



UTTAR PRADESH METRO RAIL CORPORATION LIMITED

Contract for Parking Management at Kanpur Metro Stations

TENDER NO: KNPPMS-01

TENDER DOCUMENT

VOLUME-I

UTTAR PRADESH METRO RAIL CORPORATION LTD.

Administrative Building,

Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal,

Vipin Khand, Gomti Nagar,

Lucknow-226010

TENDER NO: KNPPMS-01

TENDER DOCUMENT

VOLUME-I

NOTICE INVITING TENDER (NIT)(Section-1)

**SCOPE OF WORK, TERMS AND CONDITIONS, INSTRUCTION TO
TENDERER (ITT), GENERAL CONDITIONS OF CONTRACT(GCC) &
FINANCIAL BID/BOQ (Section-2)**

TENDER NO: KNPPMS-01

TENDER DOCUMENTS

VOLUME-I

Section 1

NOTICE INVITING TENDER (NIT)

NOTICE INVITING TENDER

1.1 GENERAL

1.1.1 Name of Work

Uttar Pradesh Metro Rail Corporation Limited invites open e-Tenders for “**Parking Management at 09 Metro Stations of Uttar Pradesh Metro Rail Corporation at Kanpur**”.

1.1.2 Key details:

Bid No.	KNPPMS-01
Approximate Contract Value	INR 11.28 Lacs (Inclusive of Taxes)
Tender Security amount/EMD(Refundable)	<p>Rs. 22,560/-</p> <p>The instrument type for payment of tender security/ EMD shall be RTGS, NEFT & IMPS, Demand Draft, Bank Guarantee. No other mode of payment will be accepted.</p> <p>(i) If Payment of tender Security as above is to be made by RTGS, NEFT & IMPS. The details of bank account of UPMRC are mentioned below. The bidders are required to upload scanned copies of transaction of payment of tender security including e-receipt (clearly indicating UTR No. & tender reference(i.e. LKPMS-01) must be entered in the remarks at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission). (Copy of GST registration no. to be provided along with Tender security) Name of the Bank - HDFC Bank Banks Address- HDFC Bank Limited, 6, Sapru Marg, Hazratganj, Lucknow Account Name - UPMRCL (Kanpur Project) Account No. - 50100301966502 IFSC code - HDFC0001267</p> <p>(ii) If Payment of tender security is to be made by BG/Demand Draft. BG/Demand Draft shall be</p>

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	<p>submitted in original in the office of CE/ Contract within due date and time of submission end date of tender. Validity of Tender Security in case of BG/ Demand Draft shall remain valid for a period of 45 days beyond the final bid validity period.(Format of BG- Annexure-3)</p>
Tenure of Contract	36 Months
Tender documents on sale	<p>From 12 .10.2024 (from 11:00 hrs) to 12 .11.2024 (up to 15:00 hrs.) on e-tendering website https://etenders.gov.in/eprocure/app</p> <p>Tender document can only be obtained on the website https://etenders.gov.in/eprocure/app .</p>
Cost of Tender documents (Non-Refund able)	INR 5,900/-(Inclusive of 18% GST)
Last date of Seeking Clarification	<p>N.A.</p> <p>Bidders to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by mail or post will not be considered.</p> <p>Queries/clarifications from bidders after due date and time shall not be acknowledged.</p>
Pre-bid Meeting	<p>N.A.</p> <p>The pre-bid meeting shall be conducted through video conferencing by software apps such as Google Meet, Microsoft Team, etc. All Prospective tenderers who have made online payment towards the cost of tender document shall provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting to the registered official email of Employer i.e. cecontract@upmrc.co.in along with scanned copy of transaction of payment of tender cost / tender fee, including e-receipt (clearly indicating UTR No. and tender reference so that links having details such as software, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled pre-bid meeting</p>

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Date & time of Submission of Tender online	Tender submission start date: 01 . 11 .2024 (11:00 hrs). Tender submission end date: 12 .11 .2024 (15:00 hrs).
Date & time of opening of Tender (Technical Bid)	13 .11.2024 @ 15:00 Hrs.
Date & time of opening of Tender (Financial Bid)	Will be informed later on after the evaluation of Technical Bids (only to the bidders who will successfully qualify the Technical Evaluation)
Validity of Tender	180 days from the last date of submission end date of tender.
Authority and place for seeking clarifications etc.	Chief Engineer/ Contract, Uttar Pradesh Metro Rail Corporation Ltd., Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow-226010, Uttar Pradesh, India. https://etenders.gov.in/e procure/app

Note: Cost of Tender Security/EMD shall be submitted by the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small, and Medium Enterprises (MSME) or are registered with Central Purchase Organisation.

Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification.

For further details, please visit official e-portal <https://etenders.gov.in/e procure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.

Note: EMD/Tender Security : In case of Demand Draft, it should be in favor of “**Uttar Pradesh Metro Rail Corporation Limited**” and in case of **BG**, format is attached as **Annexure-3**.

1.1.3 Qualification Criteria:

1.1.3.1 Eligible Applicants:

Following documents are required for Technical Qualification of Bids.

- i) GST Registration of Firms.
- ii) Self-Attested copy of PAN Card.
- iii) ESI Registration Certificate Copy if available, however after award of contract

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the submission of same is essential (in case contractor is not having ESI Registration an undertaking is to be submitted on behalf of contractor that the agency will submit the same within 30 days).

- iv) EPF Registration Certificate Copy if available, however after award of contract the submission of same is essential (in case contractor is not having EPF Registration an undertaking is to be submitted on behalf of contractor that the agency will submit the same within 30 days).
- v) Declaration of agency on its letterhead that it has never been blacklisted.
- vi) The Tenderer should enclose declaration on its letterhead that there is no ongoing police case / vigilance inquiry against the Tenderer or / and its Partners / Directors of the company and he / she has never been convicted or punished by any Honorable Court of Law.
- vii) Annexure-1, 1A & 2 as per para 1.1.3.2 below.

1.1.3.2 Minimum Eligibility Criteria:

A. Work Experience: The tenderers will be qualified only if they have successfully completed work(s) in the field of Providing Parking Management Services, completion date(s) of which falling between 01.01.2019 to 31.10.2024 as given below:

- (i) At least One “similar work” ** of value of **Rs. 9.02 Lacs** or more.
OR
- (ii) Two “similar work” ** each of value of **Rs. 5.64 Lacs** or more.
OR
- (iii) Three “similar work” ** each of value of **Rs. 4.51 Lacs** or more.

**** “Similar work” for this contract shall be work involving Management of Parking in Railways/ Metros/ Airports/ other government departments/Municipal Corporations/Large Industrial/Educational Campus.**

- The tenderer shall submit details of work executed by them in the Performa of **Annexures-1 & 1 A of NIT** for the works to be considered for qualification of works experience criteria.

- For the above, documentary proof such as LOA, completion certificates from client clearly indicating the nature/scope of work, actual value of work and actual date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated. In case the work is executed for private client, copy of workorder value of executed work and payment made to the client till the end date duly certified by client and C.A. . also Form 26A of the client to be provided.

- Value of successfully completed portion of any ongoing work up to ending last date of previous month of submission end date of tender will also be considered for qualification of work experience criteria.

B. Financial Capability:

Average Annual Turnover: The average annual turnover of last 03 financial years should be \geq **Rs. 03.40 Lacs**

- Financial data for latest last 03 audited financial years has to be submitted by the tenderer in **Annexure-2 of NIT** along with audited financial statement. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp, signature and UDIN. In case audited financial statement of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that 'the financial statement has actually not been audited so far'. In such a the financial data of previous '2' audited financial years will be taken into consideration for evaluation.

Note:

1. All tenderers are requested to read the tender document carefully as the terms and conditions, including the procedures to fill the tender form and tender assessment criteria are slightly different from the routine tenders.
2. **The Monthly License Fee will be escalated annually by 6% on a compounding basis.**
3. The Director(Operations), UPMRC reserves the right to amend any of the terms and conditions mentioned hereunder and in such a situation the tenderer shall be given sufficient time to take the changes into account. However, no relaxation will be given as far as statutory requirements are concerned.

General information on e-tendering:

1.1.4 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **Chief Engineer / Contract** , Uttar Pradesh Metro Rail Corporation Ltd. (UPMRC) Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Uttar Pradesh-226010 [Email id:- cecontract@upmrcl.co.in]

1.1.5 The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/eprocure/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.

1.1.6 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://eprocure.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.

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1.1.7 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 such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and scanned copy of transaction of payment for Tender Security and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.

1.1.8 Submission of Tenders shall be closed on e-tendering website of UPMRC 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://e procure.gov.in/e procure/app> before the deadline of submission. UPMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

1.1.9 Tenders shall be valid for a period of 180 days from the date of submission end date of Tenders and shall be accompanied with a tender security of the requisite amount.

1.1.10 UPMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the UPMRC for rejection of his proposal.

1.1.11 Any suit or application, arising out of any dispute or differences on account of this tender shall be filed in a competent court at Lucknow, Uttar Pradesh only and no other court or any other district of the country shall have any jurisdiction in the matter.

**Chief Engineer/Contract
Uttar Pradesh Metro Rail Corporation**

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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://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 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.

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- 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.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Bidder has to ensure that size of each file should not exceed 40 MB before uploading.
- 5) 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. 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) 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 will be rejected.
- 5) 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.
- 6) 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

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buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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 Help desk.
- 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, 0120-6277787.

E-Mail: support-eproc[at]nic[dot]in

International bidders are requested to prefix +91 as country code.

Annexure 1 of NIT

WORK EXPERIENCE

Applicant's legal name

Date.....

For similar works as per clause no. 1.1.3.2 (A) at the price level on last date of previous month of submission of tender:

	Information	
Contract Identification & Details		
Award date		
Completion date		
Employer's Name		
Employer's Address: Telephone / Fax number: E Mail		
Role in Contract (Individual/JV- Consortium member)	Individual	
Value of work executed	Currency (as stated in Clients Certificate)	

NOTE: 1. Only the value of contract as executed by the applicant/member in his own name should be indicated. Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining work done by the other members of the group be excluded. This is to be substantiated with documentary evidence which clearly mentioning the nature/quantum of work completed.

2. Separate sheet for each work along with Clients Certificate to be submitted.

Annexure-1 A

Summary of Information provided in Annexure 1

Applicant's legal name Date.....

S.No.	Name and brief particulars of Work	Employer Name	Start date and completion date of work (Actual)	Value of work executed (Lacs)	Remarks

NOTE:-

1. Reasons of delay whether on contractors account or on account of Employer in each applicable case need to be enclosed separately.

Annexure 2**FINANCIAL DATA**

Applicant's legal name **Date**

(The financial data in this prescribed format shall be certified by Chartered Accountant / Company Auditor under his signature & stamp with UDIN).

S.No.	Description	Financial Data for Latest Last 3 Years (Amount Rupees in Lacs)		
		2021-2022	2022-2023	2023-2024
1	2	3	4	5
	Annual Turnover			

NOTE:

1. Attach attested copies of the Audited Financial Statements of the last three financial years as Annexure.
2. The financial data in above prescribed format shall be certified by Chartered Accountant / Company Auditor under his signature, stamp, membership no and UDIN no.

FORM OF BANK GUARANTEE FOR TENDER SECURITY

(To be stamped in accordance with Stamp Act, if any, of the country of issuing bank)

1. KNOW ALL MEN by these presents that we (Name of Bank) having our registered office at (Name of country) (here in after called "the Bank") are bound unto Uttar Pradesh Metro Rail Corporation Limited (hereinafter called "the Employer") in the sum of Rs.for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.

2. WHEREAS.....(Name of Tenderer) (hereinafter called "the Tenderer") has submitted its tender dated for (Name of the work as per clause 1.1 of NIT) hereinafter called the tender.

AND WHEREAS the Tenderer is required to furnish a Bank Guarantee for the sum of Rs..... as Tender Security against the Tenderer's offer as aforesaid.

AND WHEREAS.....(Name of Bank) have, at the request of the Tenderer, agreed to give this guarantee as hereinafter contained.

3. We further agree as follows:

- a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Tenderer.
- b. That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Tenderer.
- c. That any account settled between the Employer and the Tenderer shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- d. That this Guarantee commences from the date hereof and shall remain in force till
- e. That the expression 'the Tenderer' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4. THE CONDITIONS OF THIS OBLIGATION ARE:

- a. if the Tenderer withdraws his Tender during the period of Tender validity specified in the Form of Tender, or
- b. if the Tenderer does not accept the correction of his tender price in terms of Clause of the "Instructions to Tenderers".
- c. if the Tenderer having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - i. fails or refuse to furnish the unconditional acceptance of LOA within the time limit specified.

We undertake to pay to the Employer mere on demand without demur upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

Notwithstanding anything contained herein:

- (a) Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....)
- (b)

- (b) This Bank Guarantee shall be valid up to
- (c) We are liable to pay the guarantee amount or part thereof under this Bank Guarantee only & only if you serve upon us a written claim or demand on or before.....

**Signature of
Authorized Official of the Bank**

Signature of Witness

Name :

Address :

Name of Official

Designation

Stamp/Seal of the Bank.....

Notes:

- (i) Stamp paper of appropriate value shall be purchased in name of the bank who issues the Bank Guarantee.
- (i) The Bank Guarantee shall be issued from Scheduled Commercial Bank in India.
- (ii) Bank Guarantee should be issued on Structured Financial Messaging System (SFMS) platform.
- (iii) Following bank details of UPMRC may be required for the preparation of Bank Guarantees:

UPMRC's bank details	
Beneficiary Name	UPMRCL (Kanpur Project)
Beneficiary Bank name	HDFC Bank
Bank Branch Address	HDFC Bank Limited, Tekari Chambers Ashok Marg, Lucknow
Account No.	50100301966502
IFSC Code of the Branch	HDFC0001267