AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

e-TENDER No: ERO/MMD/674/1100

Tender for the “Balance Civil Work (Phase-02) related to HVAC Work for J.C. Ghosh & P.C. Roy Science block of IIT Kharagpur”

VOLUME – I

Notice Inviting e-Tender (NIT), Bid Capacity, Special Instructions to Bidder for e-Tendering, Bidder Information, Addendum to Instruction to Tenderers, Form of Tender, Memorandum, Letter of Undertaking, Instruction to Tenderers & General Conditions of Contract, Proforma for Affidavit.

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVT. OF INDIA ENTERPRISE)
9th floor, 50, Chowringhee Road,
Kolkata – 700 071
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Notice Inviting Tender
ENGINEERING PROJECTS (INDIA) LTD.
(A. Govt. of India Enterprise)

NOTICE INVITING e-TENDER (NIT)

NIT No.: ERO/MMD/674/1100
Date: 11/04/2019

E-Tender for “Balance Civil work (Phase-02) related to HVAC Work for J. C. Ghosh & P. C. Roy Science block of IIT Kharagpur.”.

EPI is constructing J.C.GHOSH & P.C.ROY SCIENCE COMPLEX for Indian Institute of Technology (IIT), Kharagpur. Now, IIT-Kharagpur intends to provide centrally air conditioning system in the aforesaid building to mitigate the need of the user.

Sealed percentage rate tenders in two bid system (Techno Commercial and Price bid) are invited by Engineering Projects (India) Ltd. (EPI) on behalf of Indian Institute of Technology (IIT), Kharagpur from eligible & experienced contractors for the following works:

<table>
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<tr>
<th>Sl. No</th>
<th>Name of Work</th>
<th>Estimated Cost</th>
<th>Earnest Money</th>
<th>Completion Period</th>
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<tr>
<td>1.</td>
<td>Balance Civil work (Phase-02) related to HVAC Work for J.C. Ghosh &amp; P.C. Roy Science block of IIT Kharagpur.</td>
<td>Rs.1,08,52,340.00</td>
<td>Rs.2,17,047.00</td>
<td>Three months (3)</td>
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**Scope of Work**

The scope of work included in this tender shall include (but not limited to) Balance Civil work (Phase-02) related to HVAC Work for J.C. Ghosh & P.C. Roy Science block of IIT Kharagpur. The detail scope of work is given in the tender documents.

Apart from above, any other services not covered above but required as per direction of EPI are deemed to be included in the scope of work. The work is to be carried out on item rate basis as per bill of quantities and tender conditions.

**Project site information**

Location : Kharagpur, West Bengal
Near Railway Station : Kharagpur (Approx. 5 KM)
Nearest Airport : Kolkata (Approx. 150 KM)

The detailed scope of work is given in the tender documents.
Time schedule of Tender activities:

(i) Last Date & Time for Downloading of tender documents: 02.05.2019 Upto 12.00 PM.
(ii) Last Date & Time of online submission of Tenders: on or before 03.05.2019 Upto 03.00 PM.
(iii) Date & Time of submission of documents in physical form (as per NIT Clause No. 7): 03.05.2019 Upto 3.00 PM.
(iv) Date & Time of online opening of tender (Techno-Commercial Bid): 03.05.2019 at 04.00 PM.

2.0 Qualification Criteria:

a) Bidders who fulfill the following requirements are eligible to participate in this tender. The Joint Ventures are not accepted.

i) The bidders must have experience of having completed / Substantially completed “similar works” during the last seven (7) years ending last day of the month previous to the one in which applications invited should be either of the following:

Three similar works, each costing not less than the amount equal to forty percent (40%) of estimated cost put to the tender.

OR

Two similar works, each costing not less than the amount equal to sixty percent (60%) of estimated cost put to the tender.

OR

One similar work of aggregate cost not less than the amount equal to eighty percent (80%) of estimated cost put to the tender.

Similar works shall mean “Buildings and Infrastructural Works”

The experience certificate in this regard should be issued by officer not below the rank of Executive Engineer/Project Manager/Unit Officer.

ii) The substantially completed works shall be the works where at least ninety percent (90%) billing of total awarded value has been achieved. The certified bill value of work by client/certificate issued from client shall form the basis of evaluation.

iii) For evaluation purpose, the completion cost of works mentioned in the Completion Certificate shall be enhanced by seven percent (7%) per annum till the end of month prior to date of NIT.
iv) The cost of free issue materials shall not be included in the completion cost of works.

b) Should have average annual financial turnover amounting at least Fifty percent (50%) of the estimated cost of the work during the last three consecutive financial years ending on 31.03.2018 duly certified by a Chartered Accountant.

c) Should not have incurred any loss in more than two years during the immediate last five consecutive financial years, ending 31.03.2018, Audited copies of balance sheet, statement of profit & loss and certificate from Chartered Accountant for respective financial years to be submitted.

d) Should have a solvency of forty percent (40%) of estimated cost issued by their bankers. The Solvency certificate should not have been issued earlier than 6 (Six) months of last date of submission of tender.

e) Should have valid PAN (Permanent Account Number of Income Tax) & GST Registration no. (Copies of documentary evidence to be submitted).

f) Should have valid PF Registration number. It is also desired that bidder should have valid GST Registration number in the State of West Bengal. In case the bidder does not have valid PF Registration number and GST registration number (in the State of West Bengal), the same shall be obtained by the successful bidder within one month from the date of LOI.

g) Bidding Capacity: The bidding capacity of the bidder 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:

Bidding Capacity = [A x N x 2] – B Where,

A = Maximum value of job executed in any one year during the last five years taking into account the Completed as well as works in progress ending last day of the month previous to the one in which applications invited.

N = Number of years prescribed for completion of job for which bids have been invited.

B = Value of existing commitments and ongoing jobs to be completed during the period of completion of work for which bids have been invited.

The Tenderers are requested to furnish the existing commitments on jobs under execution along with stipulated period for completion of remaining each of the jobs in an affidavit on a non-judicial stamp paper for a value of Rs. 100/- as per the Proforma in Annexure –A (enclosed).
Bidders who intend to get exemption from submission of Tender fee and EMD shall 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) certificate in the appropriate category and limit as applicable under the present tender to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee and EMD.

The experience certificates issued by Government Organizations / Semi Government Organizations / State Government Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies/ Municipal Bodies/ Public Limited Companies listed on BSE/NSE and Private Party shall be accepted for assessing the eligibility of tender. However, the certificates issued by a Public Limited Company & Private Party must be supported by TDS certificates/Turnover Certificate from Chattered Accountant in support of value of job executed by the bidder.

Relevant Experience certificates and other documents as mentioned above fulfill the qualifying criteria duly self attested by the tenderer shall be enclosed in Envelope-I. The Completion certificate from Clients shall be in the name of the company who is submitting the tender. The bidder has to produce original documents for verification at the time of opening of tender or as and when demanded. The tender of any bidder shall be rejected if on detailed scrutiny, documents submitted along with the tender are found to be unsatisfactory. The decision of EPI in this regard shall be final and binding on the bidder.

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.

Site visit for the subject Tender is mandatory. The bidder shall visit the site to study / access the Tendered work and also acquaint themselves of the prevailing local conditions before submitting their bid. Bidder has to enclose the certificate countersigned by EPI official or furnish undertaking for having visited the site.

Notwithstanding anything stated above, EPI reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of EPI.
Bidders to use as much as possible the material / services from MSME. The credentials of the Bidders shall be verified and if required inspection of the works executed by the bidders to be carried out by EPI and in case found not satisfactory, their bid will be considered non-responsive and rejected.

3.0 Tender documents comprising of the following are available on the website of EPI: www.engineeringprojects.com, CPP Portal: www.eprocure.gov.in and as well as on TCIL portal: www.tcil-india-electronic.tender.com.

3.1 Volume – I:
Notice Inviting e-Tender (NIT), Bid Capacity, Special Instructions to Bidder for e-Tendering, Bidder Information, Instruction to Tenderers, Addendum to Instruction to Tenderers, Form of Tender, Memorandum, Letter of Undertaking, General Conditions of Contract (available in EPI’s website), Proforma for Affidavit.

3.2 Volume – II:
Additional Conditions of Contract (APC), Approved Make and Tender Drawings.

3.3 Volume – III:
Bill of Quantity cum Quoting Sheet.

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

5.0 Interested bidders have to necessarily register themselves on the portal https://www.tcil-india-electronic.tender.com through M/s Tele Communications 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 GGM (MMD) at the address given at Clause No.21.0 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-india-electronic.tender.com (hereinafter referred to as the ‘portal’), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s Telecommunications Consultants India Limited, New Delhi directly, as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

6.0 Bidders can download the bid document from the portal without paying tender fees in advance, any time from 18:00 Hrs 11.04.2019. 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 2,000/- (Rupees Thirty Thousand only) plus GST @ 18% (i.e. Rs. 2,360/-) as non-refundable document fees in the form of Demand Draft in favour of “Engineering Projects (India) Ltd.” payable at Kolkata. However, tenders submitted without or insufficient tender fees shall be rejected.

The GSTIN of EPI for Kolkata is 19AAACE0061C1ZA. The ETS Bidding fee to be paid to TCIL is separate.

7.0 E-Bids must be submitted/uploaded along with scanned copies of relevant documents as mentioned at Clause no 2 & of “Instructions to Bidder” duly attested by Gazetted officer not below the rank of Executive Engineer or equivalent or Notary Public fulfilling the qualifying criteria under Single Stage Two Envelope Bidding Procedure on the TCIL portal on or before last date & time of online bid submission. Late bids will not be accepted. Under the above procedure, only 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 scheduled date & 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 for technically qualified bidders.

The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs. 2,17,047.00 (Rupees Two Lakh Seventeen Thousand Forty Seven 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 Kolkata 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 days) from the last day of submission of tender. Tenders submitted without EMD or inadequate amount of EMD shall be rejected.
Tender fee, EMD (In original), and Power of Attorney, affidavit of NIT, Integrity Pact, NSIC certificate as per Clause No. 2(j) if bidder is claiming EMD/Tender fee exemption and Pass Phrase (BOTH FOR TECHNICAL AND FINANCIAL BID IN “SEPARATE ENVELOPE”) to decrypt the bid must be submitted in physical form at the address given at Clause No. 21 below on or before last date and time of online bid submission. If the above documents are not received in time then their offer shall not be considered and EPI shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

8.0 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.

9.0 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 www.tcil-india-electronic tender.com. The bidders are required to check these websites regularly for this purpose, to take into account before submission of tender. All Corrigendum and addendum are to be submitted duly signed & stamped with tender documents as bid Annexure.

10.0 All corrigendum and addendum shall be part of the tender document and are to be submitted duly signed and stamped by tenderer. Even if tenderer fails to submit corrigendum and addendum duly signed by him, it will be deemed that the tenderer have gone through such corrigendum / addendum, if any, and no claim shall be entertained by EPI on account of any omission / error on his part.

11.0 The price bid of those bidders whose bid has been technically accepted on the basis of documents submitted 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 authenticity of the PQ documents/BG from the concerned department/bank.

12.0 EPI reserves the right to accept any tender or ask clarifications 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 at any stage.

13.0 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. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and EPI will in no case be responsible or liable for those costs regardless the conduct or outcome of the tender process.
14.0 It is the responsibility of the Bidder to ensure that their Bid document shall reach the designated office within the stipulated date and time. In case the Bid document is sent by post or by courier, the time and date of depositing the Bid document at the office shall have to be countersigned by a responsible officer of the office. Engineering Projects (India) Limited, Kolkata will not undertake any responsibility whatsoever for postal delay in process of submission of Bid.

15.0 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder’s risk and may result in the rejection of its bid.

16.0 **Bidder’s Confirmation**

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

All corrections / cuttings are to be signed by the bidder.

**FALSE STATEMENT**

In case any of the credentials are provided to false/ fabricated, not only tender will be rejected but EMD shall also be forfeited and action shall be initiated to debar the bidder for future participation in EPIL tender.

In case, at a later stage, it is found that the Bidder has submitted incorrect, false details and credentials resulting in apprehensions on the capabilities of Bidder with regard to quality & timely completion of works, financial capabilities etc. EPI can terminate this agreement solely at their option. In this eventuality the Bidder shall be liable for the losses suffered by EPI/ IIT-Kharagpur and further Bidder shall have no claim on EPI/ IIT-Kharagpur, whatsoever.

The tender/bid of any tenderer/bidder shall be rejected if in the detailed scrutiny documents submitted along with the tender/bid are found to be unsatisfactory / forged. The decision of EPI in this regard shall be final and binding on the tenderer/bidder.

No bidder will be allowed at anytime on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation / typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after opening of the bid.
17.0 **Validity of Tender**

The Tender for the works shall remain open for acceptance for a period of Ninety (90) days from the date of opening of Price Bid of Tenders. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to EPI. The validity period may be extended on mutual consent.

18.0 **Contract Agreement**

The Bidder 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 Bidder. In case, the Bidder does not sign the agreement as above or does not start the job within 10 days of the issue of letter/telegram of intent, his earnest money is liable to be forfeited and letter of intent consequently will stand withdrawn.

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

Group General Manager (MMD)  
Engineering Projects (India) Ltd.  
9th Floor, 50 Chowringhee Road  
Kolkata-700 071  
Phone: +91 33 2282 4426  
Fax: +91 33 2282 4428  
Email Id: ero@engineeringprojects.com

**Contact details for site related / Technical queries / site visit:**

Shri S Samaddar (Manager)  
Engineering Projects (I) Limited  
IIT-Kharagpur Project Site office  
For more information on EPI, visit our website at: http://www.engineeringprojects.com.

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

GGM (MMD)  
Date: 11.04.2019
BID CAPACITY

NAME OF THE WORK: Tender for the “Balance Civil work (Phase-02) related to HVAC Work for J.C. Ghosh & P.C. Roy Science block of IIT Kharagpur.”.

NIT No: ERO/MMD/674/1100 dtd. 11.04.2019

ESTIMATED COST: Rs. 1,08,52,340.00

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

Bidding Capacity = [A x N x 2] – B

Where,
A = Maximum value of job executed in any one year during the last five years taking into account the Completed as well as works in progress ending last day of the month previous to the one in which applications invited.
N = Number of years prescribed for completion of supply job for which bids have been invited.
B = Value of existing commitments and ongoing job to be completed during the period of completion of job for which bids have been invited (Format Enclosed).

BID CAPACITY CALCULATION BY BIDDER

SIGN & STAMP OF BIDDER
AFFIDAVIT
(To be typed on Rs. 100/- non-judicial stamp paper)

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

LIST OF EXISTING COMMITMENT AND ONGOING WORKS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Works</th>
<th>Client Name &amp; Address</th>
<th>Work Order value (in Rs.)</th>
<th>Work Executed till date (Rs.)</th>
<th>Balance Amount of work to be completed (Rs.)</th>
<th>Balance period to complete the works (Total months)</th>
<th>Work to be completed during Three months (Rs.)</th>
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Balance Commitments during Completion period (3 months) of works as per NIT.

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

SIGN AND STAMP OF BIDDER

Signature of Notary Public
**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**

  - 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® portalhttps://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.

**TCIL/ ETS Helpdesk**

Telephone/ Mobile Customer Support: 011-26241790 (multiple lines)
Notice Inviting Tender

Emergency Mobile Numbers: +91-9868393775, 9868393717, 9868393792
ets_support@tcil-india.com
[Please mark CC: support@electronic tender.com]

E-mail ID
ets_support@tcil-india.com

Contact
Engineering Projects (India) Ltd.
Group General Manager (MMD)
Engineering Projects (India) Ltd.
9th Floor, 50 Chowringhee Road
Kolkata-700 071
Phone: +91 33 2282 4426
[between 9:30 hrs to 17:00 hrs on working days]

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.

Group General Manager (MMD)
Engineering Projects (India) Ltd.
9th Floor, 50 Chowringhee Road
Kolkata-700 071

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. 2,000/- (Rupees Two Thousand only) plus GST @ 18% (i.e. Rs. 2360/-) in form of Demand Draft.
2) Original copy of the EMD of (Rupees Two Lakh Seventeen Thousand Forty seven Only). in the form of a Bank Guarantee/Demand Draft.
3) Original copy of Power of Attorney to sign the Tender documents.
4) Documentary evidence with regard to registration with NSIC / MSME as mentioned in Clause No.2 (j) of NIT for tender fees & EMD waiver.
5) 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-Annexure during Online Bid-Submission in addition to PQ documents listed in NIT Clause no. 2(a) to 2(i).

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) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

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

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

5. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to ‘Annul Previous Submission’ from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)

7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) ‘ONLY IF’ your ‘Status pertaining Overall Bid-Submission’ is ‘Complete’. For your record, you can generate and save a copy of ‘Final Submission Receipt’. This receipt can be generated from ‘Bid-Submission Overview Page’ only if the ‘Status pertaining overall Bid-Submission’ is ‘Complete’.

NOTE: While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.
## Bidder Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name*</td>
<td></td>
</tr>
<tr>
<td>Make / Brand*</td>
<td></td>
</tr>
<tr>
<td>Registration Number*</td>
<td></td>
</tr>
<tr>
<td>Registered Address*</td>
<td></td>
</tr>
<tr>
<td>Name of Partners/Directors</td>
<td></td>
</tr>
<tr>
<td>Bidder type*</td>
<td>Indian/Foreign</td>
</tr>
<tr>
<td>City*</td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td></td>
</tr>
<tr>
<td>Country*</td>
<td></td>
</tr>
<tr>
<td>Postal code*</td>
<td></td>
</tr>
<tr>
<td>PAN/TAN / Number*</td>
<td>(PAN/TAN number must have 10 characters .e.g. AESTG2458A) For bidders who do not have PAN/TAN number may enter TEMPZ9999as the PAN/TAN number.</td>
</tr>
<tr>
<td>GSTIN Registration Number*</td>
<td></td>
</tr>
<tr>
<td>Company's Establishment Year</td>
<td></td>
</tr>
<tr>
<td>Company's Nature of business*</td>
<td></td>
</tr>
<tr>
<td>Company's Legal status*</td>
<td>Limited company/Undertaking/Joint venture/Partnership/others</td>
</tr>
</tbody>
</table>

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Notice Inviting Tender

Signature of Contractor

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IIT Balance Civil Work

EPIL
### 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

### Contact Details
Enter Company's Contact Person Details

<table>
<thead>
<tr>
<th>Title*</th>
<th>Mr/Mrs/Dr/Shree/Ms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person Name*</td>
<td></td>
</tr>
<tr>
<td>Date of Birth* (DD/MM/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Correspondence Email*</td>
<td>(Correspondence Email ID can be same as your Login ID. All The mail correspondence will be sent only to the Correspondence Email ID)</td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone*</td>
<td>(Phone details eg:+91–xx-xxxxxxxx)</td>
</tr>
<tr>
<td>Mobile*</td>
<td></td>
</tr>
</tbody>
</table>

*Mandatory information (must be filled by the bidders)*
LETTER OF UNDERTAKING  
(TO BE ENCLOSED IN ENVELOPE-1 ALONGWITH EMD)

ENGINEERING PROJECTS (INDIA) LIMITED  
50 Chowringhee Road  
Kolkata-700071

Ref.: TENDER FOR BALANCE CIVIL WORKS (PHASE II) RELATED TO INSTALLATION OF HVAC SYSTEM IN THE J.C.GHOSH & P.C.ROY SCIENCE BLOCK, IIT KHARAGPUR.

NIT No.: ERO/MMD/674/1100 dated. 11.04.2019

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.

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

Yours faithfully,

(Signature of the Tenderer)  
Seal of Tenderer

Dated: ___________________
FORM OF TENDER

To,

ENGINEERING PROJECTS (INDIA) LIMITED
50, Chowringhee Road
Kolkata-700071

Ref.: TENDER FOR BALANCE CIVIL WORKS (PHASE II) RELATED TO INSTALLATION OF HVAC SYSTEM IN THE J.C.GHOSH & P.C.ROY SCIENCE BLOCK, IIT KHARAGPUR.

NIT No.: ERO/MMD/674/1100 dated 11.04.2019

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

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

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

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

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

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

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

Date the ______________________ day of ____________________________

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS):

OCCUPATION

ADDRESS

SEAL OF TENDERER
**MEMORANDUM**  
(ENCLOSURE TO FORM OF TENDER)

Ref : TENDER FOR CIVIL WORKS RELATED TO INSTALLATION OF HVAC SYSTEM IN THE J.C.GHOSH & P.C.ROY SCIENCE BLOCK, IIT Kharagpur.

NIT No. : **ERO/MMD/674/1100**  
**Dated 11.04.2019**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Cl. Values / Description to be applicable for relevant clause(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td><strong>Name of Work</strong></td>
<td><strong>BALANCE CIVIL WORKS (PHASE- II) RELATED TO INSTALLATION OF HVAC SYSTEM IN THE J.C.GHOSH &amp; P.C.ROY SCIENCE BLOCK</strong></td>
</tr>
<tr>
<td>ii)</td>
<td><strong>Owner / Client / Employer</strong></td>
<td>Indian Institute of Technology, Kharagpur</td>
</tr>
<tr>
<td>iii)</td>
<td><strong>Type of Tender</strong></td>
<td>Percentage Rate Basis</td>
</tr>
<tr>
<td>iv)</td>
<td><strong>Earnest Money Deposit</strong></td>
<td><strong>NIT Rs. 2,17,047/- (Rupees Two Lakh Seventeen Thousand Forty Seven Only)</strong></td>
</tr>
<tr>
<td>v)</td>
<td><strong>Estimated Cost</strong></td>
<td><strong>NIT Rs.1,08,52,340.00/- (Rupees One Crore Eight Lakh Fifty Two Thousand Three Forty Only)</strong></td>
</tr>
<tr>
<td>vi)</td>
<td><strong>Time for Completion of Work</strong></td>
<td><strong>NIT Total work to be completed in 03 (Three) months in accordance with the time schedule of completion of work in the tender documents Deleted.</strong></td>
</tr>
<tr>
<td>vii)</td>
<td><strong>Mobilization Advance</strong></td>
<td>(ACC) Not applicable</td>
</tr>
<tr>
<td>viii)</td>
<td><strong>Interest Rate on Mobilization Advance</strong></td>
<td>--do-- Not applicable</td>
</tr>
<tr>
<td>ix)</td>
<td><strong>Number of Installments for recovery of Mobilization Advance</strong></td>
<td>--do-- Not applicable.</td>
</tr>
</tbody>
</table>

**Signature of Contractor**  
IIT Balance Civil Work

Page 25 of 28  
EPIL
x) **Schedule of Rates applicable**: As per tender document.

xi) **Validity of Tender**: 90 (Ninety) Days from the date of opening of price bid.

xii) **Security Deposit cum Performance Guarantee**: 5.00% (Five percent only) of contract value within 10 days from the date of issue of telegram / letter / telex / FAX of intent of acceptance of tender.

xiii) **Retention Money**: 5.00% (Five percent only) of the contract amount which shall be deducted in the manner set out in this contract.

xiv) **Time allowed for starting the work**: The date of start of contract shall be reckoned from 10th day from the date of issue of Letter of Intent of acceptance of tender.

xv) **Defect Liability Period**: 12 (Twelve) Months from the date of taking over of works.

xvi) **Arbitration**: As Amended.

xvii) **Jurisdiction**: Courts in Kolkata

SIGNATURE OF TENDERER:

NAME (CAPITAL LETTERS):

OCCUPATION:

ADDRESS:

SEAL OF TENDERER
PROFORMA FOR AFFIDAVIT

(Tobe submitted by bidder on non-judicial stamp paper ofRs. 100/- (Rupees Hundred only) duly attested by Notary Public)

(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:

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

2. 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.

3. 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.

4. 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.

5. 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.

6. 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)
**ADDENDUM TO “INSTRUCTIONS TO TENDERER”**

1.0 **CLAUSE NO. 1.0 of Instructions to Tenderers** stands amended as below:

Mode of submission of tender is through e-Bids only. Kindly refer “Special instructions to Bidders for e-Tendering” for downloading & uploading of tender documents as per NIT.

2.0 **CLAUSE NO. 12.0 of Instructions to Tenderers** stands amended as below:

The time of completion of the entire work, as contained in contract shall be as mentioned in “Memorandum” to “Form of Tender”.

3.0 **CLAUSE NO. 19 modified as below:**

Tenderer shall submit the following documents in respect of their credentials along with their tender in the ‘first envelope’.

a) List of works executed during the last 7 years indicating name of the Client, value, date of start and completion.

b) List of works under execution indicating name of the Client, Total Contract value, value of balance work in hand, date of start and completion.

c) Details of similar works executed.

d) Audited balance sheets and profit and loss accounts along with schedules for the last 5 years.

e) Copy of latest Income Tax returns filed along with PAN.

f) Credentials and completion certificates.

g) Registration Certificate/Memorandum and Articles of Association/Partnership Deed/ Affidavit.

h) Copy of letters of registration with various authorities like CPWD, State PWD, MES and Public Sector Undertakings, etc.

i) Latest Solvency certificate from Nationalized / Scheduled Bank.

j) GSTIN Registration Certificate.

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