AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: EPI/WRO/CON/730/0132

FOR

‘FALSE CEILING WORKS’ at the Construction of Partially completed Innovation Park Building of C DAC (Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.

VOLUME – I

NIT, Addendum To Instructions To Tenderers, Special Instructions To Bidders For E-Tendering, Letter of Undertaking, Form of Tender, Memorandum, Bidder Information
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NOTICE INVITING e-TENDER (NIT)

1.0 Tender for ‘FALSE CEILING WORKS’ for the Construction of Partially completed Innovation Park Building of C DAC (Centre for Development of Advance Computing) at Panchvati, Pashan Campus, Pune, Maharashtra.

Engineering Projects (India) Ltd. invites Item rate online tenders through e-tendering from the eligible contractors/firms who fulfill the eligibility criteria as per the brief particulars of scope for the “FALSE CEILING WORKS” for the Construction of Partially completed Innovation Park Building of C-DAC Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.” in two bid system (Techno-commercial bid & Price Bid) for the following works:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Work</th>
<th>Estimated Cost</th>
<th>Earnest Money Deposit</th>
<th>Completion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>‘FALSE CEILING WORKS’ for the Construction of Partially completed Innovation Park Building of C DAC Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.</td>
<td>Rs. 55,00,000/- (Rupees Fifty Five Lakh Only )</td>
<td>Rs. 1,10,000/- (Rupees One Lakh ten thousand Only)</td>
<td>4 Months</td>
</tr>
</tbody>
</table>

The brief scope of work included in this tender shall include (but not limited to) ‘FALSE CEILING WORKS’ for the Construction of Partially completed Innovation Park Building of C DAC Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.” The detail of scope of work is given in the tender document.
Time schedule of tender activities.

I. Last Date and Time of download of Tender Documents 24.07.2017 UP TO 11.00 AM

II. Last Date & Time of Online Submission of Tenders: 24.07.2017 UP TO 02.00 PM

III. Last Date & Time of Offline Submission of Tenders: 24.07.2017 UP TO 03.00 PM

IV. Date & Time of Opening of Envelope-1 (Techno-commercial Bid): 24.07.2017 AT 03.30 PM

Contractors who fulfill the following basic qualifying requirements are eligible to participate in this tender. The joint ventures are not accepted.

2.0 The Bidder:

a) Experience of having completed work during the last 7 (Seven) years following ‘similar works’ ending last day of the month previous to the one in which applications are invited:

i) One similar Completed work of costing not less than the amount equal to 80% of the estimated cost

OR

Two similar Completed works of costing not less than the amount equal to 50% of the estimated cost

OR

Three similar Completed work of costing not less than the amount equal to 40% of the estimated cost

The Similar Work shall mean “False ceiling Works of Residential / Non-Residential buildings / Academic Buildings”

ii. For evaluation purpose, the completion cost of works mentioned in the Completion Certificate shall be enhanced by 7% per annum till the end of month prior to date of NIT.

iii. The cost of free issue materials shall not be included in the completion cost of works.

b) Should have Average Annual Financial Turnover of not less than 30% of the estimated cost in the last three years ending 31.03.2017, duly certified by a
Chartered Accountant. Copy of Audited balance sheets for the previous financial years to be enclosed.

c) Should not have incurred any loss in more than two years during the immediate consecutive last five financial years ending 31.03.2017. Copies of balance sheet/certificate from Chartered Accountant to be submitted.

d) Should have a solvency of 40% of estimated cost issued by a Bank. The Solvency Certificate should not have been issued earlier than one year of last date of submission of the tender

e) Should have valid Permanent Account Number of Income Tax.

f) It is desirable to have valid PF Registration No, It is desirable to have valid PF Registration No, GST Registration number in the state Maharashta.

g) The bidders should confirm whether they are registered with MSME/NSIC. Bidder having valid registration with NSIC under unified registration scheme for category of work which is same as for definition of similar work will be exempted from submission of tender fee and EMD.

Necessary supporting documents substantiating their claim shall be submitted online along with technical bid. Bidders are also advised to ensure that they are eligible for the aforesaid benefits on the basis of submitted documents. It is to be noted that in the absence of requisite supporting documents the benefit shall not be extended and in such cases if the offer is received without requisite tender fee and EMD the bid will be rejected.

h) Bid Capacity: The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to Tender. The bidding capacity shall be worked out by the following formula:

\[
\text{Bidding Capacity} = [A \times N \times 2] - B \\
\text{Where,}
\]

\[A\] = Maximum value of construction works executed in any one year during the last (05) five years taking into account the completed as well as works in progress.

\[N\] = Number of years prescribed for completion of work for which bids have been invited
B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited. The Bidder is requested to furnish the existing commitments on works under execution along with stipulated period for completion of remaining for each of the work should be furnished in an affidavit on non-judicial stamp paper of value of Rs. 100/- duly certified that the particulars furnished are correct as per the Performa in Annexure-A (enclosed)

3.0 Though an applicant may satisfy the eligibility criteria, EPI reserves the right for not issuing the tender document if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

4.0 Tender documents comprising of the following are available on the website of EPI: www.enginneringprojects.com & CPP Portal: www.eprocure.gov.in and as well as on TCIL portal http://www.tcilindia-electrontictender.com

(i) Notice Inviting Tender, Instruction to Tenderers, Special Instruction to Bidder for e Tendering, Memorandum, Form of Tender, Letter of Undertaking- (Vol-I)


(iii) Price Bid - (Vol-III)

5.0 In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

6.0 Interested bidders have to necessarily register themselves on the portal https://www.tcilindia-electrontictender.com through M/s Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities: M/s Telecommunications Consultants India Limited, 6th Floor, TCIL Bhawan, Greater Kailash – 1, New Delhi – 110 048
Contact No. : 011-26241790, 9868393717/75/92, Email-ID: ets_support@tcil-india.com
For proper uploading of the bids on the portal namely https://www.tcil-indiaelectronictender.com (hereinafter referred to as the '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 M/s Telecommunications Consultants India Limited, New Delhi directly, as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

7.0 Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from **18:00 Hrs. on 10.07.2017** however interested bidders have to pay tender fees for participating in the tendering and submitting the bid also necessary portal charges are to be paid for participation. For this purpose the interested bidders shall be required to pay **Rs. 5,000** as non-refundable **Tender fee** in the form of demand draft in favour of Engineering Projects (India) Ltd.’ payable at Mumbai.

8.0 Relevant experience certificate and other documents as mentioned in **Clause No. 2.0 (a) to 2.0 (h) & Clause No 21 (a) to (l) of NIT**, duly attested by Gazetted officer not below the rank of Executive Engineer or equivalent or Notary Public fulfilling the qualifying criteria shall be submitted online as part of Technical Bid. Completion Certificate from clients shall be in the name of the Company who is submitting the tender. The Bidder has to produce original documents for verification at the time of opening of tender or as and when demanded.

9.0 E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to **Clause No. 2.0 (a) to 2.0 (h) & Clause No 21 (a) to (l) of NIT**, duly attested by Gazetted officer not below the rank of Executive Engineer or equivalent or Notary Public fulfilling the qualifying criteria under Single Stage Two Envelope Bidding Procedure on the TCIL portal on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders’ representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging in to the portal as per features available to
them. Second envelope i.e. Price part shall be opened of technically qualified bidders. The bid must be accompanied by an **Earnest Money Deposit (EMD)** of **Rs: 1,10,000/- (Rupees One Lakh Ten Thousand Only)** This can be either in the form of Crossed Demand Draft or Pay Order of any Nationalized Bank/Scheduled Bank for the full amount of EMD payable favouring “Engineering Projects (India) Ltd.”, payable at Mumbai or in the form of Bank guarantee of any Nationalized Bank/Scheduled Banks, in accordance with the prescribed Performa, favouring “Engineering Projects (India) Ltd.”. The EMD shall be valid for minimum period of 150 days (one hundred fifty) from the last day of submission of tender. Tenders submitted without EMD or inadequate amount of EMD shall be rejected. The bid shall be valid for 90 days from date of opening of Price Bid. Tender fee, EMD (In original), and Power of Attorney, Annexure-A affidavit of NIT, NSIC certificate as per Clause if bidder is claiming EMD/Tender fee exemption and Pass Phrase (Both for technical and financial bid in separate envelope) to decrypt the bid must be submitted in physical form at the address given at NIT on or before last date and time of online bid submission. If the above documents are not received in time then there offer shall not be considered and EPI shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

**10.0** The Terms & Conditions contained in this NIT and tender documents shall be applicable. In case of any unscheduled holiday taken place on the last day of issue of tender/submission of tender, the next working day will be treated as scheduled day and time for issue/submission of Tender.

**11.0** The rates quoted by the bidder shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to rates or any escalation shall be allowed on account of any increase in prices of materials, labour, POL and Overheads etc during the entire contract period or extended contract period.

**12.0** EPI reserves the right to accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and Liability whatsoever and to re-invite the tender at its sole discretion.

**13.0** The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the EPI’s website/CPP portal as well as on TCIL portal [http://www.tcil-india-electronictender.com](http://www.tcil-india-electronictender.com) the bidders are required to check these websites regularly for this purpose, to take into account before uploading/submission of tender. All Corrigendum and addendum are to be uploaded duly signed & stamped with tender documents as bid Annexure.
14.0 The price bid of those bidders who are qualified based on the technical documents submitted in envelope 1 shall only be opened. However, it is made clear that the offer of the L-1 bidders shall be accepted subject to the confirmation of authentically of the PQ documents/BG from the concerned department/bank.

15.0 EPI reserves the right to extend the date of submission of the tender or cancel the tender or accept any tender or reject any or all tenders or split the work of tender or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion.

16.0 Disqualification

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if;

a) Representation in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.

b) They have record of poor performance during the past 10 years such as abandoning the work, rescinding of contract for which the reasons are attributable to the nonperformance of the contractor, inordinate delay in completion, consistent history of litigation / arbitration awarded against the contractor or any of its constituents or financial failures due to bankruptcy etc. in their ongoing / past projects.

c) They have submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.

d) If the tenderers attempt to influence any member of the committee. EPI reserves its right to take appropriate action including disqualification of tenderer(s) as may be deemed fit and proper by EPI at any time without giving any notice to the contractor in this regard. The decision of EPI in the matter of disqualification shall be final and binding on the Tenderers.

17.0 In case of tie-tender, where two firms are bidding lowest, EPI reserves the right to split the work among these bidders and / or EPI will reserve the right to award the tender to any one of such bidder.

18.0 The Drawings given with the Tender Documents are TENDER DRAWINGS and are indicative only.
19.0 In case of any discrepancy between the downloaded tender and the approved hard copy, the approved hard copy shall hold good for contractual as well as legal purposes.

20.0 Bidder confirms that they have read and understood and have copies of the ‘Tender Documents’ and have visited the site and their offer is based on the ‘tender Documents’ and caters to all the works, requirements, etc. thereof.

21.0 Tenderer shall submit duly stamped & signed scan copy of following documents online.
   a) Details of similar works executed along with completion certificate & copy of Work order for qualification as per PQ criteria.
   b) List of works executed during the last 5 years indicating name of the Client, value, date of start and completion along with completion certificate
   c) List of works under execution indicating name of the Client, Total Contract Value, Value of balance work in hand, date of start and completion.
   d) CA certified audited balance sheets and profit and loss accounts along with schedules for the last 3 years.
   e) Copy of PAN Card Certificate
   f) Copy of GST Registration certificate
   g) List of Plant & Equipment’s available with bidder
   h) Details of manpower available with Bidder.
   i) Registration Certificate/Memorandum and Articles of Association/Partnership Deed/Affidavit
   j) Form of Tender & Letter of Undertaking
   K) All tender document signed & stamped including Blank price Bid
   l) Any other document as stipulated above and in “Tender Documents’

22.0 It is desired that the bidder visits the site before submitting the bid to assess the ground condition and working conditions at site. Incase bidder decide not to visit site, they shall be responsible for all the consequences there of. **Bidder to submit a self-declaration with the bid in respect of the same.**
Contact details for site related Queries / Visit:
Senior Manager, S/I
Engineering Projects (I) Limited
C DAC Innovation Park Building Project
Panchvati, Pashan Pune -411008
Mail: epicdacpune@gmail.com

For more information on EPI, visit our website at: www.engineeringprojects.com
For more information on the e-tender visit website of M/s Telecommunications Consultants India Limited, New Delhi at:
https://www.tcil-india-electronic tender.com

23.0 All correspondence with regard to the above shall be to the following address (By Post/In Person)

Addl. General Manager (Contracts)
Engineering Projects (India) Ltd.
Bakhtawar, 6A, 6th Floor Nariman Point,
Mumbai – 400 021
Office Phone- 022-2204 9230
Email: wro-contracts@engineeringprojects.com
## BID CAPACITY

**Name of the Work**: ‘FALSE CEILING WORKS’ at the Construction of Partially completed Innovation Park Building of C DAC (Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.”

**NIT No**: EPI/WRO/CON/730/

**ESTIMATED COST PUT TO TENDER**: Rs. 55,00,000/-

**Bid Capacity**: The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to Tender. The bidding capacity shall be worked out by the following formula:

\[
\text{Bidding Capacity} = [A \times N \times 2] - B
\]

Where,

- \(A\) = Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works in progress
- \(N\) = Number of years prescribed for completion of work for which bids have been invited
- \(B\) = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited (Format enclosed)

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**BID CAPACITY CALCULATION BY BIDDER**

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**SIGN & STAMP OF BIDDER**
**ANNEXURE-A**

**AFFIDAVIT**

(To be typed on Rs. 100/- non-judicial stamp paper)

I/We ..............................................aged ..............years son of ..............................................do hereby solemnly affirm and declare as follows for and on behalf of the Firm:

**LIST OF EXISTING COMMITMENT AND ONGOING WORKS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Works</th>
<th>Client Name &amp; Address</th>
<th>Work Order Value (in Rs)</th>
<th>Work Executed till Date (Rs)</th>
<th>Balance Amount of work to be completed (Rs)</th>
<th>Balance period to complete the works (Total months)</th>
<th>Work to be completed in 04 month (Rs)</th>
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<tr>
<td>1</td>
<td>2</td>
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Balance Commitments during 04 month as per NIT   Rs

It is certify that the above particulars furnished are true and correct. If any information given is found to be concealed at a later date, the Contract will be terminated forthwith without prejudice to the rights thereon consequent on termination and the bidder will be blacklisted. I/We agree for debarring tendering for one year if any facts are suppressed.

**SIGN AND STAMP OF BIDDER**

Signature of Notary Public

Signature of EPIL                      Signature of Bidder
ADDENDUM TO INSTRUCTIONS TO TENDERERS

Mode of submission of tender is through e-Bids only. Hence Clause No.1.0 of ITT is deleted.

Kindly refer “Special instructions to Bidders for e-Tendering” for downloading & uploading of tender documents as per NIT.
Special instructions to Bidders for e-Tendering

General

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, Engineering Projects (India) Ltd. has decided to use the portal https://www.tcil-india-electrionictender.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 Suppliers are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Sealed Bid System

- Single Stage Two Envelope

Broad Outline of Activities from Bidder’s Perspective:

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System® (ETS)
3. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
4. View Notice Inviting Tender (NIT) on ETS
5. For this tender -- Assign Tender Search Code (TSC) to an MA
6. Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading ‘Free Copy of Tender Documents’. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
7. Clarification to Tender Documents on ETS
– Query to *Engineering Projects (India) Ltd.* (Optional)

8. View response to queries posted by *Engineering Projects (India) Ltd.*

9. Bid-Submission on ETS

10. Attend Public Online Tender Opening Event (TOE) on ETS

   – Opening of relevant Bid-Part (PQ Application)

11. Post-TOE Clarification on ETS (Optional)

   – Respond to *Engineering Projects (India) Ltd.* Post-TOE queries

12. Attend Public Online Tender Opening Event (TOE) on ETS

   – Opening of relevant part (Financial-Part)

   (Only for PQ Responsive Bidders)

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](http://www.cca.gov.in)].

**Registration**

To use the Electronic Tender® portal [https://www.tcil-india-electrionictender.com](https://www.tcil-india-electrionictender.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.

**Any Instructions for Online/ Offline Payment of Registration Fee??**

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.

<table>
<thead>
<tr>
<th>TCIL/ ETS Helpdesk</th>
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<tbody>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
<td>Customer Support: <strong>011-26241790 (multiple lines)</strong></td>
</tr>
<tr>
<td></td>
<td>Emergency Mobile Numbers: +91-9868393775, 9868393717, 9868393792</td>
</tr>
<tr>
<td><strong>E-mail ID</strong></td>
<td><a href="mailto:ets_support@tcil-india.com">ets_support@tcil-india.com</a></td>
</tr>
<tr>
<td></td>
<td>[Please mark CC: <a href="mailto:support@electronictender.com">support@electronictender.com</a>]</td>
</tr>
</tbody>
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<tr>
<th>Contact</th>
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<tbody>
<tr>
<td><strong>Engineering Projects (India) Ltd.</strong></td>
<td><strong>Addl. General Manager (Contracts)</strong></td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Engineering Projects (India) Ltd.</td>
</tr>
<tr>
<td></td>
<td>6A, Bakhatawar, Nariman Point</td>
</tr>
<tr>
<td></td>
<td>Mumbai</td>
</tr>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
<td>Tele fax No. 022-22882177</td>
</tr>
<tr>
<td></td>
<td>Office Phone- 022-22049230</td>
</tr>
<tr>
<td><strong>E-mail ID</strong></td>
<td><a href="mailto:wro-contracts@engineeringprojects.com">wro-contracts@engineeringprojects.com</a></td>
</tr>
</tbody>
</table>
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
  - Technical-Part
  - Financial-Part

Offline Submissions:

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.

Contact Persons Name: **Addl. General Manager (Contracts)**

Engineering Projects (India) Ltd.
Bakhtawar, 6A, 6th Floor Nariman Point,
Mumbai – 400 021
Office Phone- 022-22049230
Email: wro-contacts@engineeringprojects.com

The envelope shall bear (the project name), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

1. Tender Fee of **Rs. 5,000/- (Rupees Ten Thousand)** in form of DD. *(Original)*
2. Earnest Money Deposit *(EMD)* of Rs: **1,10,000/- (Rupees One lakh Ten Thousand Only)** in the form of Bank Guarantee/DD. *(Original)*
3. Letter of authorization shall be indicated by written power-of-attorney. *(Original)*
4. Annexure – A affidavit for bid capacity (Refer Clause No. 2 (h) of NIT) on non-judicial stamp paper of value of Rs. 100/
5. Documentary evidence with regard to registration with NSIC as mentioned in Clause No.2 (g) of NIT for tender fees & EMD waiver.
6. Pass-phrase (**Both for technical and financial bid in separate envelope**) to decrypt the Bid.

**Note:** The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission in addition to PQ documents listed in NIT Clause.
Note: Bidders are required to pay applicable ETS bidding fees on line at the
time of bid submission.

Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multi-
dimensional 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 Encrpter™ 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 (eg 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-
encription 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 (eg the higher price) for the purpose of short-listing, and the
lower of the two pieces of information (eg 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.

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

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 Engineering Projects (India) Ltd. 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-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 offline 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 enhances 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.

**SEVEN CRITICAL DO’S AND DON’TS FOR BIDDERS**

Specifically for Supplier organizations, the following 'SEVEN 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 --Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS

4. For responding to any particular tender, the tender (i.e its Tender Search Code or TSC) has to be assigned to an MA. Further, an ‘Official Copy of Tender Documents’ should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

5. 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)

6. 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)

7. 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, sixth and seventh instructions are relevant at all times.
LETTER OF UNDERTAKING  
(On Company letter head)

To,
Addl. GENERAL MANAGER (CONTRACTS)  
ENGINEERING PROJECTS (INDIA) LIMITED  
6A, BAKTAWAR,  
NARIMAN POINT  
MUMBAI.

REF: TENDER FOR (Name of Work as mentioned in “Notice Inviting Tender”)  
NIT No. : 

Sir,

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. The Tender Documents for the work as mentioned in “Memorandum” to “Form of Tender” have been issued to me / us by ENGINEERING PROJECTS (INDIA) LIMITED and I / We hereby unconditionally accept the tender conditions and Tender Documents in its entirety for the above work.

2. The contents of clauses of the Tender Documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening “Price Bid”, I / We agree that my/our tender shall be summarily rejected and EPI shall, without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money absolutely.

3. The required Earnest Money for this work is enclosed herewith.

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer
Dated :
FORM OF TENDER
(On Company letter head)

To,

Addl. GENERAL MANAGER (CONTRACTS)
ENGINEERING PROJECTS (INDIA) LIMITED
6A, BAKTAWAR,
NARIMAN POINT
MUMBAI.

REF: TENDER FOR (Name of Work as mentioned in “Notice Inviting Tender”)

NIT No. :

1. I/We hereby tender for execution of work as mentioned in “Memorandum” to this “Form of Tender” as per Tender Documents within the time schedule of completion of work as per separately signed and accepted rates in the Bill of Quantities quoted by me / us for the whole work in accordance with the Notice Inviting Tender, Conditions of Contract, Specifications of materials and workmanship, Bill of Quantities Drawings, Time Schedule for completion of jobs, and other documents and papers, all as detailed in Tender Documents.

2. It is agreed that the time stipulated for jobs and completion of works in all respects and in different stages mentioned in the “Time Schedule for completion of jobs” and signed and accepted by me/us is the essence of the contract. I/We agree that in case of failure on my/our part to strictly observe the time of completion mentioned for jobs and the final completion of works in all respects according to the schedule set out in the said “Time Schedule for completion of jobs” and stipulations contained in the contract, the recovery shall be made from me/us as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however be granted by EPI at its entire discretion for some items, and I/We agree that such extension of time will not be counted for the final completion of work as stipulated in the said “ Time schedule of completion of jobs”.

3. I/We agree to pay the Earnest Money, Security Deposit cum Performance Guarantee, Retention Money and accept the terms and conditions as laid down in the “Memorandum” to this “Form of Tender”.

Signature of EPIL  22  Signature of Bidder
4. Should this Tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in Tender Documents elsewhere and in default thereof, allow EPI to forfeit and pay EPI, or its successors or its authorized nominees such sums of money as are stipulated in the Tender Documents.

5. I/We hereby pay the earnest money amount as mentioned in the “Memorandum” to this “Form of Tender” in favour of Engineering Projects (India) Limited payable at place as mentioned in the “NIT/ITT”.

6. If I/we fail to commence the work within 10 days of the date of issue of Letter of Intent and / or I/We fail to sign the agreement as per Clause 84 of General Conditions of Contract and/or I/We fail to submit Security Deposit cum Performance Guarantee as per Clause 9.0 & 9.1 of General Conditions of Contract, I/We agree that EPI shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent and to forfeit the said earnest money as specified above.

7. I/We are also enclosing herewith the Letter of Undertaking on the prescribed pro-forma as referred to in condition of NIT.

Date the________________________ day of

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS):

OCCUPATION

ADDRESS

________________________________________

SEAL OF TENDER  ________________________________
**MEMORANDUM**

**Ref**: ‘FALSE CEILING WORKS’ at the Construction of Partially completed Innovation Park Building of C DAC (Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.

**NIT No.:**

<table>
<thead>
<tr>
<th>SI NO.</th>
<th>Description</th>
<th>Clause Nos</th>
<th>Values/Description to be applicable for relevant clause(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Name of work</td>
<td></td>
<td>‘FALSE CEILING WORKS’ for the Construction of Partially completed Innovation Park Building of C DAC (Centre for Development of Advance Computing) at Panchvati, Pashan Pune Campus, Pune, Maharashtra.</td>
</tr>
<tr>
<td>ii.</td>
<td>Client</td>
<td></td>
<td>Centre for Development of Advance Computing (CDAC) at Pune Campus, Pune.</td>
</tr>
<tr>
<td>iii.</td>
<td>Type of Tender</td>
<td></td>
<td>Item Rate Contract</td>
</tr>
<tr>
<td>iv.</td>
<td>Earnest Money Deposit</td>
<td>NIT</td>
<td>Rs: 1,10,000/-</td>
</tr>
<tr>
<td>v.</td>
<td>Duration of contract</td>
<td>NIT</td>
<td>04 Months</td>
</tr>
<tr>
<td>vi.</td>
<td>Mobilization Advance</td>
<td>8</td>
<td>No</td>
</tr>
<tr>
<td>vii.</td>
<td>Interest Rate on Mobilization Advance</td>
<td>8</td>
<td>NA</td>
</tr>
<tr>
<td>viii.</td>
<td>Number of installments for recovery of Mobilization</td>
<td>8</td>
<td>NA</td>
</tr>
<tr>
<td>ix.</td>
<td>Schedule of Rates applicable</td>
<td>69</td>
<td>NA</td>
</tr>
<tr>
<td>x.</td>
<td>Validity of Tender</td>
<td>4</td>
<td>90 days from opening of Price Bid</td>
</tr>
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<td></td>
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<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>xi.</td>
<td>Security Deposit</td>
<td>9</td>
<td>5% of contract value within 10 days from the date of issue of LOI through fax/email.</td>
</tr>
<tr>
<td>xii.</td>
<td>Retention Money</td>
<td></td>
<td>5% of contract value shall be deducted in the manner set out in this contract and shall be returned on submission of Bank Guarantee.</td>
</tr>
<tr>
<td>xiii.</td>
<td>Time allowed for starting the work</td>
<td>43.0</td>
<td>The date of start of contract shall be reckoned 10 days from date of issue of LOI.</td>
</tr>
<tr>
<td>xiv.</td>
<td>Defect Liability Period</td>
<td>74.0</td>
<td>12 months from the date of taking over by client.</td>
</tr>
<tr>
<td>xv.</td>
<td>Arbitration</td>
<td>ACC Cl No 24</td>
<td>As per Additional contract conditions</td>
</tr>
<tr>
<td>xvi.</td>
<td>Jurisdiction</td>
<td>ACC Cl No 24</td>
<td>Mumbai Courts</td>
</tr>
</tbody>
</table>

**SIGNATURE OF BIDDER**

**NAME (CAPITAL LETTERS):**

____________________________________

**OCCUPATION**

____________________________________

**ADDRESS**

____________________________________

____________________________________

**SEAL OF BIDDER**
## BIDDER INFORMATION

| **Company Name*** |  |
| **Registration Number*** |  |
| **Registered Address*** |  |
| **Name of Partners/Directors** |  |
| **Bidder type*** |  |
| Indian/Foreign |  |
| **City*** |  |
| **State*** |  |
| **Country*** |  |
| **Postal code*** |  |
| **PAN/TAN Number*** |  |

(PAN/TAN number must have 10 characters. e.g. AESTG2458A)
For bidders who do not have PAN/TAN number may enter TEMPZ9999 as the PAN/TAN number.

| **Company’s Establishment Year** |  |
| **Company’s Nature of business*** |  |
| **Company’s Legal status*** |  |
| Limited company/Undertaking/Joint venture/Partnership/others |  |
| **Company Category*** |  |
| Micro unit as per MSME/Small unit as per MSME/Medium unit as per MSME/Ancillary unit/Project of affected person of this company/SSI/others |  |

<p>| <strong>Contact Details</strong> |  |
| Enter Company’s Contact Person Details |  |
| <strong>Title</strong>* |  |
| Mr/Mrs/Dr/Shree/Ms |  |
| <strong>Contact Name</strong>* |  |</p>
<table>
<thead>
<tr>
<th>Date of Birth* (DD/MM/YYYY)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Email*</td>
<td>(Correspondence Email ID can be same as your Login ID. All The mail correspondence will be sent only to the Correspondence Email ID.)</td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone *</td>
<td>(Phone details eg: +91 044 22272449)</td>
</tr>
<tr>
<td>Mobile*</td>
<td></td>
</tr>
</tbody>
</table>

**BANKER DETAILS**

<table>
<thead>
<tr>
<th>PAN NO*</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>GST NO*</td>
<td></td>
</tr>
<tr>
<td>ACTIVE BANK A/C DETAILS*</td>
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<tr>
<td>A/C NO*</td>
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<tr>
<td>A/C TYPE*</td>
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<td>BRANCH ADDRESS*</td>
<td></td>
</tr>
<tr>
<td>IFSC *</td>
<td></td>
</tr>
</tbody>
</table>

*Mandatory information (must be filled by the bidders)*