TENDER NOTICE
Gurgaon Technology Park Limited (GTPL)
Infocity-I, Sector-34, Opposite to Hero Honda Company
Gurugram-122001 (Haryana).

e-Tenders are invited for Canteen Service management in Gurgaon Technology Park Limited on temporary basis for a period of three years in **two bid system** i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Group/Item	Approx. value (InRs)	EMD to be deposited (In Rs)	Tender Number	Date & Time of downloading of e- Tender	Date & Time of submission of e- Tender
1	Canteen and Food Service Management	20 lacs	40,000	GTP/23-24/174	20.11.2023 AT 14:00 PM	11.12.2023 AT 09:00 AM

The bidder can download the tender documents from the Portal:www.etenders.hry.nic.in or www.gtplinfocity.com.

The Payment for Tender Document Fee of Rs. 10,000/- plus GST and e-service Fee of Rs. 1,180/-(Non- refundable) and EMD of Rs. 40,000/- can be made by eligible Agency's through online payment and the copy of receipt of the same will be uploaded online along with other documents.

The Bidder's can submit their tender documents Online as per the dates mentioned in the key dates:-

KEY DATES

Sr. No.	Department Stage	Agency's Stage	Start date and time	Expiry date and time
1	Cost of tender (Non-Refundable) through online payment	Rs.1180/-		
2	Amount of EMD to be deposited through online payment	Rs.40,000/-		
3	Last date of submission of Technical Bid		20.11.2023 AT 14:00 PM	11.12.2023 AT 09:00 AM
4	Technical Bid Opening	-	11.12.2023 AT 10:00 AM	11.12.2023 AT 10:00AM
5	Short listing of Technical Bids & Opening of Financial Bid		11.12.2023 AT 12:00 AM	11.12.2023 AT 12:00 AM

If you have any queries please contact Sh. Baljit Sangwan, CFO(9717693919) or Mr. Nitin Yadav (8930579833).

The tender documents can be downloaded from the Portal: www.etenders.hry.nic.in or www.gtplinfocity.com and EMD can be made by eligible Contractor through online payment and the copy of receipt of the same will be uploaded online along with other documents.

Important Note:

1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Agency failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.

2) Bidders must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

3) Bidders can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Agency Stage), subject to the condition that the rework must take place during the stipulated time frame of the Agency Stage.

Instructions to Agency on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1.   Registration of Contractor on eProcurement Portal:-

All the Contractor intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e.www.etenders.hry.nic.in Please visit the website for more details.

2.   Obtaining a Digital Certificate:

2.1   The Bids submitted online should be **encrypted and signed** electronically with a Digital Certificate to establish the identity of the Agency bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2   A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website –www.etenders.hry.nic.in

2.3 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.4 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm

2.5 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.6 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, Contractor are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portalwww.etenders.hry.nic.in.

4. Pre-requisites for online bidding:

In order to bid online on the portal www.etenders.hry.nic.inthe user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The Contractor can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at www.etenders.hry.nic.in.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal www.etenders.hry.nic.in.

7. Key Dates:

The Contractor are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all Contractor. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. **Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees of online Bids:**

a. The Payment for Tender Document Fee of Rs. 10,000/- plus GST and eService Fee of Rs. 1180/- (Non- refundable) and EMD of Rs. 40,000/- (Refundable) can be made by eligible Contractor online.

b. The Contractor shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

c. The Contractor shall **quote** the prices in price bid format.

NOTE:-

(A) If Agency fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

(B) Contractor participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal www.etenders.hry.nic.in

(C) For help manual please refer to the 'Home Page' of the eProcurement website at www.etenders.hry.nic.in, and click on the available link 'How to..?' to download the file.