TENDER DOCUMENT

TENDER No: WRO/CON/MINORITY,OBC & ST HOSTEL/0183

FOR

Tender for Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar

VOLUME – I

NIT, Addendum To Instructions To Tenderers, Special Instructions To Bidders For E-Tendering, Letter of Undertaking, Form of Tender, Memorandum, Bidder Information
Tender for appointment of Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar

Estimated Cost of work is 51.00 Crs for which Consultancy Service is to Be provided. Approx. Consultancy Fee: Rs. 30.00 Lacs

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<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>30</td>
</tr>
</tbody>
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ENGINEERING PROJECTS (INDIA) LTD  
(A. Govt. of India Enterprise)

NIT NO: WRO/CON/MINORITY,OBC & ST HOSTEL/0183 Date: 11.05.2018

NOTICE INVITING e- TENDER (NIT)

1.0 Tender for Appointment of Architectural and Design Consultancy firms for Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar as per schedule as under.

Engineering Projects (India) Ltd. invites online offers on lump sum fee basis on behalf of ST & SC Development Department, Govt. of Odisha through e-tendering who meets eligibility criteria as listed below and registered with the Council of Architecture under in Single stage two envelop system (Technical bid & Price Bid) for the following works:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>NAME OF WORK</th>
<th>ESTIMATED COST OF PROJECT FOR WHICH CONSULTANCY SERVICE TO BE PROVIDED</th>
<th>TIME OF COMPLETION OF PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar - District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST &amp; SC Development Department, Odisha, Bhubaneswar at three different locations as per Annexure-I.</td>
<td>Approx.: Rs. 51,00,00,000/- (Rupees Fifty One crore only)</td>
<td>TOTAL 24 MONTHS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Vetting of Design &amp; Detailed Engineering – 3 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Construction Period – 18 Months</td>
</tr>
</tbody>
</table>

2.0 Brief Scope of Work

Scope of work covers but not limited to Concept to Commissioning, Consultancy services including Planning, Designing/Engineering including Detailed Engineering of Surveying & Soil testing, Architectural services, Structural Design, Civil works, Internal & External Electrical works including Substation, DG sets, Fire Fighting, Alarms & Detection, Sanitary and Plumbing works, Drainage & Sewerage works, Compound wall, Internal and External finishes, Intercom, External Roads & Landscaping, Networking, Parking, security system etc including vetting of drawings, all approval/clearances from local, central and state bodies as may be required including all the visits to site by design team as required.
Apart from above, any other services not covered above but required as per direction of EPI and as per detailed scope of work is included in the draft agreement along with NIT.

3.0 Time schedule of Tender activities:

<table>
<thead>
<tr>
<th>I.</th>
<th>Start Date &amp; Time for Downloading of tender documents</th>
<th>From 18:30 hrs on 11.05.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>Last Date and Time of downloading of Tender Documents:</td>
<td>On 24.05.2018 upto 17:30 hrs.</td>
</tr>
<tr>
<td>III.</td>
<td>Last Date &amp; Time of Online/offline Submission of Tenders:</td>
<td>On or before 25.05.2018 upto 17:00 hrs.</td>
</tr>
<tr>
<td>IV.</td>
<td>Date &amp; Time of online Opening of tender (Technical Bid):</td>
<td>On 28.05.2018 at 11:00 hrs.</td>
</tr>
</tbody>
</table>

4.0 Minimum Pre-Qualification Criteria:-

a) The Architect and Design Consultant firm should have experience of successfully completed assignment of comprehensive architectural and engineering consultancy services from concept to commissioning of similar works during the last 7 (seven) years ending last day of month previous to the one in which applications are invited should be either of the following:
   (i) Three similar completed works each costing not less than 40% of the estimated cost put to tender for which consultancy service rendered.
   OR
   (ii) Two similar completed works each costing not less than 60% of the estimated cost put to tender for which consultancy service rendered
   OR
   (iii) One similar completed works each costing not less than 80% of the estimated cost put to tender for which consultancy service rendered

   “Similar work” Shall mean Architecture services for Construction of RCC building Residential/Non Residential/Hostel buildings along with other allied services.

b) The experience certificate should be issued by office not below the rank of Executive Engineer/Project Manager/Unit Head.

c) Bidders must have average Annual Financial Turnover for last three consecutive financial years ending 31.03.2017 from ‘Design & Engineering consultancy services’ should not be less than Rs. 9 lakh. Copies of Balance sheet / Certificate duly certified by from Chartered Accountants to be submitted.

d) One of the Director/Partner/Proprietor of company should be registered with ‘Council of Architecture’ & should have minimum ten years of experience in the field of architectural & consultancy work.

e) Proprietorship /Partnership deed/ Memorandum and Articles of Association of the firm and their details are to be submitted.
f) Tenders must be duly signed with date and sealed. An attested copy of power of attorney/affidavit/Board Resolution executed as under shall accompany the ‘Tender Documents’.

g) Copies of valid PAN of income tax and registration certificate with Council of Architecture etc. are to be submitted.

h) Should have GST Registration No. (Copy of GST Registration certificate to be enclosed).

i) Bidder shall furnish details of Skilled and Trained Manpower Including Engineers, Architects and Technical staff employed and detail of software and hardware etc available with the consultant.

j) Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee.

5.0 EVALUATION OF THE BIDDER

5.1 Bidder will be qualify as per the eligibility criteria based on documentary credentials submitted by the bidder & after the verification of credential. Price bid of technically qualified bidder shall only be opened with prior intimation to the bidder.

5.2 Even though a bidder may satisfy the above requirements, he would be liable to disqualification & not considered for the opening of Price bid if:

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

b) 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, Delay in work completion consistent history of litigation / arbitration awarded against the contractor or any of its constituents or financial failures due to bankruptcy etc. in their on going / past projects.

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

d) If the bidder 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.

e) Not submitted Tender Fee as per NIT condition.

- Selection of the consultants shall be subject to thorough verification of their credential and inspection of similar works (if required) carried out / in progress by them, through a Committee of experts.

- Tenderer shall submit the following documents duly signed and stamped a part of technical bid online only.

  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 7 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 for the last 3 years.

  e) Copy of PAN Card

  f) Copy of GST Registration No. certificate

  g) Details of manpower available.

  h) Registration Certificate/Memorandum and Articles of Association/Partnership Deed/ Affidavit for proof of ownership/Registration

  i) Registered with ‘Council of Architecture’ & should have minimum ten years of experience in the field of architectural & consultancy work

  j) Any other document as stipulated above and in “Tender Documents”

6.0 Tender documents comprising of the following are available on the website of EPI: www.epi.gov.in & CPP Portal www.eprocure.gov.in and TCIL Portal www.tcil-india-electronic-tender.com, the same can be downloaded by the intending bidders.

1. Notice Inviting Tender, Special Instructions of e tendering, Form of tender, Letter of Undertaking, Memorandum, Bidder Information.
3. Price Bid Format (blank).

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

Signature of EPIL 4 Signature of Bidder
8.0 Interested bidders have to necessarily register themselves on the portal https://www.tcilindia-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

They may obtain further information regarding this tender from General Manager (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.

For proper uploading of the bids on the portal namely https://www.tcilindia-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.

9.0 Bidders can download the bid document from the portal any time from 18:30 Hrs. on 11.05.2018, 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. 5,000.00 (Rupees Five Thousand only) plus GST Rs. 900.00 (Nine hundred) total Tender fee Rs. 5900.00 (Rupees Five Thousand Nine Hundred) as non-refundable Tender document fees in the form of demand draft in favor of Engineering Projects (India) Ltd.’ payable at Mumbai & it is submitted in physical format at address mentioned in clause no. 26.

10.0 E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to Clause no. 4.0 & 5.0 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 the qualified Bidders only.

The bid shall be valid for 90 days from date of opening of Price Bid.

Tender fee, Power of Attorney, NSIC/MSME certificate as per Clause if bidder is claiming 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 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.

11.0 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 submission of tender, the next working day will be treated as scheduled day and time for submission of Tender.

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-electronicltender.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 It is made clear that the offer of the L-1 bidders shall be accepted subject to the confirmation of authenticity of the PQ documents.

15.0 The Bidder should not have been blacklisted in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body and/or its Undertaking company during last seven years ending last day of the previous month of date of NIT.

16.0 The quoted rates shall be inclusive of all taxes, GST, duties, levies etc. applicable as on date of publication of NIT. The consultant is required to submit invoice indicating details of applicable taxes separately. Any variation in taxes after date of submission will be adjusted/reimbursed by EPI.

17.0 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.

18.0 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.

19.0 The successful bidder shall be required to sign an agreement in the format enclosed.

20.0 The present scope of work is for Construction of Hostel Buildings in Three (3) locations. Client may consider award of such similar works at more locations. The consultant shall agree to execute the same at the quoted rate at more locations on pro rata basis.

21.0 The Consultant shall enter into a Contract Agreement with EPI within 10 days of the date of Letter of Intent or within such extended time, as may be granted by EPI. The cost of stamp papers, stamp duty, registration, if applicable on the contract, shall be borne by the

Signature of EPIL 6  Signature of Bidder
22.0 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.

23.0 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. The tenderer shall furnish a **declaration** to this effect that no addition/deletion/corrections have been made in the downloaded tender document being submitted by him and it is identical to the tender document appearing on the Website.

24.0 The tenderer shall upload his technical, financial and organizational data to establish his eligibility and other tender requirements. All the pages shall bear serial page numbers and seal with signature of tenderer. There shall be Index sheet in the beginning.

25.0 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.

26.0 The tender documents shall be issued by and submitted to:

**Addl. General Manager (Contracts)**
Engineering Projects (India) Ltd.
Bakhtawar, 6A, 6th Floor
Nariman Point, Mumbai – 400 021
Tele fax No. 022-22882177, Office Phone- 022-22049230
Email: wro-contracts@engineeringprojects.com

27.0 Contact details for site related Queries:

Sr. Manager (Tech), at Mobile No. 09424140174/0674-2397297
Email: d.patra@engineeringprojects.com, debasis2104@gmail.com

For more information on EPI, visit our website at: [http://www.epi.gov.in](http://www.epi.gov.in) for more information on the e-tender visit website of M/s Telecommunications Consultants India Limited, New Delhi at: [https://www.tcil-india-electronictender.com](https://www.tcil-india-electronictender.com).

**Addl. General Manager (Contracts)**
Date: 11/05/2018
## Details of Locations

### Annexure - I

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<thead>
<tr>
<th>Sr no.</th>
<th>Name of work</th>
<th>Name of District</th>
<th>Location of Hostel</th>
<th>No. of Hostel</th>
<th>Capacity</th>
<th>Total Value (Rs. in Lacs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Construction of Post metric 100 seated hostel for OBC students</td>
<td>Khorda</td>
<td>Bhubaneswar</td>
<td>Boys – 10</td>
<td>100 Seated Each</td>
<td>3000</td>
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<tr>
<td></td>
<td></td>
<td>Ganjam</td>
<td>Berhampur</td>
<td>Boys – 5</td>
<td>100 Seated each</td>
<td>1500</td>
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<tr>
<td></td>
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<td>Keonjhar</td>
<td>Keonjhar</td>
<td>Boys – 2</td>
<td>100 Seated each</td>
<td>600</td>
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<td></td>
<td>Girls – 2</td>
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<td>Guns – 2</td>
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<td></td>
<td></td>
<td></td>
<td>Girls - 17</td>
<td>Capacity</td>
<td>Capacity</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total - 34</td>
<td></td>
<td>5100.00</td>
</tr>
</tbody>
</table>

Total Value | 5100.00
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-electronic Tender.com](https://www.tcil-india-electronic Tender.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 ElectronicTender 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].

**Registration**

To use the Electronic Tender® portal [https://www.tcil-india-electronictender.com](https://www.tcil-india-electronictender.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>
</tr>
</thead>
</table>
| **Telephone/ Mobile** | *Customer Support: 011-26241790 (multiple lines)*  
*Emergency Mobile Numbers: +91-9868393775, 9868393717, 9868393792*  
E-mail ID | ets_support@tcil-india.com  
[Please mark CC: support@electronictender.com] |
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:

Addl. General Manager
Engineering Projects (India) Ltd.
Bakhtawar, 6A, 6th Floor, Nariman Point, Mumbai – 400 021
Telephone No : 022-22049230

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

1. Original copy of the Tender Fee of Rs. 5,000.00 (Rupees Five Thousand only) plus GST Rs. 900.00 (Nine hundred) total Tender fee Rs. 5900.00 (Rupees Five Thousand Nine Hundred) in form of DD payable at Mumbai.
2. Original copy of the letter of authorization shall be indicated by written power-of-attorney.
3. Documentary evidence with regard to registration with NSIC/MSME as mentioned in Clause of NIT for tender fees waiver.
4. Pass-phrase (Both for technical and financial bid in separate envelope) to decrypt the Bid.

Note:

1. 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 Clauses.
2. Bidders are required to pay applicable ETS bidding fees online at the time of bid submission.
3. All other document mentioned in NIT for qualification is to be submitted duly signed and stamped online only.

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 Encrypter™ functionality, the contents of both the ‘ElectronicForms’ 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-encryption 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 (ie 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 BE ENCLOSED IN ENVELOPE-1 ALONGWITH EMD)

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

REF.: Tender for appointment of Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar.

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 clause 1.2 and 1.3 of the Tender Documents (Instructions to Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remark(s) / condition(s) (except unconditional rebate on price, if any) in the ‘Price-Bid’ enclosed in “Envelope-2” 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 “Envelope-2”, 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.

Yours faithfully,
(Signature of the Tenderer)

Seal of Tenderer
Dated :

Signature of EPIL 16
Signature of Bidder
FORM OF TENDER
(On Company letter head)

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

REF.: Tender for appointment of Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar.

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 Security Deposit cum Performance Guarantee, Retention Money and accept the terms and conditions as laid down in the “Memorandum” to this “Form of Tender”.

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.

6. 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:** Tender for appointment of Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST & SC Development Department, Odisha, Bhubaneswar.

**NIT No.: WRO/CON/**

<table>
<thead>
<tr>
<th>SI NO.</th>
<th>Description</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>Architectural Planning, Designing, and Engineering Consultancy Services for Construction of Post matric 100 seated hostel for OBC at three locations i.e. 1. Bhubaneswar – District Khorda 2. Berhampur - District Ganjam 3. Keonjhar - District Keonjhar in Odisha state for ST &amp; SC Development Department, Odisha, Bhubaneswar.</td>
</tr>
<tr>
<td>ii.</td>
<td>Owner/Client</td>
<td>ST &amp; SC Development Department, Govt. Of Odisha</td>
</tr>
<tr>
<td>iii.</td>
<td>Type of Tender</td>
<td>Two Part – Single bid (E-Tender)</td>
</tr>
<tr>
<td>iv.</td>
<td>Earnest Money Deposit</td>
<td>NIL</td>
</tr>
</tbody>
</table>
| v.     | Duration of contract                                                          | TOTAL 24 MONTHS
2. Vetting of Design & Detailed Engineering – 3 Months
3. Construction Period – 18 Months |
| vi.    | Mobilization Advance                                                         | NIL                                                                       |
| vii.   | Interest Rate on Mobilization Advance                                        | NA                                                                       |
| viii.  | Number of instalments for recovery of Mobilization                           | NA                                                                       |
| ix.    | Schedule of Rates applicable                                                  | NA                                                                       |
| x.     | Validity of Tender                                                           | 90 days from opening of Price Bid                                                                                       |
| xi.    | Security Deposit                                                             | 5% of contract value in the form of BG/DD in favor of Engineering Projects (India) Ltd., which shall be submitted within 10 days after issue of LOI |

Signature of EPIL 19  
Signature of Bidder
<table>
<thead>
<tr>
<th></th>
<th>Retention Money</th>
<th>5% of contract value which shall be deducted from each RA Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>xii.</td>
<td>Time allowed for starting the work</td>
<td>Within 10 days from date of LOI</td>
</tr>
<tr>
<td>xiv.</td>
<td>Defect Liability Period</td>
<td>NA</td>
</tr>
<tr>
<td>xv.</td>
<td>Arbitration</td>
<td>There will be no arbitration between EPI/Client and Agency.</td>
</tr>
<tr>
<td>xvi.</td>
<td>Jurisdiction</td>
<td>Mumbai Courts</td>
</tr>
</tbody>
</table>

SIGNATURE OF BIDDER
NAME (CAPITAL LETTERS) : ________________________________
OCCUPATION : ________________________________
ADDRESS : ________________________________

SEAL OF BIDDER
BIDDER'S INFORMATION

(All the bidders must submit the document with filled in data with their offer in Technical bid)

<table>
<thead>
<tr>
<th><strong>Company Name</strong>*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration Number</strong>*</td>
<td></td>
</tr>
<tr>
<td><strong>Registered Address</strong>*</td>
<td></td>
</tr>
<tr>
<td><strong>Name of Partners/Directors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bidder type</strong>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indian/Foreign</td>
</tr>
<tr>
<td><strong>City</strong>*</td>
<td></td>
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<td><strong>State</strong>*</td>
<td></td>
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<tr>
<td><strong>Country</strong>*</td>
<td></td>
</tr>
<tr>
<td><strong>Postal code</strong>*</td>
<td></td>
</tr>
<tr>
<td><strong>PAN/TAN Number</strong>*</td>
<td></td>
</tr>
</tbody>
</table>

(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> |  |
| <strong>Enter Company’s Contact Person Details</strong> |  |
| <strong>Title</strong>* |  |
|   | Mr/Mrs/Dr/Shree/Ms |
| <strong>Contact Name</strong>* |  |
| <strong>Date of Birth</strong>* |  |
| (DD/MM/YYYY) |  |</p>
<table>
<thead>
<tr>
<th>Correspondence Email*</th>
<th>(Correspondence Email ID can be same as your Login ID. All The mail correspondence will be sent only to the Correspondence Email ID.)</th>
</tr>
</thead>
<tbody>
<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>
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<tbody>
<tr>
<td>GST No*</td>
<td></td>
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<tr>
<td>TIN NO*</td>
<td></td>
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<tr>
<td>ACTIVE BANK A/C DETAILS*</td>
<td></td>
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<tr>
<td>A/C NO*</td>
<td></td>
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<tr>
<td>A/C TYPE*</td>
<td></td>
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<tr>
<td>BRANCH ADDRESS*</td>
<td></td>
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<tr>
<td>IFSC *</td>
<td></td>
</tr>
</tbody>
</table>

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