INSTRUCTIONS TO TENDERERS

Sealed tenders in the prescribed form are invited by Engineering Projects (India) Ltd., New Delhi as per details given below:-

1. The tender is for AMC for computers and peripherals along with Consumables items (as and when required basis) at EPI Corporate Office and NRO, New Delhi as described in the Tender notice. The scope of work, detailed specification, Terms and Conditions, Price schedule and Pre-Qualification are given in Annexure-I, II, III and IV.

2. The tenderer is required to sign each page of Tender Documents and return the complete Tender Documents duly signed and stamped on each page.

3. Tender shall be submitted by 07.05.2015 upto 03:00 pm in sealed envelope marked “Tender for AMC for computers and peripherals at Engineering Projects (India) Ltd, New Delhi” at the following address:

   Group General Manager (Contracts)
   Corporate Office
   Contracts Division
   Engineering Projects (India) Ltd.
   Corporate Office
   Core – 3, Scope Complex
   7, Institutional Area
   Lodhi Road
   New Delhi – 110003
   Phone No: 24361666
   Fax No: 011 – 24363426
   E – Mail: contracts@epi.gov.in

Techno-commercial bid shall be opened on 07.05.2015 at 04:00 pm in the presence of the representatives of Bidders who choose to present themselves.

4. The tenderer is required to submit their offer in 2 separate sealed and super scribed envelopes indicating the following:-

   1st Envelope (Techno-Commercial Bid)
   The tenderer are requested to furnish the documents required for pre-qualification in this envelope. In this envelope the tenderer should also keep the EMD, complete Tender Documents duly signed and stamped by them on each page as their acceptance, deviation sheet (if any) and unpriced copy of price bid and super scribe the envelope with “Techno-Commercial Bid” for NIT No.DLI/CON/ITD/464 dt. 22.04.2015 for “AMC of computers & peripherals along with consumables (on as and when required basis)”

   2nd Envelope (Price Bid)
   The form of Price Bid duly filled in with the rates both in words and figures in the same form as issued to tenderer should be submitted in this envelope, with superscription “Price Bid” for NIT No DLI/CON/ITD/464 dt.22.04.2015 for “AMC of computers & peripherals along with Consumable part list (as and when required basis)”. No terms and conditions or deviations if any or any other thing should be kept in this envelope.
The two envelopes should be enclosed again in a sealed cover super scribed as Tender for AMC of Computers & Peripherals for NIT No. DLI/CON/ITD/464 Dt 22.04.2015.

The sealed price-bid of such tenderer who are found suitable & acceptable on scrutiny of documents furnished by them in first envelope shall only be opened. The tenders of all such parties, who are not found suitable, shall not be considered and their earnest money deposit will be returned on submission of request letter from the bidder. The decision of EPI in this regard shall be final & binding on the party. Tenderer who qualifies for price bid opening shall be intimated by fax/courier/phone/email to attend the price bid opening.

5. FOR ITEM RATE TENDERS

The tenderer should quote their item rates in figures and words in the prescribed form of Price Bid in Annexure-I and Annexure II only. In absence of which the Bids may not be considered and are likely to be rejected. The amount of each item should be worked out and requisite totals and page totals given. The page total and total should also be written in both figures and words.

All corrections/cuttings should be signed by the tenderer. Each page of the tender should be signed and stamped by the tenderer. In the event of discrepancy between rate in figures and words the rate quoted in words shall be treated as correct. In case there is discrepancy between rate and amount worked out the rate quoted shall be taken as correct and not the amount.

Price shall be entered against each item in Bill of Quantities where quantities are given. The cost of item against which the tenderer has failed to enter a rate or price shall be deemed to be covered by rates and prices of other similar items in the Bill of Quantities and no extra payment shall be made for the quantities executed for items against which rate has not been quoted by contractor. However, the contractor has to quote rate against “LS” items.

For any other discrepancy, the decision of Tender Scrutiny Committee of EPI shall be final & binding on the tenderer including rejection of Tender and forfeiture of EMD.

6. EPI reserves the right to postpone the tender submission date and issue required amendment, if any. Selected tenderer may be called for discussions/clarifications after the tenders have been scrutinized, if required.

7. The tenderers are required to deposit Earnest Money Deposit (EMD) of an amount of Rs 24,000 as follows:

a) The EMD shall be in the form of crossed Demand Draft drawn in favour of Engineering Projects (India) Ltd., New Delhi. Tenders not accompanied with EMD are liable to be rejected.

EMD must be submitted in 1st envelope super scribed as “Techno-Commercial”. The tenderer must not keep Earnest Money with Price Bid in the 2nd envelope.

8. EMD deposited shall be returned to the unsuccessful tenderer on submission of request letter from the bidder after decision has been taken by EPI on the tenders received.

9. Tenders with following discrepancies are liable for rejections;

a) Tenders with over-written or erased rates or rates and amounts not written in both figures and words.

b) Tender that is incomplete, ambiguous, and not accompanied by the documents asked for or submitted without/inadequate EMD.

c) Tender received after specified date/time whether due to postal or other delays.

d) Tender in respect of which canvassing in any form is resorted to by the tenderer.
e) If the tenderer deliberately gives wrong information in his tender or resorts to unfair methods in creating circumstances for the acceptance of his tender, EPI reserves the right to reject such tender at any stage.

10. No deviation shall be allowed from the terms and conditions stipulated in the Tender Documents and tender containing deviations are liable to be rejected. If any Deviation is inescapable, the same must be specified in a separate Deviation Sheet and kept in 1st envelope along with techno-commercial bid, otherwise, the tenderer shall be deemed to have accepted all conditions specified in these Tender Documents. EPI does not bind itself to accept any or all deviations. EPI reserves its right to reject such tenders without any further correspondence with the tenderer and their price bid shall not be opened.

11. The tender shall remain valid for a period of 90 days from the due date of receiving the tender by EPI. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable, Engineering Projects (India) Limited without prejudice to any other right or remedy shall be at liberty to forfeit the Earnest Money deposited.

12. These “Instructions to Tenderer” shall form part of the Tender documents.

13. Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & condition and specifications of the work to be done. No claim of tenderer whatsoever, within the purview of this clause, shall be entertained at any stage.

14. EPI takes no responsibility for tenders lost/delayed in postal transit and therefore, tenderer should lodge their tenders sufficiently in advance.

15. EPI reserves the right to reject/split any or all tenders or annul this process at any stage without assigning any reasons thereof and EPI does not bind itself to accept the lowest tender. The tenderer shall have no claim on EPI on this account whatsoever.

16. Tenderer shall submit all the required documents along with their tenders in the first envelope (Techno-Commercial Bid) as mentioned in Bidder Eligibility Criteria of Annexure-IV

Seal and signature of the Tenderer