INSTRUCTIONS TO TENDERERS

1. Single stage two envelope system (technical and price bid) tenders in the prescribed form are invited by Engineering Projects (India) Limited, New Delhi as per details given below.

The tender is for ‘AMC for computers and peripherals at EPI Corporate Office and NRO, 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

2. 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

3. They may obtain further information regarding this tender from ED(Contracts) at the address given below from 10:00 hours to 17:00 hours on all working days till the last date of online submission of Bidding Documents:

Executive Director (Contracts)
Engineering Projects (India) Limited
Core -3, Scope Complex, 7 Lodhi Road,
New Delhi – 110 003
Phone: +91 11 24361666
Fax: +91 11 24363426
Email: contracts@engineeringprojects.com

4. 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.
5. Bidders can download the bid document from the portal any time from 17.10.2017 at 05:00 pm onwards.

6. 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 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.

7. The tenderers are required to deposit Earnest Money Deposit (EMD) of an amount of Rs18000/- (Eighteen Thousand Only) 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.

8. EMD (In original), 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 in point no. 3 above 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.

9. The Corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the EPI's website www.epi.gov.in /CPP portal www.eprocure.gov.in as well as on TCIL portal http://www.tcil-india-electrontictender.com. The bidders are required to check these websites regularly for this purpose, to take into account before submission of tender. All Corrigendum and addendum are to be uploaded duly signed & stamped with tender documents as bid Annexure.

10. The price bid of those bidders who are qualified based on the technical documents submitted in technical bid shall only be opened. Hence the intending bidders must furnish their e-mail id and contact phone number along with the techno-commercial part. 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 from the concerned department. Further, in case the PQ documents such as work experience certificate, bank solvency certificate etc submitted by a bidder is found to be fake, the EMD submitted by him shall be forfeited by EPI without making any reference to him. Further such a tenderer shall be at a risk of losing his right to participate in any tender called by EPI for a minimum period of one year.
11. 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 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 figures and words.

All corrections/cuttings should be signed by the tenderer. Each page of the tender should be signed 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 Price Bid Format 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 items in the Price Bid and no extra payment shall be made for the quantities executed for items against which rate has not been quoted by contractor.

12. 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.

13. The tenderers are required to deposit Earnest Money Deposit (EMD) of an amount of Rs18000/- (Rupees Eighteen Thousand Only) 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.

14. EMD deposited shall be returned to the unsuccessful tenderer after decision has been taken by EPI on the tenders received.

15. Tenders with following discrepancies are liable for rejections;

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

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

   c) Tender in respect of which canvassing in any form is resorted to by the tenderer.

   d) 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.

16. No deviation shall be allowed from the terms and conditions stipulated in the ‘Tender Documents’ and tender containing deviations are liable to be rejected. The bidder shall be deemed to have accepted all conditions specified in these ‘Tender Documents’. EPI reserves its right to reject such tenders without any further correspondence with the bidder and their price bid shall not be opened.
17. The tender shall remain open for acceptance for a period of 90 days from the due date for 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.

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

19. 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.

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

21. 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.

22. (i) The bidder should be registered under GST and is to provide copy of GSTIN.

   (ii) The bidder must comply with GST law in full and must submit periodic returns as prescribed under GST law.

   (iii) The bidder must submit GST complaint invoices to EPI to enable EPI to make payments.

   (iv) Non-compliance of the above and for any reason EPI is unable to avail the Input Tax Credit (ITC) then additional financial implication due to noncompliance shall be recovered/adjusted from the payments due to the bidder or any other dues available with EPI for which no prior notice needs to be given by EPI.

   (v) Bidder are requested to study and understand the newly introduced GST Act and they should quote the rates accordingly. No claim on whatsoever account due to introduction of GST w.e.f. 01-07-2017 shall be entertained by EPI in any stage.