd, 209-214, Kailash Building, 26, Kasturba Gandhi Marg, New Delhi 110001 Account No - 57500000079852 Indian Financial System Code (IFSC): HDFC0000003 MICR Code: 110240001
5.	NIT/ Item no. 4 Page 3 of 32	Bids must be accompanied by Bid Security of INR 10,000/- (INR Ten Thousand only) in the form of DD/ Pay Order as specified in Clause 11 of Instruction to Tenderer in the Tender documents and shall have to be valid for 45 days beyond the last date of validity of the bid.	The Bidder shall furnish the Bid Security of INR 10,000/- (INR Ten Thousand only) in the form as specified in Clause 11 of Instruction to Bidders in the Tender documents and shall have to be valid for 45 days beyond the last date of validity of the bid.



Item No.	Refer Para No.	Original Paragraph	Revised Paragraph
6.	NIT/ Item no. 7 Page 3 of 32	Completed tender documents sealed in an envelope superscribing the name of work, name and address of the Bidder, shall be submitted at NHSRCL's office at address in Para 1 above on or before <b>11.00 hrs. on 28.05.2020</b> . Tender duly sealed in the prescribed manner above can also be sent through Registered Post/Courier so as to reach at the office address given in para 1 not later than <b>11.00 hrs. on 28.05.2020</b> . Any tender received late shall be rejected and returned to the bidder unopened. Earnest Money Deposit should be submitted in the form of Pay Order/Demand Draft payable in favour of M/s National High Speed Rail Corporation Limited payable at New Delhi. Tender received without Earnest Money Deposit shall be summarily rejected. The Technical bids will be opened on the same day at <b>11.30 hrs.</b>	Date and time of Submission of Tender online: <b>Tender submission start date &amp; time: 08.06.2020,10:00 hrs</b> <b>Tender submission end date &amp; time: 09.06.2020,15:00 hrs</b> Date and time of Opening of Tender (Technical Bid) online: <b>Technical Bid opening date &amp; time: 10.06.2020,15:00 hrs</b> Technical Bids will be opened as per procedure described in Annexure 1 of NIT in the presence of Bidders who choose to join through online. NHSRCL will not be responsible for any delays in Bidder obtaining the Bidding documents from NHSRCL Website or receipt of the submitted bid by NHSRCL. However, NHSRCL reserves the right to postpone/defer the opening of bids, if it deems fit.
7.	ITT/ Sub Clause B 6.1 Page 8 of 32	The Bidding Document consists of following Sections. Notice Inviting Tender (NIT) Section-1 Instructions To Tenderer (ITT) Section-2 Eligibility and Qualification Criteria (EQC) Section-3 Bidding Forms Section-4 Conditions of Contract Section-5 Technical Specification Section-6 Contract Forms Section-7 Bill of Quantities (BOQ)	The Bidding Document consists of following Sections. Notice Inviting Tender (NIT) <u>including Annexure1 of NIT</u> Section-1 Instructions To Tenderer (ITT) Section-2 Eligibility and Qualification Criteria (EQC) Section-3 Bidding Forms Section-4 Conditions of Contract Section-5 Technical Specification Section-6 Contract Forms Section-7 Bill of Quantities (BOQ)
8.	ITT/ Sub Clause D 11.1 Page 9 of 32	<b>Submission of EMD:</b> The bidder must furnish the Earnest Money Deposit as indicated in 'Notice Inviting Tender' for the work as specified failing which the tender shall be summarily rejected. The Earnest Money may be in any one of the following forms:  a) Pay Order/Demand Draft of any Scheduled Bank in India (except Cooperative Bank) in favour of National High Speed Rail Corporation Limited payable at New Delhi. It is mandatory for bidders to provide their bankers details (name of bank and	<b>Submission of EMD:</b> The bidder must furnish the Earnest Money Deposit as indicated in 'Notice Inviting Tender' for the work as specified failing which the tender shall be summarily rejected. The Earnest Money may be sent though RTGS/NEFT/IMPS transactions. The Tender document cost/ EMD (as applicable) has to be deposited at least a day before the bids are to be opened, by 14:00 hours (Indian Standard Time - GMT+5:30). Any bid submitted without Tender document cost/EMD shall be considered as invalid and shall not be opened.



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		branch) along with their own bank details (account no., name of account holder, NEFT / RTGS details) as per Form-4.	<p>The acknowledgement/receipt of such payment of tender document cost/EMD shall be emailed to the 'Bid Administrator' of the bidding process on the day of submission of tender document cost/EMD in NHSRCL's account. Bidders will also be required to upload the scanned copies of payment transaction of Bid security / EMD at the time of online bid submission. The detail of Bank account of NHSRCL to facilitate the payment is mentioned below:</p> <ul style="list-style-type: none"> <li>a. Bank Account Name: National High-Speed Rail Corporation Limited</li> <li>b. Name &amp; address of the Bank: HDFC Bank Ltd, 209-214, Kailash Building, 26, Kasturba Gandhi Marg, New Delhi, 110001</li> <li>c. Account No - 57500000079852</li> <li>d. Indian Financial System Code (IFSC): HDFC0000003</li> <li>e. MICR Code: 110240001</li> </ul> <p>Note: Bidders to note that the payment of bid security shall be made from the account of bidder only. If bid security has been made in other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.</p> <p>It is mandatory for bidders to provide their bankers details (name of bank and branch) along with their own bank details (account no., name of account holder, NEFT / RTGS details) as per Form-4</p>
9.	ITT/ Sub Clause D 12.1 Page 10 of 32	<p><b>12 Submission of bid:</b>  12.1 Bids shall be submitted in three envelopes, namely;  (i) Earnest Money Deposit  (ii) Technical Bid  (iii) Financial Bid</p>	<p><b>12 Submission of bid:</b>  12.1 Bids should be uploaded in two separate password protected PDF documents in one ZIP folder. Both documents should be clearly marked as:</p>



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		The envelopes shall mention name of assignment and content of envelope (Technical Bid/Financial Bid/EMD) at the top, and the name of the submitting bidder at the left hand corner of the envelope. The bids shall be submitted in the enclosed formats.	i) Technical Bid along with Tender Fees and Earnest Money Deposit ii) Financial Bid (duly filled BOQ and Letter of Financial Bid)
10.	ITT/ Sub Clause D 12.2 Page 11 of 32	<b>12 Submission of bid:</b> 12.2 These three envelopes shall be sealed in a large envelope. This envelope shall mention name of assignment at the top and the name of the submitting bidder at the left hand corner of the envelope.	<b>12 Submission of bid:</b> 12.2 Deleted.
11.	ITT/ Sub Clause D 12.3 Page 11 of 32	<b>12 Submission of bid:</b> 12.3 Earnest Money Deposit shall be kept in a separate sealed envelope. In case, separate envelope carrying suitable EMD is not found in the large envelope, technical bid of such bidders shall not be opened. Any tender not accompanied by acceptable Earnest Money Deposit will be summarily rejected as non-responsive.	<b>12 Submission of bid:</b> 12.3 Earnest Money Deposit shall be transferred as indicated in Cl 11.1 of ITT. Any tender not accompanied by acceptable Earnest Money Deposit will be summarily rejected as non-responsive.
12.	ITT/ Sub Clause D 12.4 Page 11 of 32	<b>12 Submission of bid:</b> 12.4 The Technical bid shall comprise of duly filled and signed forms under Section-3: Bidding Forms i.e. Form-1 (Technical Bid) along with all enclosures, Form 3 & 4 and signed Technical specification (Section-5). In case all the documents in support of eligibility criteria mentioned in Form-1 (Technical Bid) are not found enclosed in the technical bid envelope, the bid shall be summarily rejected as non-responsive and financial bid of such bidders shall not be opened. All Technical documents like literature, catalogues, etc., if any, shall be <u>placed in the same sealed cover of technical bid.</u> The technical bid shall not indicate particulars of the Financial bids otherwise the bids shall be liable to be rejected.	<b>12 Submission of bid:</b> 12.4 The Technical bid shall comprise of duly filled and signed forms under Section-3: Bidding Forms i.e. Form-1 (Technical Bid) along with all enclosures, Form 3 & 4 and signed Technical specification (Section-5). In case all the documents in support of eligibility criteria mentioned in Form-1 (Technical Bid) are not found enclosed in the technical bid envelope, the bid shall be summarily rejected as non-responsive and financial bid of such bidders shall not be opened. All Technical documents <u>which are to be submitted as scanned documents shall be typed or written in indelible ink (in the case of copies, legible photocopies are also acceptable) and all the pages shall be signed by a person or persons duly authorised to sign on behalf of the Bidder before scanning and uploading (in .pdf format), in accordance to Annexure 1 of NIT. All pages of the Tender, where entries or amendments have been made, shall be initialled and dated by the person or persons signing the Tender.</u>



Item No.	Refer Para No.	Original Paragraph	Revised Paragraph
13.	ITT/ Sub Clause D 12.8 Page 11 of 32	<p><b>12 Submission of bid:</b> 12.8 Sealed Bids should be either dropped in the Tender Box placed at Employer’s Reception or sent by registered post at the address mentioned in NIT so as to reach on or before by the date and time as mentioned in NIT. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or E-mail will not be considered.</p>	<p><b>12 Submission of bid:</b> 12.8 The completely filled up bid (as per given instruction in Bid document) will be uploaded on link provided by NHSRCL to the bidders through email with a user ID and password for upload of bid documents as described below: -  Both, Technical as well as Financial Bid will be uploaded as two separate password protected PDF documents. The documents will be password protected individually. Both these documents will be zipped together in one folder. The passwords will not be shared by the bidders at the time of uploading of bid documents.</p>
14.	ITT/ Sub Clause D 13.1 Page 11 of 32	<p><b>13 Deadline for Submission of Bids</b> 13.1 The tender duly filled must be received by Employer at address specified not later than the date and time as mentioned in the “Notice Inviting Tender”.</p>	<p><b>13 Deadline for Submission of Bids</b> 13.1 The Bidder shall upload a fully responsive bid online on specified link provided by NHSRCL under “Annexure 1 of NIT” including all the supporting documents requested in the Bid document. Once the bids are uploaded and opened, Bidders shall not be required nor permitted to change the substance, quoted fee and so forth except at the time of negotiations carried out in accordance with the provisions of the Bid document. However, the Employer may ask in writing from the Bidders any clarifications/information based on the documents submitted with the bid considered necessary for evaluation, but not having any effect on the quoted fee and the substance of the bid.</p>
15.	ITT/ Sub Clause D 13.3 Page 11 of 32	<p><b>13 Deadline for Submission of Bids</b> 13.3 Any tender received later than the deadline prescribed for submission of tender by Employer shall be rejected.</p>	<p><b>13 Deadline for Submission of Bids</b> 13.3 Link for uploading of tenders/bids shall be closed at the date &amp; time of submission prescribed in NIT after which no tender shall be accepted.</p>
16.	ITT/ Sub Clause D 13.4 Page 11 of 32	<p><b>13 Deadline for Submission of Bids</b> 13.3 Any Tender received after opening of the tender shall be rejected and returned unopened to the bidder.</p>	<p><b>13 Deadline for Submission of Bids</b> 13.4 Link for uploading of tenders/bids shall be closed at the date &amp; time of submission prescribed in NIT after which no tender shall be accepted.</p>



Item No.	Refer Para No.	Original Paragraph	Revised Paragraph
17.	ITT/ Sub Clause D 14 Page 11 of 32	<b>Late Bids:</b> Any tender received by the Employer after the deadline prescribed for submission of tenders will be returned unopened to the bidder.	Link for uploading of tenders/bids shall be closed at the date & time of submission prescribed in NIT after which no tender shall be accepted.
18.	ITT/ Sub Clause D 16 Page 11 of 32	<b>Time and date for opening of bids:</b> The bids will be opened as per the date, time and place mentioned in NIT. Only Technical Bids will be opened on this date. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Employer. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids. This opening of bids will not be postponed due to non-presence of representative of the bidder.	<p><b>Time and date for opening of bids:</b> The bids will be opened as per the date, time and place mentioned in NIT. Only Technical Bids will be opened on this date. For opening of the technical bids on a notified date, a virtual on-line meeting (zoom/webex or other similar meeting platform) will be held inviting the bidders who have submitted the bids. The invitations for online meeting will be sent by email along with the information of the software/platform to be used for meeting. In this regard, bidders are requested to read the procedure described in Annexure 1 of NIT.</p> <p>Bidders or their authorized representatives who are present in opening of Bids shall be recorded in evidence of their attendance.</p> <p>Bidder name, presence or absence of requisite total cost of work quoted or any other details as Employer may consider appropriate will be announced and recorded at the time of Financial bid opening.</p>

Place: New Delhi

Date: 23<sup>rd</sup> May 2020

S/d

Officer on Special Duty/ NHSRCL



## Annexure1 of NIT

Instructions to bidders for Online Submission and Opening of bids  
to NHRCL due to Covid-19

National High Speed Rail Corporation Limited (NHRCL), New Delhi, India has invited bids for certain works. The Bids were to be submitted to NHRCL in the manner as indicated in the bid documents. However, due to existing pandemic of Covid-19 and ensuing conditions; submission of bids and its opening cannot be done in the manner as prescribed in the bid document. Further, due to advisories issued by Government of India, *inter alia*, regarding social distancing and lockdown measures, NHRCL has decided to invite and open the bids online. The procedure which will be followed for such submission and opening has been indicated below and all bidders are requested to follow the instructions scrupulously.

**A. Bid Administrator**

- i. The bidding process will be conducted by a **'Bid Administrator'**.
- ii. The information regarding correspondence details of **'Bid Administrator'** will be communicated to concerned bidders by email or such other communication means as necessary, in advance.

**B. Tender Documents for Open/Limited Tender**

- i. For **Open Tenders**, the Tender document can be downloaded from NHRCL Website.
- ii. All the participating/prospective bidders for open tender must convey their email id and working mobile and landline telephone number to the designated email id provided by NHRCL for regular communication purposes.

**C. Uploading of Bid Document by Bidders**

- i. The completely filled up bid document will be uploaded on NHRCL's website by the bidders. The bidders shall seek an uploading link from NHRCL through email in the designated email id ([tendercontract@nhrcl.in](mailto:tendercontract@nhrcl.in)) *only after submitting the proof of payment of cost of bidding document*.
- ii. The bidders will be provided with a link through email with a user ID and password for upload of bid documents.
- iii. **A online meeting through Video Conferencing to clarify issues regarding online bid submission procedure will be held on 27.05.2020 at 15:00 hrs. Interested eligible Bidders, who purchased the Bidding Documents beforehand/exempted bidders (submitted the proof of payment of cost through email in the designated email id as mentioned in tender document), will be invited to attend the meeting. Login credentials shall be provided to interested eligible Bidders through email.**
- iv. Both, technical as well as financial bid will be uploaded as two separate password protected PDF documents. The documents will be password protected individually. Both these documents will be zipped together in one folder. The passwords **will not be shared** by the bidders at the time of uploading of bid documents.
- v. The link provided for uploading bid documents will expire at a given date and time, and will no longer be available for uploading of documents. In case a bidder uploads more than one bid document, the last one of the uploaded documents will be considered for bid process.





- vi. The bidders must ensure that their bid submissions to NHRCL are free from virus/malware/ransomware or such similar unwanted software code.

#### **D. Submission of Earnest Money Deposit (EMD)**

- i. The tender document cost/earnest money as specified in the bid document must be deposited in the account of NHRCL through Immediate Payment System (IMPS), National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS). The details of the Bank in which the tender document cost/EMD is to be deposited is as under:
  - a. **Bank Account Name:** National High-Speed Rail Corporation Limited
  - b. **Name of the Bank:** HDFC Bank Ltd,  
209-214, Kailash Building,  
26, Kasturba Gandhi Marg,  
New Delhi 110001
  - c. **Account No -** 57500000079852
  - d. **Indian Financial System Code (IFSC):** HDFC0000003
  - e. **MICR Code:** 110240001
- ii. The EMD (as applicable) has to be deposited at least a day before opening of bids by 14:00 hours (Indian Standard Time - GMT+5:30). Any bid submitted without tender document cost/ EMD shall be considered as invalid and shall not be opened.
- iii. The acknowledgement/receipt of such payment of tender document cost/EMD shall be emailed to the '**Bid Administrator**' of the bidding process on the day of submission of tender document cost/EMD in NHRCL's account as given in para D (i) above.
- iv. The Technical bid must also contain the details of bank account of the bidder. This account will be used to credit the amount of EMD back into the bidders' account, without any interest or any such levy.
- v. In case of submission of Bid security/EMD in the form of Irrevocable bank guarantee (if applicable) issued by a Scheduled Commercial bank based in India (excluding Co-Operative Banks) in the form given in tender document , "Original" is to be submitted in the office of authority as per tender terms & condition.

#### **E. Submission of Password and Opening of Technical Bids**

- i. For opening of the technical bids on a notified date, a virtual on-line meeting (zoom/webex or other similar meeting platform) will be held inviting the bidders who have submitted the bids. The invitations for online meeting will be sent by email along with the information of the software/platform to be used for meeting.
- ii. The '**Bid Administrator**', who will be conducting the meeting will be notified to the bidders over email.
- iii. A window of 30 minutes, from the time of commencement of online tender opening meeting, would be given to all the bidders who have submitted the bids to provide their password for opening of the submitted technical bid, to the '**Bid Administrator**' of the meeting privately through chat or as an SMS/WhatsApp message on the number provided in advance through email.



- iv. All technical bids would be opened by '**Bid Administrator**' of the meeting, using the password so provided during the meeting, one by one.
- v. **In case it is not possible to open the file, which contains the technical bid, due to any reason whatsoever, the bid shall be disqualified.**
- vi. The entire online meeting of opening of Technical bid shall be recorded and kept for records and confirmation.
- vii. For opening of the Technical Bid, the bidder must make every effort to be present for the online technical bid opening meeting. However, for any reason whatsoever, the bidder is not able to join, but is able to send his password, the bidder's offer would be considered as **Valid**.
- viii. **The outcome of the Technical Bid evaluation will be informed to all the bidders through email.**

#### **F. Password submission and opening of Financial Bids**

- i. For opening of the financial bids, procedure as outline in Para E (i) to E (iv) as illustrated above will be followed for the opening of financial bid.
- ii. The opened financial bids would be shown on the screen online to the participating bidders.
- iii. **In case it is not possible to open the file, which contains the financial bid, due to any reason whatsoever, the bid shall be disqualified.**
- iv. The opened bids will be recorded on a summary sheet indicating bidder's name and their financial quote. This summary sheet will be displayed on screen, in the meeting by the '**Bid Administrator**'.
- v. The entire online meeting of opening of financial bid shall be recorded and kept for records and confirmation.
- vi. For opening of the Financial Bid, the bidder must make every effort to be present for the online financial bid opening meeting. However, if for any reason, the bidder is not able to join, but is able to send his password, the bidder's offer would be considered as **Valid**.

#### **G. Other Instructions/Guidelines**

- a. The bidders must ensure that their bids are complete in all respects and that their bids are password protected.
- b. The bids so submitted must be capable of opening with 'Adobe Acrobat Reader' and/or Adobe Acrobat. Use of any proprietary software for encrypting PDF or passwords leading to non-opening or readability of the submitted bid, will render the bid invalid.
- c. The bidders must check the integrity of bids to be submitted before uploading the same.
- d. The bidders must ensure that the bids are clearly marked as Technical and Financial indicating the name of the bidding agency.
- e. The bidders and/or their authorised representative(s) must make every effort to be present in the virtual online meeting (Zoom/Webex or other similar meeting platform) while opening of the bids.
- f. If a bidder has shared the password with the '**Bid Administrator**' for the opening of financial bid document but is unable to be present in the online financial bid opening process, the bid will be considered as valid.

**Note: The bidders are required to submit soft copies of their bids electronically as per procedure mentioned in Annexure 1 of NIT. No other mode of submission will be accepted.**

\*\*\*\*End\*\*\*\*

