This section of the EoI provides the **Information on Application submission** and its uploading on portal *https://etender.powergrid.in*.

1. Important Instruction for submission of Proposal:

   a) Bidders are requested to read the 'SRM-Bidders Manual and Pre-Requisite Document' available on e-Tender web link *https://etender.powergrid.in* before proceeding for submission of bids. It is important to note that bidders can submit their bids online only through *https://etender.powergrid.in*.

   b) The complete EoI Documents are available on portal *https://etender.powergrid.in*.

   The EoI Documents are meant for the exclusive purpose of submitting proposal and shall not be transferred to any parts or reproduced or used otherwise for any purpose other than for which they are specifically uploaded.

   c) Bidders shall ensure that their Proposals, complete in all respects, are submitted online through POWERGRID's e-tendering portal only. **No DEVIATION in this regard is acceptable.**

2. **Kindly note that to submit the proposals electronically, bidders must have a valid Class 3B Digital Certificate (signing and encryption / decryption certificate).**

Bidders may obtain further information regarding this EoI from C&M department, POWERGRID at the address given below from 1500 hours to 1700 hours on all working days-

JE(CS)/ER-II
Contract & Material Department,
Power Grid Corporation of India Ltd.
Cf-17, Action Area-1C, New Town
Kolkata-700156, West Bengal
Tele No.:- 033-23242847
Email: Rajmangal599@powergrid.in / er2cnm@powergrid.co.in

For proper uploading of the Proposal on the portal namely https://etender.powergrid.in *(hereinafter referred to as the 'portal'/PRANIT portal)*, it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting from POWERGRID, as and when required, for which contact details are mentioned below. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the proposal.

3. The EoI Documents are available for downloading from the portal *https://etender.powergrid.in*. POWERGRID shall not be responsible for any postal delay in submission of proposal/uploading.

   The said registration shall be free of cost.

4. Documents Comprising the Application

I. Hard Copy

Hard copy of the Application shall comprise of following documents to be submitted in sealed envelope

(i) Application Form and Bid forms in separate envelope;
(ii) Power of Attorney;
(iii) Duly Filled Annexure-I Bid Proposal Sheet in separate envelope

II. Soft Copy

Soft copy of the Application shall comprise of following documents to be uploaded on the portal as per provisions therein.

(i) Application Form Bid forms and its Attachments.
(ii) Scanned copies of all supporting documents as per Bid Documents
(iii) Duly Filled Annexure-I Bid Proposal Sheet

Further the bidders are instructed to submit any notional amount in the online BoQ, as available on the e-tendering portal, which may not be considered for evaluation purposes and shall only indicate willingness of the agencies to execute the work from the exhaustive BoQ.

4.1 The documents shall be scanned & uploaded on the portal by providing suitable nomenclature in following manner:

S. No.	Description of Documents	Name of File to be uploaded on the portal
1.	Power of Attorney	poa.pdf
2.	Constitution of legal status	legal.pdf
3.	Declaration for anticipated change in legal structure/ ownership	decl_legal.pdf
4.	The principal place of business	principal.pdf
5.	The place of Incorporation or the place of registration and the nationality of the owner	incorporation.pdf
6.	Technical Experience certificate issued by utility	techexp.pdf
7.	Financial Balance Sheets (for last five Years)	balsheet.pdf
8.	Bank Certificate	bank.pdf
9.	MSE_registration certificate	MSE_registration

S. No.	Description of Documents	Name of File to be uploaded on the portal
		certificate.pdf
10.	MSE owned by SC/ST entrepreneurs	MSE_SC-ST certificate.pdf
12.	Other Documents	other.pdf

1. Applicant may put three (03) characters suffix for each file preceded by an 'under score' for their identification. (Example- poa_xyz.pdf)
2. In case more file are to be uploaded under the same head Numeric suffix may be put by the Applicant. (Example - poa1_xyz.pdf, poa2_xyz.pdf, poa3_xyz.pdf…….).
3. For uploading any additional documents Applicant may decide the name of file with prefix as 'other' succeeded by 'under score' and suffix as name of document in short. (Example – other_ISO certificate1_xyz.pdf, other_ISO certificate2_xyz.pdf …….)
4. For other types of files supported on the portal, please refer the related provisions on the portal.

5. Notwithstanding above, the Employer may, at its discretion, extend the deadline for submission of soft part of the application from 1100 Hrs (IST) to 1500 Hrs (IST) on the same day in case the party faces difficulty in submission of application on the e-Procurement portal even for reasons not attributable to the e-Procurement server. In such a case, the applicant shall however, be required to send a written communication on the e-mail IDs mentioned below for the purpose before the deadline for submission of soft part of the bids i.e. 1100 Hrs (IST) on the last day of the aforesaid deadline. Any request received by the Employer thereafter i.e. beyond 1100 Hrs (IST) or received prior to the day of deadline for submission of soft part of the applications shall not be entertained under any circumstances. The time of receipt of such communication on the e-mail IDs mentioned below shall govern for the purpose of determining whether or not the communication has been received prior to the deadline for bid submission as stipulated. The applicant may also note that the above recourse shall, however, be adopted only once in the first such instance and no further extension on this account beyond 1500 Hrs (IST) as above shall be given by the Employer.

The e-mail ID for aforesaid purpose are as follows:

Email: **Rajmangal599@powergrid.in / er2cnm@powergrid.co.in**

6. POWERGRID will open the Applications in public, in the presence of Applicant' designated representatives who choose to attend, at the time, date, and location stipulated in the **EoI** document. The Applicant representatives who are present shall sign a register evidencing their attendance. Applicants

who have submitted their bid may view on line tender opening on the portal from their end.

Note- At the time of submission of the Application, Applicants are required to make sure that:

1. The First Envelope excel with file named **"First Envelope and Bid Forms"** must be uploaded along with the Application.

2. The Second Envelope excel with file named **"Price_Schedule"** must be uploaded alongwith the Application.

As per the provisions of the portal, it is mandatory to upload aforesaid excel files with titled as indicated above (*Applicants may refer user manuals at the portal https://etender.powergrid.in regarding submission of Application*).

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