

Procedure/ Guidelines for e-Tendering of Unitech Projects

1. Assignment of Unique Tender Number (UTN)

- (i) Each Tender Document shall be assigned a Unique Tender Number (UTN) before its uploading on Unitech's web-portal/ e-Tendering portal by the respective PMCs. The UTN shall contain the abbreviated acronym of Unitech, Name of PMC, Location of Project, Name of Project, Year of uploading and three numerical digits starting from 001 onwards. The numerical digits shall be assigned in seriatim as the Tenders are uploaded.
- (ii) For instance, the Tender for Vistas Project of Gurugram, which is being handled by M/s Ky Consultants Private Limited (PMC), shall be assigned the Unique Tender Number as mentioned herein:

UL/Ky/GRG/Vistas/2022/001

2. Advertisement in Newspaper for initiation of e-Tendering

A display advertisement notice will be published in at least 2 newspapers inviting agencies to participate in the e-Tendering of tenders published on etenders.unitechgroup.com portal. One set of advertisements will be published for each lot after the tenders are made live on the e-Tendering Portal. It is a brief notice inviting attention to the details published on the Company Website

3. Uploading of Tenders on Unitech's web-portal/ e-Tendering Portal

After proper review of the Tender Documents by Engineers India Limited (EIL), which has been engaged as Third-Party Inspection Agency (TPIA), the PMCs shall upload their respective Tenders at Unitech's web-portal/ e-Tendering Portal after the Management approval. The uploading of Tenders shall be handled by two different authorized representatives drawn from within the PMCs. While the first person, known as the 'Initiator', will upload the Tender, the second person, known as the 'Approver', shall confirm and approve the Tender (including the contents thereof) after it has formally been uploaded on the said web-portal. In the case of any error, the same will be corrected/ rectified by the "Approver" under intimation to the GM (IT) Unitech.

4. Site visit by Contractors/ Construction Agencies (Reference Clause 18 of Instruction to Tenderers (ITT))

If any prospective Contractor or Construction Agency wants to visit any Project Site before the submission of their bids, the concerned PMC shall facilitate their visit as per their mutual convenience. However, the expenses

for such visits shall be borne by the Contractors/ Construction Agencies only.

5. **Pre-bid Queries** (Reference Clause 1 (xii) of NIT)

- (i) Unitech's IT Division shall create PMC-wise dedicated e-mail accounts and share the necessary login details with them. All the prospective bidders shall be free to seek clarifications and raise Pre-bid queries on these e-mail IDs.
- (ii) After the queries are received from the prospective bidders, the PMCs shall compile all such relevant queries with Draft Response thereto and forward the same in a consolidated document to the EIL and Unitech for approval thereof, which would be finalized after mutual discussions. The PMCs would thereafter clarify the queries to the prospective Bidders in the Pre-bid meetings of the prospective Bidders.
- (iii) Even if there is no query raised by the prospective Bidders, the Pre-bid meetings shall mandatorily be organized on the dates as mentioned in the NIT.

6. **Pre-bid Meetings of Contractors/ Constructions Agencies**

Unitech's IT Division shall organize Pre-bid meetings in virtual mode of all the prospective Bidders, either Location-wise or combined together for all the Tenders, at the Company's Corporate Office, which shall be attended by all the Team Leaders of PMCs and EIL. The necessary link for the virtual mode shall be provided to all the stakeholders by the Unitech's IT Division.

The Pre-bid meeting/s shall be held on the dates as published in the NIT.

7. **Publication of Unitech Response to Pre-bid Queries**

- (i) Unitech Response to the relevant queries raised by the prospective Bidders shall be uploaded on the e-Tendering portal by the respective PMCs after due review by the EIL and approval of the Management.
- (ii) If on account of any decision that may be taken in a Pre-bid meeting or otherwise, it is felt that a corrigendum needs to be issued for better clarity and understanding, the corrigendum shall be prepared and uploaded on the e-Tendering portal by respective PMCs after proper review by EIL and approval of Management, within two days of such Pre-bid meetings.
- (iii) If any extension on account of the proposed corrigendum is deemed necessary, the date of submission shall appropriately be extended with the approval of the Unitech Management.

8. **Submission of Bids** (Reference Clause 1 (xiv) of NIT)
- (i) Submission of Bids would be accepted only electronically on the e-Tendering portal as mentioned in the Tender Document. The prospective Bidders are required to submit their Bids in two-envelope format i.e. “Technical Bids” and “Financial Bids”. The e-Envelopes carrying these Bids would be encrypted and stored in the e-Tendering portal in order to maintain confidentiality.
 - (ii) If less than 03 Bids are received against a particular Tender, the last date for submission of Bids may be extended by another 07 days. If the number of Bids received till the expiry of extended period is less than 03, the same shall be opened and processed for Evaluation.
9. **Opening of Technical Bids** (Reference Clause 1 (xvi) of NIT)
- (i) The Technical Bids would be decrypted and opened by a Team of two authorized representatives of Unitech (one of whom would be GM, IT) on the e-Tendering Portal. After the opening, PMCs would be provided access thereto for Evaluation of the Technical Bids.
 - (ii) The PMCs shall carry out Technical Evaluation on the basis of (i) eligibility criteria as mentioned in NIT (Clause 2) and (ii) check-list as contained in NIT (Clause 14) and, thereafter, submit the same with appropriate recommendations to EIL for review. The following criteria shall be followed in this regard:
 - (a) After Technical Evaluation, if only one Bid is found technically qualified, then the Tender may be re-invited [at the discretion of the management](#).
 - (b) If more than one Bids are found technically qualified, the decision for the opening of the Financial Bids shall be taken by the Management in consultation with EIL and PMCs.
10. **Seeking clarifications from the Bidders**
- During the Technical Evaluation of Bids, if the PMCs find that any Bidder has not submitted complete information in all respects with the Tender or there may be some additional documents which would be of paramount relevance to determine the Technical Eligibility of the Bidder, the PMC shall call for such clarification as may be required and ask the Bidder to submit a clarificatory/ complimentary document for the purpose. However, it is clarified that no new documents with respect to the Eligibility criteria would be demanded or asked for from the Bidders, which find no mention in the Technical Bid documents submitted by him.

11. **Opening of Financial Bids** (Reference Clause 1 (xviii) of NIT)
- (i) The Financial Bids of only those Bidders, who qualify the technical criteria and Eligibility as prescribed in the NIT, shall be decrypted and opened for Financial Evaluation, as mentioned herein.
 - (ii) The Financial Bids shall be opened online. All the technically qualified Bidders shall be intimated by e-mail about the date and time of opening of Financial Bids. The technically qualified Bidders would be able to view the Financial Bids of all the Bidders on the said web-portal.
12. **Evaluation of Financial Bids and Award of Contract**
- (i) In order to determine the most responsive Bidder, the PMCs will evaluate and tabulate the financial comparisons among the Bidders of a particular Project. The Financial Evaluation shall be reviewed by the EIL before approval of the competent authority and Award of Work.
 - (ii) In case the bid value is less than 15% of the estimated cost for the most responsive bidder, additional Performance Bank Guarantee will be required to be submitted by the bidder.
 - (iii) The proposals for Award of Contracts shall be placed before the Competent Authority for approval before Award of Contracts in terms of Hon'ble Supreme Court Orders dated 18.05.2022.

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