



# **National High Speed Rail Corporation Limited**

## **TENDER FOR HIRING OF MEDIA MONITORING SERVICES FOR NHSRCL**

**Tender No. NHSRCL/CO/PR/MEDIA/2023/7**

**TENDER DOCUMENTS  
(Single Stage Two Packet Bid)**

**October-2023**

**National High Speed Rail Corporation Limited  
Asia Bhawan, Second Floor  
Road No 205, Sector-9 Dwarka  
New Delhi-110077**



## NOTICE INVITING TENDER (NIT)



**NOTICE INVITING TENDER (NIT)**  
**(e-Tender)**

**1.1 GENERAL**

**1.1.1 Name of Work:**

National High Speed Rail Corporation Ltd. (NHSRCL) invites online open e-tenders from eligible applicants, who fulfil qualification criteria as stipulated in "Section-2: Eligibility and Qualification Criteria", for the work **Hiring of Media Monitoring Services for NHSRCL**.

Tender documents may be downloaded from CPPP website <https://etenders.gov.in/eprocure/app> as per the schedule given in 1.1.2 below.

The brief scope of the work is provided in Clause A1 of ITT.

**1.1.2 Key details:**

Published Date	20.10.2023 at 1800 hrs
Approximate cost of work	INR 41 Lakh
Tender Security	<p>Amount of Tender Security: - INR 82,000/- (INR Eighty Two Thousand only)</p> <p>Acceptable Instruments: vide RTGS/NEFT/IMPS mode only and no other mode of payment will be accepted.</p> <p>The bidders shall upload the scanned copies of transaction of payment of tender security/ EMD including e-receipt (clearly indicating UTR No. and tender reference i.e. <b>NHSRCL/CO/PR/MEDIA/2023/7</b> must be entered in remarks at the time of online transaction of payment, failing which payment may not be considered) to be uploaded in online bid submission. The detail of bank account of NHSRCL is mentioned below this table.</p> <p><b><u>Note: Bidders to note that the payment of tender security shall be made from the account of bidder only.</u></b></p> <p><b><u>If tender security has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.</u></b></p> <p>For further details, clause 11 of ITT may be referred.</p>
Completion period of the Work	<b>5 Years</b>



Tender documents on sale	From <b>20.10.2023 (from 1800 hrs) to 17.11.2023 (upto 1500 hrs)</b> on e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> . Tender document can only be obtained online after registration of tenderer on the website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> . For further information in this regard bidders are advised to contact on <a href="mailto:tendercontract@nhrcl.in">tendercontract@nhrcl.in</a> .
Cost of Tender documents	INR 5,900/- (inclusive of 18% GST) 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 details of bank account of NHRCL are mentioned below. The bidders are required to upload scanned copies of transaction of payment of tender document cost/tender fee including e-receipt (clearly indicating UTR No. and tender reference i.e. <b>NHRCL/CO/PR/MEDIA/2023/7</b> must be entered in remarks at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission.  <b>(Copy of GST registration no. to be provided along with Tender document cost/ tender fee)</b>
Online Clarification Start Date	21.10.2023 from 1030 hrs.
Online Clarifications End Date	27.10.2023 upto 1700hrs  Queries/clarifications from bidders after due date and time shall not be acknowledged.
Pre-bid Meeting	<b>Not Applicable</b>
Last date of issuing clarifications	08.11.2023
Date & time of Submission of Tender online	Tender submission start date: 09.11.2023 from 09:00hrs  Tender submission end date: 17.11.2023 up to 15:00 hrs.
Date & time of opening of Tender online	20.11.2023 at 11:00 hrs.
<ul style="list-style-type: none"> <li>• Authority seeking clarifications</li> <li>• Place of pre-bid meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director (Contract-3)</li> <li>• NA</li> </ul>



To facilitate payment of Tender Fee and Tender Security through RTGS, NEFT & IMPS, the details of bank account of NHSRCL is mentioned below:

Name of Bank	Bank's Address	Account Name & No.	IFSC Code	Unique Identifier for Field 7037
ICICI Bank Limited	Dwarka, Sector -20, New Delhi-110075	235705000494	ICIC0002357	NHSRCL568429523

### 1.1.3 Contents of Tender documents

- Notice Inviting Tender (NIT)
- Section-1 Instructions to Tenderer (ITT)
- Section-2 Eligibility and Qualification Criteria (EQC)
- Section-3 Bidding Forms
- Section-4 Terms of Reference
- Section-5 Conditions of Contract
- Section-6 Contract Forms
- Section-7 Bill of Quantities (BOQ)

1.1.4 The contract shall be governed by the documents listed in Para 1.1.3 above.

1.1.5 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Executive Director (Contract-3), National High Speed Rail Corporation Ltd., 2nd Floor, Asia Bhawan, Road No. 205, Sector-9, Dwarka, New Delhi-110077.

1.1.6 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in "Section-2: Eligibility and Qualification Criteria (EQC)" shall be considered as non-responsive and is liable to be rejected.

1.1.7 The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/e procure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.

1.1.8 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **Class-II or Class-III digital signature**. The tender document can only be downloaded or uploaded using Class-II or Class-III digital signature. However, the tenderer shall upload their tender on <https://etenders.gov.in/e procure/app> using class-II or class-III digital signature of the authorized signatory only.

1.1.9 Tender submissions shall be done online on <https://etenders.gov.in/e procure/app> after uploading the mandatory scanned documents towards cost of tender documents & Tender Security such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS (and other documents as stated in the tender document). Instructions for on-line bid submission are furnished hereinafter.

1.1.10 Submission of Tenders shall be closed on e-tendering website <https://etenders.gov.in/e procure/app> at the date & time of submission prescribed in NIT after which no tender shall be accepted.

It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted online on e-tendering website <https://etenders.gov.in/e procure/app> before the deadline of submission. NHSRCL will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

11 Tenders shall be valid for a period of **120 days** (both days inclusive i.e. the date of



submission of tenders and the last date of period of validity of the tender) from the date of submission of Tenders and shall be accompanied with a tender security of the requisite amount as per clause 21.4 of ITT.

- 1.1.12 Only Micro and Small Enterprises under MSEs registered firms shall be exempted from payment of Earnest Money deposit (Bid Security) and Cost of Tender Document vide Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012. Medium Enterprises under MSME who intend to participate in this Tender need to pay cost of Tender document and deposit Earnest Money (Bid Security) as per Terms and Condition of the Tender.
- 1.1.13 NHSRCL reserves the right to cancel the tender before submission / opening of tender, postpone the tender submission / opening date and to accept / reject any or all tenders without assigning any reasons therefor. No tenderer shall have any cause of action or claim against the NHSRCL for rejection of his proposal.
- 1.1.14 Tenderers are advised to regularly visit e-tendering portal <https://etenders.gov.in/eprocure/app> for updates.
- 1.1.15 Courts in New Delhi alone shall have the jurisdiction to entertain any application or other proceedings in accordance with Laws of India in respect of anything arising under this Bid.

**Executive Director (Contract-3),  
National High Speed Rail Corporation Ltd.,  
2nd Floor, Asia Bhawan, Road No. 205,  
Sector-9, Dwarka, New Delhi-110077.**



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

The bidders are required to submit 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.

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

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.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 username 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 / 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 TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, 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 tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. 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 tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/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, GST certificate 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. This will lead to a reduction in the time required for bid submission process.

## **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 tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender 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. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid shall be rejected.
- 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 tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender 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.

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 tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 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.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal Contact at: Tel: The 24 x 7 Help Desk Number 0120-4200 462, 0120-4001 002/5, 0120-6277 787.  
E-Mail: support-eproc@nic.in  
International bidders are requested to prefix +91 as country code.

