

**GOVERNMENT OF INDIA**



***INTERNATIONAL COMPETITIVE BIDDING***

**Expression of Interest (EOI) for Consulting Services  
for**

**Integrated Water Resources Management Studies in respect of three Indian  
River Basins (Krishna, Godavari, And Mahanadi)  
under  
National Hydrology Project**

**December, 2016**

**Director (RDD) & Project Director (NHP),  
Central Water Commission,  
2nd Floor, Wing-4, West Block-I, R.K.Puram,  
New Delhi-110 066  
Tel: +91-11-26100285: Fax: +91-11-26181267  
E-mail: rdccte-cwc@nic.in**

**GOVERNMENT OF INDIA  
CENTRAL WATER COMMISSION  
NATIONAL HYDROLOGY PROJECT**

**REQUEST FOR EXPRESSIONS OF INTEREST  
Credit No. ....**

**CONSULTANCY SERVICES FOR INTEGRATED WATER RESOURCES MANAGEMENT STUDIES IN RESPECT OF THREE INDIAN RIVER BASINS (KRISHNA, GODAVARI, AND MAHANADI)**

**EoI No. NHP/2016-RDD/02**

**Date: 14.12.2016**

**Expressions of Interest (EOI)**

The Government of India has applied for a loan from the World Bank under the National Hydrology Project(NHP) and intends to apply part of the loan proceeds to make payments under the contract for Integrated Water Resources Management Studies in respect of three Indian River Basins (Krishna, Godavari, And Mahanadi).

NHP is countrywide project, with 49 Implementing Agencies (IAs) including eight Central Agencies, 39 State-UT level agencies and two river basin organizations (RBO). The National Hydrology Project (NHP) is proposed to be an eight-year project starting from November, 2016. It aims for Integrated Water Resources Management to enable improved decisions in water resources planning and operations. This requires not just improved water information systems and Decision Support Systems, but also enhanced institutional capacity – both technical capacity and policy & planning capacity. The Project Development Objective of the project is proposed **“to improve the extent, quality, and accessibility of water resources information and to strengthen the capacity of targeted water resources management institutions in India”**.

The study in the initial phase is presently for three Indian river basins (Krishna & Godavari and Mahanadi). Subsequently under the project similar studies shall be conducted for other major basins. The details of these river basins and associated States are given below:

<b>S. No.</b>	<b>River Basin</b>	<b>Catchment area (Sq.Km)</b>	<b>Package</b>	<b>Participating States</b>
1.	Godavari	312812	<b>I</b>	Andhra Pradesh Maharashtra Odisha Telangana Madhya Pradesh Chhattisgarh Karnataka
2.	Krishna	258948		
3.	Mahanadi	141589	<b>II</b>	Chhattisgarh Odisha

## **OBJECTIVES OF THE STUDY**

The objective of the consultancy is to equip MoWR, RD&GR,CWC, CGWB and the participating States with rational water-related assessment and planning at basin level, through the development and application of appropriate knowledge bases, analytical tools, structured stakeholder consultation processes and institutional capacity building. The objective also includes establishment of decision support system at river basin level and develop river basin management plans including structure for river basin organization considering resource availability, various demands, climatological scenarios, developmental & demographic scenarios.

The assessment and planning would initially cover for the 3 basins in India (Godavari Basin, Krishna Basin and Mahanadi Basin)

The broad objectives of the study are as below:

- A. To identify and understand key water management issues, related management objectives and capacity building needs through stakeholder consultation process.**
- B. To create Water Resources Information and Knowledge System for the basin and its integration with India-WRIS Website, proposed National Water Information Centre (NWIC) etc.**
  - (i) Identification of data needs and review of data availability for all sectors.
  - (ii) Data collection, compilation, analysis, processing and validation.
  - (iii) Development of Remote Sensing and GIS based data layers, data bases and DEM.
  - (iv) Assistance in setting up of modeling centers at appropriate locations in the basin.
- C. Review and suggest appropriate changes in institutional, policy, regulatory, and legal setup in the basin**
- D. Development, optimization and customization of modeling tools, Decision Support System and Web-based Dashboard for display of results for the basin**
- E. IWRM Plan for the basin**
  - (i) Setting-up and integration of hydrologic (rainfall-runoff), demand, water quality, surface-GW interaction, and river basin models for the basin.
  - (ii) Undertaking different scenario analyses for various combinations of demand projection, WR infrastructure development, various management strategies, inter / intra basin water transfers, possible climate change scenarios etc. for various timeframes (2025, 2050 etc.)
- F. Training and Capacity Building**
- G. Maintenance and Updating of model**

## **DURATION:**

The total duration of assignment will be 4 years with 3 years for development and one year for maintenance and update.

## SCOPE

The Broad scope of the study will consist but not limited to the following in brief, is as under. **The final Terms of Reference and the scope of the study would be issued along with the Request for Proposals.**

- a. ***Stakeholders Consultation:*** Identification of stakeholders; sensitize them about the purpose, likely outcomes, benefits, etc; identification and precise understanding of the key water management issues; understand capacity building needs etc.
- b. ***Creation of Water Resources Information and Knowledge System:*** Collection and compilation of data; preparation of database and validation of data; delineation of sub-basins/watersheds, groundwater assessment units; characterization of environmental features, etc.
- c. ***Review and suggest appropriate changes in institutional, policy, regulatory, and legal setup:*** Collection of data / information and its review on institutional, administrative, regulatory, policy, collaborative and legal aspects in the basin; study of existing water supply and demand management; etc.
- d. ***Development, optimization and customization of modeling tools, Decision Support System and Web-based dashboard:*** Review and preliminary analysis of data; Assessment of water resources; Surface and Ground water interactions; Estimation of various water demands; Analysis of climate change impact; Review of practices adopted globally to compute ecological and environmental flows and recommendation in the basin; Assessment of water quality in different reaches of river/tributaries and GW aquifers; Establishing appropriate and comprehensive river basin planning model; Review of model and updating of parameters; Creation of web-based dashboard and linkages with India-WRIS; etc.
- e. ***IWRM for the River Basin/Sub-basin:*** Identify alternative measures to close the gaps between the supply and demands of all water sectors; Estimation of the costs and time associated with the measures; Select the most cost-effective measures and indicate the benefits and tradeoffs; Assess the climate resilience of the proposed measures; etc.
- f. ***Capacity building of State and Central Implementing Agencies:*** Build the capacity of existing institutions by their involvement in the development of the tasks; Conduct regular training programmes; etc.
- g. ***Maintenance and updating of RBAPS:*** Maintenance and periodical updating of the model including updating of software; etc.

## IMPLEMENTATION ARRANGEMENT

Due to the variety of the Indian River basins and federal structure in which water is state subject, as well as the different needs and approaches which States might prioritize in the development of river basin management plans, the RBMPs shall be developed by the same firm may be with separate teams. However, each team composition will be customized according to the needs and approaches prioritized within the specific river basin and by the concerned authorities and stakeholders. Since study would be highly stakeholder centric, it is necessary that a proper scientific stakeholders' consultation process is adopted at each stage. Thus, a detailed consultation process and communication strategy needs to be prepared to create awareness on various issues in the river basin.

In view of above, each river basin package has been divided into sub- packages depending upon the number of states involved. A single firm will be awarded the full package as a single responsibility assignment. The sub-package wise details in brief are as below:

**Package-I for Godavari & Krishna Basin**

<b>Package/Sub-Package</b>	<b>Agency</b>	<b>Role/ Responsibility</b>
<b>Macro Package</b>	MoWR/CWC/CGWB	Under the supervision of CWC. Overall Coordination, stakeholder consultation, building up strategies, development of macro model and macro IWRM, sharing the data and model with micro and vice-versa. Contract and payment for this will be made by CWC.
<b>Micro-1</b>	Andhra Pradesh	Under the supervision of respective states. Overall Coordination, stakeholder consultation, building up strategies, development of micro model and micro IWRM, sharing the data and model with macro and vice-versa for respective states as per their priorities. Contract and payment for this will be made by respective states.
<b>Micro-2</b>	Maharashtra	
<b>Micro-3</b>	Odisha	
<b>Micro-4</b>	Telangana	
<b>Micro-5</b>	Karnataka	
<b>Micro-6</b>	Chhattisgarh	
<b>Micro-7</b>	Madhya Pradesh	

**Package-II for Mahanadi Basin**

<b>Package/Sub-Package</b>	<b>Agency</b>	<b>Role/ Responsibility</b>
<b>Macro Package</b>	MoWR/CWC/CGWB	Under the supervision of CWC. Overall Coordination, stakeholder consultation, building up strategies, development of macro model and macro IWRM, sharing the data and model with micro and vice-versa. Contract and payment for this will be made by CWC.
<b>Micro-1</b>	Odisha	Under the supervision of respective states. Overall Coordination, stakeholder consultation, building up strategies, development of micro model and micro IWRM, sharing the data and model with macro and vice-versa for respective states as per their priorities. Contract and payment for this will be made by respective states.
<b>Micro-2</b>	Chhattisgarh	

The interested bidders may apply for one or both of the packages. However, the evaluation shall be carried out package-wise.

The details and scope in sub packages shall be described below:

**General:**

- (i) Under National Hydrology Project (NHP), MoWR, RD&GR, and its Organisations like Central Water Commission (CWC), Central Ground Water Board (CGWB) and National Institute of Hydrology (NIH) shall be responsible for developing the river basins assessment and planning systems at Macro level (River basin level). This would include the simulation on the basis of the hydro-meteorological data from main stem and first order tributaries of the river; major and medium reservoirs in the river basin etc. The States, on their part will be responsible to develop detailed Micro level (sub-basin level) river basin assessment & planning tools. This will include the simulation on the basis of detailed data from the lower order tributaries, minor schemes, tanks etc.

However, it is essential that the systems be developed in a manner so that both the Macro and Micro level systems are standalone, yet integrated.

- (ii) Central Water Commission (CWC) shall be responsible for overall coordination and development of the Macro Level River Basin Assessment & Planning System (RBAPS) for the entire river basin mentioned in Packages above and henceforth called “River Basin Assessment & Planning System for Krishna & Godavari” (RBAPS-KG) and “River Basin Assessment & Planning System for Mahanadi” (RBAPS-M) respectively. Stakeholder consultation and data needed for this purpose shall be the responsibility of the consultant involved in these packages.
- (iii) The States shall be responsible for the development of RBAPS for their respective States (micro level) as mentioned above. Stakeholder consultation and data needed for this purpose shall be the responsibility of the consultant involved in respective States.
- (iv) CWC shall be responsible for the development of the Integrated RBAPS for the packages as mentioned above.
- (v) CWC and the States would be responsible for the development of respective RBAPS as per the Macro and Micro packages mentioned above. They shall also be responsible for signing the contracts, contract management, payments etc. for their respective packages/sub packages.
- (vi) The Consultant shall setup separate teams as indicated subsequently for macro and micro packages.

The States and Central Organisations shall support each other and the Consultants for the development of RBAPS as per the packages by way of sharing and exchange of data, supporting the stakeholders’ participation, training & capacity building etc.

Central Water Commission now invites eligible consultants to indicate their interest in providing the above required consultancy. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

**Consultants may associate with other firms/ consultants to meet the necessary qualification criteria or enhance their capability. The EOI submitted by consultants in association should clearly indicate the nature of the association if it is a joint venture or a sub-consultancy. In case of Joint Venture the name of the lead firm should be clearly stated and the JV should not have more than three members including the lead.**

**The Firm or the JV who would be shortlisted for Technical and Management Assistance Consultancy (TAMC) under National Hydrology Project are also eligible for submitting their Expression of Interest for these studies, however it may be noted, that in the event of their selection as TAMC consultants, they would not be eligible for the IWRM Consultancy and their EoIs/ Proposal would be summarily rejected.**

The short-listing criteria, are as follows:

- a) The Firm / Research Institute must have been in business for at least the last ten years (Copy of the Certificate of Incorporation or Memorandum of Articles).
- b) Organization set-up, structure and availability of key professionals (Team leader, Hydrologist, Hydraulic modeler, GIS expert, Database management specialist etc.) of required qualification with the firm i.e. Technical team and expertise available with the organization (attach short CVs for reference only).
- c) The firm / Research Institute must have carried out the work of IWRM studies for the basin(s) /sub-basin(s) for an area of at least 50,000 Sq. Km encompassing the key components of IWRM studies namely data compilation and its validation, basin modeling, ground water modeling, development of decision support system and demand-supply allocation in one or two contracts
- d) In case of Joint Venture the lead firm should have carried out atleast 3 out of the 5 key areas namely (a) data compilation and its validation, (b) basin modeling, (c) ground water modeling,

- (d) development of decision support system and (e) demand-supply allocation in one or two contracts. The other partner of JV should have experience in hydrology/ hydraulic modelling in a river basin.
- e) The Firm / Research Institute must have experience of working with governments/ state owned enterprises.
- f) The firm(s) / research institutes, including the JV partners and sub-consultants, should have at least 40% of the key professionals, including Team Leader as permanent employees.
- g) The Firm should have sound financial performance and resources i.e. the firm should have average Annual turnover (last five financial years) of more than USD 3 million for each package. In case of JV, the lead member shall have more than USD 2.5 million of average annual turnover and other members shall be USD 1.00 million for each package. In case, a bidder applies for more than one package, the average annual turnover should be multiplied by number of packages.
- h) In case of Research Institute meeting the eligibility requirements intending to apply solely or as JV for these studies, the average annual turnover clause at (g) above would not be applicable. However, in case of JV with any private entities, the annual average turnover clause (g) above will be applicable to JV only either as lead partner or otherwise.

The firms / Research Institutes which wish to participate must submit EOI separately for each basin package. In case of Godavari / Krishna basin the firms must submit EOI for both the basins. EOI shall be evaluated as individual packages. However, the packages may be combined at RFP stage and the bidders are required to agree to this condition while submitting their EoIs.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011 ("Consultant Guidelines"), revised Jul 2014, setting forth the World Bank's policy on conflict of interest.

**A consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the World Bank Consultant Guidelines. Interested Consultants may obtain further information from the Contact Person (mentioned below) between 10:00 Hrs. to 17:00 Hrs. on all working days.**

Director (RDD) & Project Director (NHP)  
Central Water Commission  
2nd Floor, Wing-4, West Block-I,  
R.K.Puram, New Delhi-110 066  
Tel: +91-11-26100285; Fax: +91-11-26181267  
E-mail: [rdcdte-cwc@nic.in](mailto:rdcdte-cwc@nic.in)

The bidders are required to follow the following instructions as detailed below:

### 1. **Instruction to bidders**

- i). e-EOI will be available on TCIL web site URL <https://www.tcil-india-electronic tender.com/www.cwc.gov.in> from 14th December, 2016, 15:00 Hrs.(IST) onwards.
- ii). Bids shall be submitted online only at TCIL website URL <https://www.tcil-india-electronic tender.com>. Bidders/Consultant are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through TCIL portal. The bidding document is also available at [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.cwc.gov.in](http://www.cwc.gov.in) and [www.indiawrm.org](http://www.indiawrm.org)
- iii). Last date and Time for uploading of EoI is on 27<sup>th</sup> January, 2017 upto 15:00 Hrs. (IST) and Date and Time of opening of EoI is 27<sup>th</sup> January, 2017 at 16:00 Hrs. (IST).
- iv). Intending Bidders are advised to visit again TCIL website URL <https://www.tcil-india-electronic tender.com> and CPPP website <https://eprocure.gov.in> at least 1 days prior to closing date of submission of tender for any corrigendum / amendment.

- v). The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature uploaded by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English Language. Supporting documents, which are not translated in English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
- vi). Central Water Commission reserves the right to reject any Applications, without assigning any reasons thereof.
- vii). CWC would evaluate only those Applications that are received complete in all respects. Incomplete and/or conditional Applications shall be liable to rejection.
- viii). No claims whatsoever will be entertained if submission is not received by due date and time.

## 2. **Special instructions to Bidders by TCIL for e-Tendering**

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **Central Water Commission** has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from Electronic Tender®. A portal built using Electronic Tender's Software is also referred to as Electronic Tender System® (ETS). Benefits to tenderers are outlined on the Home-page of the portal.

### **Instructions**

#### **Tender Bidding Methodology:**

Single Stage Envelope

#### **Broad Outline of Activities from Bidder's Perspective:**

Procure a Digital Signing Certificate (DSC)

Register on Electronic Tendering System® (ETS)

Create Marketing Authorities (MAs), Users and assign roles on ETS

View Notice Inviting Tender (NIT) on ETS

For this tender -- Assign Tender Search Code (TSC) to a MA

Download Official Copy of Tender Documents from ETS

Clarification to Tender Documents on ETS

Query to Central Water Commission (Optional)

View response to queries posted by Central Water Commission

Bid-Submission on ETS

Attend Public Online Tender Opening Event (TOE) on ETS

– Opening of relevant Bid-Part

Post-TOE Clarification on ETS (Optional)

– Respond to Central Water Commission Post-TOE queries

Attend Public Online Tender Opening Event (TOE) on ETS

Opening of relevant part (i.e. Financial-Part)

(Only for Technical Responsive Bidders)

Participate in e-Reverse Auction on ETS

For participating in this tender online, the following instructions are to be read carefully.

These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### **Digital Certificates**

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). Also referred to as Digital



Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### Registration

To use the Electronic Tender® portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ETS Helpdesk (as given below), to get your registration accepted/activated.

**Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Center' located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to 'Essential Computer Security Settings for Use of ETS' and 'Important Functionality Checks' should be especially taken into cognizance.**

**Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your Organization, such as creation of users, assigning roles to them, etc.**

TCIL/ ETS Helpdesk	
Telephone/ Mobile	Customer Support (0930 hrs to 1800 hrs, Monday to Friday except on gazetted holidays): +91-11-26202699 (Multiple lines) Emergency Support Mobile Numbers: +91-9868393775, 9868393717, 9868393792
E-mail ID	<a href="mailto:ets_support@tcil-india.com">ets_support@tcil-india.com</a>

Buyer Organization Name Contact	
Central Water Commission Contact Person	Central Water Commission, Sh A. K. Mittal, Dy, Director
Telephone/ Mobile	Telephone/Mobile : 011-26108075, Mob No. 9837046908, [between 10:00 hrs to 18:00 hrs on working days]
E-mail ID	E-mail Id : <a href="mailto:rdd-cwc@nic.in">rdd-cwc@nic.in</a>

### Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

Submission of Bid-Parts/ Envelopes

Single-Part

Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)

Submission of digitally signed copy of Tender Documents/ Addendum

Submission of General Terms and Conditions (with/ without deviations)

Submission of Special Terms and Conditions (with/ without deviations)

### Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made

at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the ‘Electronic Forms’ and the ‘Main-Bid’ are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a ‘password’, a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

**CAUTION:** All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the ‘Main-Bid’, the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. the higher price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. the lower price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, ‘Pass-Phrase’ of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

(Optional Text in EBI, depending upon the decision of the Buyer organization):

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Buyer Organization Name in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

**OR**

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted into the ‘Time Locked Electronic Key Box (EKB)’ after the corresponding deadline of Bid Submission, and before the commencement of the Online TOE. The process of submission of this Pass-Phrase in the ‘Time Locked Electronic Key Box’ is done in a secure manner by first encrypting this Pass-Phrase with the designated keys provided by the Buyer organization.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

Public Online Tender Opening Event (TOE)

ETS offers a unique facility for ‘Public Online Tender Opening Event (TOE)’. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’, including digital counter-signing of each opened bid by the authorized TOE Event (TOE)’, including digital counter-signing of each opened bid by the authorized TOE officer(s) in the simultaneous online presence of the participating bidders’ representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

#### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronicstender.com>, and go to the User-Guidance Center

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

### **SIX CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically for Supplier organizations, the following 'SIX KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS
2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.
3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)
5. It is the responsibility of each bidder to remember and securely store the Pass Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
6. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

#### **NOTE :**

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth and sixth instructions are relevant at all times.

**Minimum Requirements at Bidder's End**

Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP with Service Pack 3)

Broadband connectivity

Microsoft Internet Explorer 6.0 or above

Digital Certificate(s)