Instructions to Tenderers

Introduction:

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

The tender is for ‘Tender for engagement of Manpower Supply Agency for supplying of manpower on Temporary basis for Office Assistant/Draftsman/Receptionist /Drivers, Security Guards/watchman, Housekeeping/Cleaner, Carpenter, Plumber, Electrician, Supervisor (Engg.), Stenographer, Jr. Supervisor (Engg.), Accountant, Cook etc. at Corporate Office/ NRO, Engineering Projects (I) Ltd., Core-3, Scope Complex, Lodhi Road, New Delhi’. as described in Notice Inviting Tender. In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities

ii. Interested bidders have to necessarily register themselves on the portal https://www.tcil-india-electronic.tender.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, 98683 93717/75/92
Email-ID: ets_support@tcil-india.com

iii. They may obtain further information regarding this tender from ED(Contracts) at the address given at Clause No.14 of NIT from 10:00 hours to 17:00 hours on all working days till the last date of online submission of Bidding Documents.

iv. For proper uploading of the bids on the portal namely https://www.tcil-india-electronic.tender.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.

v. Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 18:00 Hrs. on 21.09.2017; however interested bidders have to pay tender fees for participating in the tendering and submitting the bid.
For this purpose the interested bidders shall be required to pay Rs.10,000/- (Rupees Ten Thousand only) as non-refundable document fees in the form of demand draft in favour of ‘Engineering Projects (India) Ltd.’ payable at New Delhi.

vi. E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining pre-qualification 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 into the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders.

vii. The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two Lakhs 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 New Delhi. The EMD shall be valid for minimum period of 90 days (ninety days) from the last day of submission of tender i.e. 12.10.2017 upto 12:00 pm. 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.

viii. Tender fee, EMD (In original), Power of Attorney, NSIC/MSME certificate as per pre-qualification criteria 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 Clause No. 14.0 of NIT on or before Last date and time of online bid submission. If the above documents are not received in time then their 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.

Other instruction to bidders

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

ii. 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 must be put as a part of techno-commercial bid, otherwise, the bidder 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 bidder and their price bid shall not be opened.
iii. Bidders are requested to send their queries regarding ‘Tender Documents’ if any in writing by post or fax or email latest by 03.10.2017 upto 03:00 pm and to the address specified in the NIT.

iv. These ‘Instructions to bidders’ shall form part of the ‘Tender documents’.

v. Submission of a tender by the bidder 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 tenders whatsoever, within the purview of this clause, shall be entertained at any stage.

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

vii. EPI reserves the right to reject any or all tenders or annul this process at any stage and also the right to place orders for full or part work without assigning any reasons thereof. The bidder shall have no claim on EPI on this account whatsoever.

viii. The successful bidder, on award of the work shall not sublet the whole or part of the work without the written permission of EPI.

ix. The words Bidder/Successful Bidder/Contractor are synonymous.

x. EPI reserves the right to split the order.

xi. The order shall be governed by the Indian laws for the time in force.