TENDER DOCUMENT

TENDER No.: NRO/CON/779/666

FOR

DESIGN DETAILING AND EXECUTION OF FINISHING & FURNISHING WORKS
OF SOFTWARE TECHNOLOGY PARKS OF INDIA, NEW DELHI

VOLUME – I

NOTICE INVITING E-TENDER (NIT).
MEMORANDUM
SPECIAL INSTRUCTIONS TO TENDERER.
LETTER OF UNDERTAKING
FORM OF TENDER

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVT. OF INDIA ENTERPRISE)
Core-3, Scope Complex,
7, Lodhi Road, New Delhi-110003
TEL NO: 011-24361666, 24366226 FAX NO. 011- 24363426
Tender for interior design detailing and execution of finishing & furnishing works for office Space for STPI-HQ at East Kidwai Nagar, Delhi.

1.0 Engineering Projects (India) Ltd. invites the Lump sum rate open online e-tenders for interior design detailing and execution of finishing & furnishing works for office Space for STPI-HQ at East Kidwai Nagar, Delhi on behalf of "Software Technology Park of India (STPI)" through e-tendering “In two Bid system (Techno-commercial bid & price bid)” from the eligible contractors who fulfill the eligibility criteria as per the brief particulars in the tender documents.

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Estimated Cost including taxes, levies &amp; GST</th>
<th>Period of Completion</th>
<th>EMD Deposit (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior design detailing and execution of finishing &amp; furnishing works for office space for STPI-HQ at East Kidwai Nagar, Delhi (Carpet Area- Approx. 13100 Sqft.)</td>
<td>6.5 Crore</td>
<td>04 Months</td>
<td>13.0 Lac</td>
</tr>
</tbody>
</table>

2.0 OVERALL EVALUATION PROCESS & SELECTION

(a) A Pre-bid meeting and Site visit shall be arranged for the bidders before submission of their final bids so that the detailing on conceptual drawings as per specification of material, execution factors are properly addressed in the bids. On submission of the technical bid, the Committee will examine the bids technically on the basis of past works done by the bidders in order to ensure technical capability and quality of delivery by the bidders and shortlist bidders will be invited for presentation before the Committee for about 30 minutes. At this stage detailing of given design by the shortlisted bidders shall be evaluated and marks will be assigned on their proposal on basis of specifications of the finishes, furniture and furnishings & other execution components of the project.

(b) The evaluation of technical bids (stage-1) for short-listing of eligible bidders shall be done as per the following criteria:
i. Proposals along with detailed specifications and un-priced BOQ with all items and PERT for execution.  

ii. Evaluation of their past experience, and if required, after due inspection of works at site by EPIL.  

- Design Detailing 25 marks  
- Quality of Civil finishing work 10 marks  
- Mechanical Electrical Plumbing (MEP) 10 marks  
- Delivery Period of Projects 05 marks  

**Total** 100 marks  

The financial bids along with priced BOQ (stage-2) will be opened for the bidders who score 70% and above marks in the evaluation of technical bid (stage-1). Priced BOQ shall be referred for variation purpose only.  

The price bid of those bidders whose score 70% and shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 bidder shall be accepted subject to the confirmation of the authenticity of the PQ documents/BG from the concerned department/ Bank.  

Before issue of LOI / Work Order to L-1 Bidder, the detailed proposed design of interiors along with 3D visuals will be forwarded to STPI for their concurrence & final approval, if any modification required, L-1 Bidder has to modify accordingly & no extra cost will be paid.  

**3.0 Technical Proposal:**  

a) The bidder shall explain their proposal through 3D visuals and drawings, presentation boards of major materials if any, as per specifications to be used, based on the conceptual plan drawing provided by EPIL. Unpriced detailed BOQ of all items including but not limited to Civil, Interiors, MEP, IT & AV Systems, Automation, Furniture, Fixtures and art work etc. shall have to be submitted as part of Technical Bid. The bidder shall prepare detailed BOQ themselves mentioned in this tender & complete scope of work including furniture & furnishings carpets wherever necessary. The bidders are advised to address all probabilities in their financial bids.  

b) The brief scope of work included in this tender shall include (but not limited to) execution of the interiors design detailing and works related to civil works, furniture and fixtures, soft furnishing, modular work stations, partitions and paneling, AC Ducting, Fire detection, data network cabling, security system, EPABX, intercom, AV system, video conferencing and storage cabinet etc. The detailed scope of work, technical specifications along with terms and conditions shall be as per outlined in the tender documents.
4.0 **Time schedule of Tender activities:**

(i) Tender documents start Date & Time for Downloading: 12.10.2018 (01:00 PM).

(ii) Pre Bid Meeting on 17.10.2018 at 02:00 PM

(iii) Last Date & Time of Tender Document online Downloading on or before 01.11.2018 up to 05.00 PM.

(iv) Last Date & Time of Tender Document online submission (Technical & Price bid) on or before 02.11.2018 up to 02.00 PM.

(v) Date & Time of Opening of Technical bids: 02.11.2018 at 03.30 PM.

(vi) Date & Time of presentation on 05.11.2018 from 01:00 AM.

(vii) Date & Time of Opening of Tender (Financial Bid): 09.11.2018 at 03.30 PM.

**Venue:** Engineering Projects (India) Ltd., Northern regional office, 2nd Floor Core 3, SCOPE Complex, Lodhi Road New Delhi 110003.

5.0 Bidders who fulfill the following requirements are eligible to participate in this tender. The joint ventures are not accepted.

(a) Bidder should have completed following works during last seven years ending last day of month previous to the one in which tender is invited. The work includes a number of specialized civil, Electrical, Fire Fighting, Modular Furniture, IT Work and HVAC engineering services etc.

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed works each costing not less than the amount equal to 60% of the estimated cost.

Or

One similar completed work costing not less than the amount 80% of the estimated cost put to tender.

For evaluation purpose, the completion cost of works mentioned in the completion certificate shall be enhanced by simple rate of 7% per annum till the end of month prior to the date of NIT. The experience certificate in this regard should be issued by officer not below the rank of Executive Engineer/ Project Manager/ Unit officer.
The experience certificates issued by Government Organizations / Semi Government Organizations / State Government Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies/ Municipal Bodies eligibility of the Public Limited Companies / Non-government organizations shall be accepted for assessing the eligibility of tender.

However, the certificates issued by a Public Limited Company / Non-governmental Organization must be supported by TDS certificates in support of value of work done by the tenderer.

(b) The similar works mean project comprising of finishing and furnishing works, consisting of interiors project’s civil works, furniture and fixtures, soft furnishing, modular work stations, partitions and paneling, AC Ducting, Fire detection, data network cabling, security system, EPABX , intercom, AV system, video conferencing and storage cabinet of office complexes/ infrastructure building/institutional buildings.

(c) Should have average annual financial turnover of not less than 50% of the estimated cost of the work in the last three years ending 31.03.2018 duly certified by Chartered accountant.

(d) Should not have incurred any losses in more than two years during the immediate last five consecutive financial years, ending 31.03.2018, Copies of Annual report/balance sheet and a Certificate from Chartered Accountant is also to be submitted.

(e) Should have a solvency of 40% of the estimated cost issued by bank. The solvency certificate should not have been issued earlier than one year of last date of submission of the tender.

(f) Should have valid Permanent Account Number of Income Tax (Copy of PAN to be enclosed).

(g) It is desirable that the bidder should have valid PF Registration No. In case, the bidders do not have PF Registration No, the same shall be obtained by successful bidder within one month from the date of LOI or before release of First RA Bill whichever is earlier.

(h) It is desirable to have valid GST Registration number in the state of Delhi. In case the bidder does not have valid GST registration number, the same shall be obtained by the successful bidder within one month from the date of LOI or before release of 1st R/A bill whichever is earlier.

(i) Site visit for the subject tender is mandatory. The bidders shall visit the site to Study/assess the tendered work and also acquaint themselves of the prevailing local conditions before submitting their bid. Bidder has to enclose a certificate counter signed by EPI official.
(j) Bidder should submit the Affidavit as **Annexure-A & Annexure-B** on Rs. 100/- non-judicial stamp paper and Bid capacity Form.

6.0 Rates quoted by the contractor shall be “Inclusive of all taxes and duties including GST” and accordingly, Price bid formats shall indicate “Inclusive of all taxes and duties including GST”.

6.1 In addition to the price format, an Annexure to indicate the “breakup of cost and levies such as GST and other taxes” considered in the quoted prices. This Annexure shall have breakup of taxes, duties & GST relevant to the contract.

6.2 In case of any reduction in rate of GST or other taxes in future or the project getting exemption status prior to the last date of bid submission or afterwards, the subcontractor shall pass on the benefit to EPIL immediately, failing which EPIL shall have the right to recover the differential amount from the amounts due to the sub-contractor. Further, in case of any increase in rate of GST or other taxes in future or the project losing exemption status prior to last date of bid submission or afterwards, the said increase of taxes shall be paid / reimbursed to the subcontractor, subject to the condition that the client reimburses the said increased taxes to EPIL”.

7.0 Bidder have to submit confirmation letter whether they are registered with 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 envelop-1 i.e. with Techno- commercial part and a request for exemption from submission of tender fee and EMD.

Even 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.

The credentials of the Bidders with respect to Technical & Financial criteria shall be verified; and inspection of the works, if required, shall be carried out by EPI. If not found satisfactory by EPI, their bid will be considered non-responsive.

8.0 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-electronic.tender.com**

**Volume-I**

1. Notice Inviting e-Tender (NIT).
2. Memorandum
3. Special instructions to tenderer.
4. Letter of Undertaking  
5. Form of Tender  

**Volume-II**  
1. Additional Conditions of Contract (ACC).  
2. General Conditions of Contract (GCC).  

**Volume-III**  
1. Financial Bid (Lump-sum fixed price).  

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

10.0 Interested bidders have to necessarily register themselves on the portal [https://www.tcilindia-electronictender.com](https://www.tcilindia-electronictender.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 GM(Contracts) NRO at the address given at Clause No. 19.0 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.tcil-indiaelectro](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 EPI 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.  

11.0 Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 09:00 AM on .................
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. 5000 + 18% GST = Rs. 5900/- (Rupees Fifty Three Thousand One Hundred only) as non-refundable document fees in the form of demand draft in favour of “Engineering Projects (India) Ltd.” payable at New Delhi.

12.0 E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to Clause no. 5 (a) to (j) 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. 13.0 Lacs (Rupees Thirteen Lacs 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 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.

13.0 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.

14.0 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.

15.0 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-electronic.tender.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.

16.0 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.

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 Bidder has to sign integrity pact as per the proforma of EPI / Client as applicable.

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

The General Manager(Contracts)
Engineering Projects (India) Ltd.
Northern regional Office, 2nd Floor
Core 3, SCOPE Complex, Lodhi Road
New Delhi 110003
Tel No. – 011 23461666
Mob. 9596577158

20.0 Contact details for site related Queries / Visit:

Shri S.C. Saxena
Dy. General Manager & Nodal Officer
Engineering Projects (India) Ltd.
Northern regional Office, 2nd Floor
Core 3, SCOPE Complex, Lodhi Road
New Delhi 110003
(Mob.) 9821936137

For more information on EPI, visit our website at: 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

General Manager (Contracts)
Date: 11.10.2018
<table>
<thead>
<tr>
<th>Name of the Work</th>
<th>interior design detailing and execution of office Space for STPI-HQ at East Kidwai Nagar, Delhi.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIT No:</td>
<td>ESTIMATED COST PUT TO TENDER: Rs. 6.50 Crore (Rupees Six Crore Fifty Lakhs only)</td>
</tr>
<tr>
<td>Bid Capacity</td>
<td>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:</td>
</tr>
</tbody>
</table>

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

Where,
A = Maximum value of construction works executed in any one year during the last five years up to 31.03.2018 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)

BID CAPACITY CALCULATION BY BIDDER

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 Days)</th>
<th>interior design detailing and execution of office Space for STPI- HQ at East Kidwai Nagar, Delhi. (NIT Completion period) (Rs)</th>
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Rs

It is certified 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
AFFIDAVIT

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only) duly attested by Notary Public)

(Affidavit to be submitted in Envelop-1 i.e. Technical bid)

Affidavit of Mr. ............................................... S/o............................. R/o.........................................

I, the deponent above named do hereby solemnly affirm and declare as under:

(k) That I am the Proprietor/Authorized signatory of M/s .......................................................... Having its Head Office/Regd. Office at..............................................................

(l) That the information/documents/Experience certificates submitted by M/s................................. along with the tender for ......................... (Name of work)......... To EPI are genuine, true and nothing has been concealed.

(m) I shall have no objection in case EPI verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case EPI demand so for verification.

(n) I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, EPI at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.

(o) I shall have no objection in case EPI verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before EPI receives said verification.

(p) That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, EPI shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.

I,..........................................., the Proprietor / Authorised signatory of M/s........................................... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from...................... and that no part of it is false.
Verified at ..................this..............day of......................

DEPONENT

ATTESTED BY (NOTARY PUBLIC)
### Bidders Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name*</td>
<td></td>
</tr>
<tr>
<td>Registration Number*</td>
<td></td>
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<tr>
<td>Registered Address*</td>
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<tr>
<td>Name of Partners/Directors</td>
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<tr>
<td>Bidder type*</td>
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<tr>
<td>Indian/Foreign</td>
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<tr>
<td>City*</td>
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<td>State*</td>
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<tr>
<td>Country*</td>
<td></td>
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<tr>
<td>Postal code*</td>
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<tr>
<td>PAN/TAN/GST Number*</td>
<td><strong>(PAN/TAN number must have 10 characters. e.g. AESTG2458A)</strong>&lt;br&gt;For bidders who do not have PAN/TAN number may enter TEMPZ9999 as the PAN/TAN number.</td>
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<tr>
<td>Company’s Establishment Year</td>
<td></td>
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<tr>
<td>Company’s Nature of business*</td>
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<td>Company’s Legal status*</td>
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<tr>
<td>Limited company/</td>
<td></td>
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<tr>
<td>Undertaking/Joint venture/Partnership/others</td>
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<tr>
<td>Company Category*</td>
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<tr>
<td>Micro unit as per MSME/</td>
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<tr>
<td>Small unit as per MSME/</td>
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<tr>
<td>Medium unit as per MSME/</td>
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<tr>
<td><strong>Ancillary unit/Project of affected person of this company/SSI/others</strong></td>
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**Contact Details**

Enter Company’s Contact Person Details

**Title *  
Mr/Mrs/Dr/Shree/Ms**

**Contact Name***

**Date of Birth* (DD/MM/YYYY)**

**Correspondence Email***

(Correspondence Email ID can be same as your Login ID. All The mail correspondence will be sent only to the Correspondence Email ID.)

**Designation**

**Phone *  
(Phone details e.g: +91 044 22272449)**

**Mobile***
BANKER DETAILS

<table>
<thead>
<tr>
<th><strong>PAN NO</strong>*</th>
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<th><strong>GST NO</strong>*</th>
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<th><strong>ACTIVE BANK A/C DETAILS</strong>*</th>
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<th><strong>A/C NO</strong>*</th>
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<th><strong>A/C TYPE</strong>*</th>
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<tr>
<th><strong>BRANCH ADDRESS</strong>*</th>
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<tr>
<th><strong>IFSC</strong>*</th>
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*Mandatory information (must be filled by the bidders)*
MEMORANDUM

REF:- Tender for interior design detailing and execution of finishing & furnishing works for office Space for STPI- HQ at East Kidwai Nagar, Delhi.

NIT No : NRO/CON/779/666 date : 11.10.2018

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Cl. No.</th>
<th>Values/Description to be applicable for relevant clauses (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Name of Work</td>
<td></td>
<td>Interior design detailing and execution of finishing &amp; furnishing works for office Space for STPI- HQ at East Kidwai Nagar, Delhi (Carpet Area- Approx. 13100 Sqft.)</td>
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<td>Owner / Employer</td>
<td></td>
<td>Owner – Software Technology Parks Of India Employer - Engineering Projects (India) Limited</td>
</tr>
<tr>
<td>iii)</td>
<td>Type of Tender</td>
<td>NIT</td>
<td>Lump sum Rate contract</td>
</tr>
<tr>
<td>iv)</td>
<td>Earnest Money Deposit</td>
<td>NIT</td>
<td>Rs. 13.0 Lac (Rupees Thirteen Lac only).</td>
</tr>
<tr>
<td>v)</td>
<td>Estimated Cost</td>
<td>NIT</td>
<td>Rs. 6.50 Crore</td>
</tr>
<tr>
<td>vi)</td>
<td>Time for completion of work</td>
<td>NIT</td>
<td>4 Months.</td>
</tr>
<tr>
<td>vii)</td>
<td>Mobilization Advance</td>
<td>8.0</td>
<td>10% of the contract value</td>
</tr>
<tr>
<td>viii)</td>
<td>Interest Rate on Mobilization Advance</td>
<td>8.0</td>
<td>Interest @ {SBI Base Rate+2%} (not less than 12% P.A.)shall be charged on mobilization advance.</td>
</tr>
<tr>
<td>ix)</td>
<td>Number of installments for recovery of Mobilization Advance</td>
<td>8.0</td>
<td>Full mobilization advance shall be recovered when 80% of contract value is over. Scheduled as per Clause No. 32.0 of ACC.</td>
</tr>
<tr>
<td>x)</td>
<td>Schedule of Rates applicable</td>
<td></td>
<td>Not Applicable</td>
</tr>
<tr>
<td>xi)</td>
<td>Validity of Tender</td>
<td>4.0</td>
<td>90 days from the last day of submission of tender</td>
</tr>
<tr>
<td>xii)</td>
<td>Security Deposit cum performance guarantee</td>
<td>9.0</td>
<td>5% on awarded contract value to be submitted within 10 days from the date of issue of LOI.</td>
</tr>
<tr>
<td>xiii)</td>
<td>Time allowed for starting the work</td>
<td>43.0</td>
<td>The Contractor shall commence the works within seven days after issuance of Letter of Intent.</td>
</tr>
</tbody>
</table>

Signature of Contractor

Signature of EPI
Instructions to Tenderers
Engineering Projects (India) Limited
xiv) Defect Liability Period 47.0 12 (Twelve) Months from the date of taking over of works

xv) Retention Money ACC Cl.no.31 & 39 10 % of Gross value of R.A. bill

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS): ________________________________

OCCUPATION: ________________________________________

ADDRESS: ___________________________________________

SEAL OF TENDERER

Signature of Contractor ________________________________

Signature of EPI ______________________________________

Page 2 of 2
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.electronictender.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

- Sealed Bid System

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® portalhttps://www.tcil-india-electronic.tender.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>
<tbody>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
</tr>
<tr>
<td><strong>E-mail ID</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering Projects (India) Ltd. Contact Person</strong></td>
</tr>
<tr>
<td>GM (MMD-Contracts), Engineering Projects (India) Ltd., Northern Regional office, 2nd floor, Core 3, scope complex, Lodhi Road, New Delhi 110003</td>
</tr>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
</tr>
<tr>
<td><strong>E-mail ID</strong></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: GM (MMD-Contracts)
Address: Engineering Projects (India) Ltd.
Northern Regional office, 2nd floor, Core 3, scope complex, 7, Lodhi Road,
New Delhi 110003

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/- + 18% GST = 5900/- (Rupees Five Thousand Nine hundred & forty only) in form of DD.
2. Original copy of the EMD of Rs 13,00,000/- in the form of a Bank Guarantee/DD.
3. Original copy of the letter of authorization shall be indicated by written power-of attorney.
4. Annexure-A affidavit (Refer NIT).
5. Documentary evidence with regard to registration with NSIC as mentioned in Clause No.2.0 (k) 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 no.2.0 (a) to (m).

Note: Bidders are required to pay applicable ETS bidding fees online 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 Encrypter™ 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 (e.g. 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 (e.g. the higher price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. 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, etc)

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.
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.
LETTER OF UNDERTAKING
(TO BE ENCLOSED IN ENVELOPE-1 ALONG WITH EMD)
(TO BE TYPED ON LETTER HEAD)

To,
General Manager
Engineering Projects (India) Ltd.
Northern Region Office, 2nd Floor
Core 3, SCOPE Complex, Lodhi Road
New Delhi 110003

REF.: Tender for Interior design detailing and execution of finishing & furnishing works for office Space for STPI- HQ at East Kidwai Nagar, Delhi (Carpet Area- Approx. 13100 Sqft.)

NIT No. NRO/CON/779/666 dated 11.10.2018

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 us by ENGINEERING PROJECTS (INDIA) LIMITED and we hereby unconditionally accept the tender conditions and Tender Documents in its entirely for the above work.

2. The contents of clause1.2 and1.3 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 remarks(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”,We agree that our tender shall be summarily rejected and EPI shall, without prejudice to any other right or remedy beat liberty to forfeit the full said Earnest Money absolutely.

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

Yours faithfully,

---------------------------------------------------------------------------------
Authorized Signatory

Seal of Tenderer

Dated:......................
FORM OF TENDER
(TO BE TYPED ON LETTER HEAD)

To,

General Manager
Engineering Projects (India) Ltd.
Northern Region Office, 2nd Floor
Core 3, SCOPE Complex, Lodhi Road
New Delhi 110003

REF.: Tender for Interior design detailing and execution of finishing & furnishing works for office Space for STPI- HQ at East Kidwai Nagar, Delhi (Carpet Area- Approx. 13100 Sqft.)

NIT No. NRO/CON/779/666 dated 11.10.2018

1. 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 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 work in all respects and in different stages mentioned in the “Time Schedule for completion of jobs” and signed and accepted by us is the essence of the contract. 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 work 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 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 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. 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”.

4. Should this Tender be accepted, We agree to abide by and fulfill all terms and conditions referred to above and as conditioned 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. 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 we fail to commence the work within 10 days of the date of issue of Letter of intent and/or We fail to sign the agreement as per Clause 84 of General Conditions of Contract and/or We fail to submit Security Deposit cum Performance Guarantee as per Clause 9.0 & 9.1 of General Conditions of Contract, 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. We are also enclosing herewith the Letter of Undertaking on the prescribed proforma as referred to in condition of NIT.

Date the …………………………….day of …………………………………………………………………………………

SIGNATURE OF TENDERER ……………………………………………………………………………………………

NAME (CAPITAL LETTERS):…………………………………………………………………………………………

OCCUPATION ……………………………………………………………………………………………………………

ADDRESS ………………………………………………………………………………………………………………..

SEAL OF TENDERER