AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: WRO/ CON/ HRD/ 0231

FOR

Tender for engagement of Manpower Supply Agency for supplying of Highly Skilled, Skilled, Semi Skilled & Unskilled manpower on Temporary basis at Western Regional Office and its controlling sites in different states, Engineering Projects (I) Ltd., 6-A, 6th Floor, Bakhtawar Building, Nariman Point, Mumbai-400021

EXECUTING AGENCY :
Engineering Projects (India) Limited
Western Regional Office : Mumbai
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Vol</th>
<th>Description</th>
<th>No. Of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>VOL - I</td>
<td>Cover Page (Volume – I)</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Notice Inviting Tender (NIT)</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Instruction to Tenderers</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Special instructions to Bidders for e-Tendering</td>
<td>7</td>
</tr>
<tr>
<td>5.</td>
<td>VOL - I</td>
<td>Tender Acceptance Letter</td>
<td>1</td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td>Bidder Information</td>
<td>2</td>
</tr>
<tr>
<td>12.</td>
<td>VOL - II</td>
<td>Cover Page (Volume – II)</td>
<td>1</td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td>Terms &amp; Conditions- Annexure I</td>
<td>15</td>
</tr>
<tr>
<td>14.</td>
<td>VOL - II</td>
<td>Agreement-Annexure II</td>
<td>8</td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td>Self-Declaration – Annexure III</td>
<td>1</td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td>Annexure A</td>
<td>2</td>
</tr>
<tr>
<td>17.</td>
<td>VOL - III</td>
<td>Cover Page (Volume – III)</td>
<td>1</td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td>Price Bid</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>
AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: WRO/ CON/ HRD/ 0231

FOR

Tender for engagement of Manpower Supply Agency for supplying of Highly Skilled, Skilled, Semi Skilled & Unskilled manpower on Temporary basis at Western Regional Office and its controlling sites in different states, Engineering Projects (I) Ltd., 6-A, 6th Floor, Bakhtawar Building, Nariman Point, Mumbai-400021.

VOLUME – I

NIT, Instructions To Tenderers, Special Instructions To Bidders For E-Tendering, Tender Acceptance Letter, Bidder Information
Tender for engagement of Manpower Supply Agency for supplying of Highly Skilled, Skilled, Semi Skilled & Unskilled manpower on Temporary basis at Western Regional Office and its controlling sites in different states, Engineering Projects (I) Ltd., 6-A, 6th Floor, Bakhtawar Building, Nariman Point, Mumbai-400021.

EPI is a Public Sector Undertaking, a Mini Ratna Company and ISO (9001: 2008) and ISO (14001: 2004, 18001-2007 OHSAS) certified- a trusted name in Construction Industry. It requires manpower on purely contractual basis of different categories i.e. Highly Skilled, Skilled, Semi Skilled & Unskilled & other workmen as on Supply basis as per Annexure - A, Annexure - I and II

Engineering Projects (India) Ltd. invites online percentage rate tender through e tendering from reputed well established and financially sound Manpower Service Provider /deploy the manpower services purely on contractual basis as per the terms and conditions mentioned in NIT document.

The EPIL has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal.

1.0 Time schedule of tender activities:
   i) Last Date & Time of downloading Tender Documents : 02.05.2019 Up to 17.00 hrs

   ii) Last Date & Time of online Submission of Tenders : 03.05.2019 Up to 13.00 hrs

   iii) Last Date & Time of offline Submission of Tenders : 03.05.2019 Up to 14.00 hrs

   iv) Date & Time of Opening of Envelope-1 (Techno-Commercial Bid) : 03.05.2019 at 15.00 hrs

The Qualification/ Eligibility Criteria, instructions to bidders, terms and conditions etc. are as follows:

2.0 Pre-Qualification Criteria:

<table>
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<th>Sl. No.</th>
<th>Criteria</th>
<th>Supporting Documents</th>
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<tbody>
<tr>
<td>a)</td>
<td>The Registered Office or one of the Branch Office should be located either in Mumbai or in any city located in India for at least last 2 years</td>
<td>Self Attested Copy of running/latest Telephone bill/Electricity Bill/Registered Lease Deed supporting the address at Mumbai or in any city located in India.(The Telephone bill/Electricity Bill should be within three months from the date of tender)</td>
</tr>
</tbody>
</table>
b) The firm should be registered with the appropriate registration authority and should be in existence for not less than Three years before 31.03.2019. Proprietorship firms are also eligible to participate in Tender.  
Certificate of incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly Registered under the Partnership Act. Certificate of registration under Shop & Establishment Act.

c) Income/Revenue* from Manpower Supply Services) of the firm should not be less than Rs. 3 Crores.  
* Revenue from other business will not be considered.  

d) Should have completed works for minimum 05 Clients (in the last 3 years) as Manpower Service Provider.  
Completion Certificates in support of past contracts. Attach-self attested List of ongoing works and Balance works in Hand as on date.

e) They should have their own Bank Account.  
Attach self attested bank details viz. Bank Name, Branch, IFSC Code and cancelled cheque.

f) They should be registered with valid Income Tax and Goods & Service Tax (GST) Act with GST Nos.  
Attested copy of PAN and Attested copy of GSTIN certificate in respect of Manpower Services (Should have valid GSTIN Number (must attach copy of the same)

g) Bidders should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act). Wherever, ESI is not covered WC policy should be taken by Bidder.  

h) The agency or any of its partners/directors etc should not have been black listed / debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economics offense or with violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations.  
Self-Declaration in the format in Annexure - III
<table>
<thead>
<tr>
<th>i)</th>
<th>The EMD of Rs. 100000/- (Rupees one lakh only) refundable (without interest) necessarily accompanied in the form of Demand Draft in favour of <strong>Engineering Projects India Limited</strong> payable at Mumbai.</th>
<th>Failing which the tender shall be rejected Summarily.</th>
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<tbody>
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<td>j)</td>
<td>Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee and EMD.</td>
<td>Self Attested Copy of NSIC/MSME certificate to be submitted. A request letter for exemption from submission of Tender Fee and EMD.</td>
</tr>
</tbody>
</table>

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 http://www.tcil-india-electronic.tender.com.

   a) Volume I – NIT, Special Instructions to Bidders for e-Tendering, Instructions to Tenderers, Acceptance of Terms & Conditions of Tender.
   b) Volume II - Terms & Conditions- Annexure I, Agreement – Annexure II, Self Declaration- Annexure III, Annexure A.
   c) Volume III – Price Bid

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 Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities:

M/s Telecommunications Consultants India Limited,  
6th Floor, TCIL Bhawan, Greater Kailash - 1,  
New Delhi - 110 048  
Contact No. : 011-26241790, 98683 93717/75/92  
Email-ID: ets_support@tcil-india.com

They may obtain further information regarding this tender from General Manager (Contracts) at the address given at Clause No.16.0 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 registering or paying document fees in advance, any time from 17:00 Hrs. on 12.04.2019. 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. 10000/- (Rupees Ten Thousand only) + 18% GST as non-refundable document fees in the form of demand draft in favour of Engineering Projects (India) Ltd.’ payable at Mumbai.

7.0 E-bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to clause 2.0(a) to 2.0(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 into the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders.

8.0 The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs 1,00,000/- (Rupees one lakh only). This can be either in the form of Crossed Demand Draft or Pay Order (in CTS form) of any Nationalized Bank/Scheduled Bank for the full amount of EMD payable favoring Engineering Projects (India) Ltd., payable at Mumbai. The EMD shall be valid for 90 days from date of submission of tender.

Tender fee, EMD (In original), Power of Attorney, NSIC/MSME certificate as per Clause No.2 (j) 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. 16.0 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.

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if:

 a) Attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.

 b) They have submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.

 c) If the tenderers attempt to influence any member of the selection committee.

9.0 The terms and conditions contained in the NIT and tender documents shall be applicable.
10.0 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.

11.0 The price bid of those bidders who are qualified based on the technical documents submitted in Technical Bid shall only be opened. Hence the intending bidders must furnish their e-mail id and contact phone number along with the techno-commercial part. However, it is made clear that the offers of the L-1 bidders shall be accepted subject to the confirmation of authentically of the PQ documents/BG from the concerned department/bank. Further, in case the PQ documents submitted by a bidder is found to be fake the EMD submitted by him shall be forfeited by EPI without making any reference to him. Further such a tenderer shall be at a risk of losing his right to participate in any tender called by EPI for a minimum period of one year.

12.0 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.

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.

14.0 Bidder’s to submit their details as per the format enclosed (Bidder’s Information)

15.0 In case of any discrepancy between the downloaded tender and the approved hard copy, the approved hard copy shall hold good for contractual as well as legal purposes. The tenderer shall furnish a declaration to this effect that no addition/deletion/corrections have been made in the downloaded tender document being submitted by him and it is identical to the tender document appearing on the Website.

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

General Manager (Contracts)
Engineering Projects (India) Limited
6-A, 6th Floor, Bakhtawar Building,
Nariman Point, Mumbai – 400 021
Phone: +91 22 22026347
Fax: +91 22 22882177
Email: wro-contracts@engineeringprojects.com

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-electronic-tender.com
Instructions to Tenderers

**Introduction:**

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

The tender is for ‘**Tender for engagement of Manpower Supply Agency for supplying of Highly Skilled, Skilled, Semi Skilled & Unskilled manpower on Temporary basis at Western Regional Office and its controlling sites in different states. Engineering Projects (I) Ltd., 6-A, 6th Floor, Bakhtawar Building, Nariman Point, Mumbai-400021**’ as described in Notice Inviting Tender. In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

ii. Interested bidders have to necessarily register themselves on the portal https://www.tcil-india-electronic.tender.com through M/s Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities:

M/s Telecommunications Consultants India Limited,
6th Floor, TCIL Bhawan, Greater Kailash - 1
New Delhi - 110 048
Contact No. : 011-26241790, 98683 93717/75/92
Email-ID: ets_support@tcil-india.com

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

iv. For proper uploading of the bids on the portal namely https://www.tcil-india-electronic.tender.com (hereinafter referred to as the “portal”), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s Telecommunications Consultants India Limited, New Delhi directly, as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

v. Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 17:00 Hrs. on 12.04.2019; 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.10,000/- (Rupees Ten Thousand only) + 18% GST as non-refundable document fees in the form of demand draft in favour of Engineering Projects (India) Ltd. payable at Mumbai.

vi. E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining pre-qualification criteria under “Single Stage Two Envelope Bidding Procedure” on the TCIL portal on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders’ representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging into the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders.

vii. The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one Lakh 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 Mumbai. The EMD shall be valid for minimum period of 90 days (ninety days) 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.

viii. Tender fee, EMD (In original), Power of Attorney, NSIC/MSME certificate as per pre-qualification criteria (if bidder is claiming EMD/Tender fee exemption) and Pass Phrase (Both for technical and financial bid in separate envelope) to decrypt the bid must be submitted in physical form at the address given at Clause No. 16.0 of NIT on or before Last date and time of online bid submission. If the above documents are not received in time then their offer shall not be considered and EPI shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

Other instruction to bidders

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

ii. No deviation shall be allowed from the terms and conditions stipulated in the “Tender Documents” and tender containing deviations are liable to be rejected. If any Deviation is inescapable, the same must be specified in a separate “Deviation Sheet” and must be put as a part of techno-commercial bid, otherwise, the bidder shall be deemed to have accepted all conditions specified in these “Tender Documents”. EPI does not bind itself to accept any or all deviations. EPI reserves its right to reject such tenders without any further correspondence with the bidder and their price bid shall not be opened.
iii. Bidders are requested to send their queries regarding “Tender Documents” if any in writing by post or fax or email latest by 29.04.2019 upto 14:00 hrs. and to the address specified in the NIT.

iv. These “Instructions to bidders” shall form part of the “Tender documents”.

v. Submission of a tender by the bidder implies that he has read the complete contract documents and has made himself aware of the scope, terms & condition and specifications of the work to be done. No claim of tenders whatsoever, within the purview of this clause, shall be entertained at any stage.

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

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

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

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

x. EPI reserves the right to split the order.

xi. The order shall be governed by the Indian laws for the time in force.
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](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® portal [https://www.tcil-india-elecrtionictender.com](https://www.tcil-india-elecrtionictender.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.

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<tr>
<th>TCIL/ ETS Helpdesk</th>
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<tbody>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
<td><em>Customer Support: 011-26241790 (multiple lines)</em>&lt;br&gt;&lt;br&gt;<em>Emergency Mobile Numbers: +91-9868393775,</em></td>
</tr>
<tr>
<td><strong>Contact</strong></td>
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</tr>
<tr>
<td><strong>Engineering Projects (India) Ltd.</strong></td>
<td><strong>General Manager (Contracts)</strong></td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td><strong>Engineering Projects (India) Ltd.</strong></td>
</tr>
<tr>
<td></td>
<td>6-A, 6&lt;sup&gt;th&lt;/sup&gt; Floor, Bakhtawar Building,</td>
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<td></td>
<td>Nariman Point, Mumbai-400 021</td>
</tr>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
<td><strong>Telephone/ Mobile</strong></td>
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<td></td>
<td>000-22026347</td>
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<td></td>
<td>[between 9:30 hrs to 17:00 hrs on working days]</td>
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<tr>
<td><strong>E-mail ID</strong></td>
<td><strong>E-mail Id :</strong></td>
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<td></td>
<td><a href="mailto:wro-contracts@engineeringprojects.com">wro-contracts@engineeringprojects.com</a></td>
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**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: General Manager (Contracts)*  
*Address: Engineering Projects (India) Ltd.*  
*6-A, 6<sup>th</sup> Floor, Bakhtawar Building,*  
*Nariman Point, Mumbai-400 021*

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

1. **Tender Fee of Rs 10,000/- (Rupees Ten Thousand only) +GST 18% in form of DD (Original).**
2. **EMD of Rs 1,00,000/- (Rupees one Lakh only) in the form of Demand Draft (Original).**
3. **Original copy of the letter of authorization shall be indicated by written power-of-attorney.**
4. Documentary evidence with regard to registration with NSIC 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-Annexures during Online Bid-Submission in addition to PQ documents listed in NIT Clause no.2(a) to (j).

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 (eg I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

CAUTION: All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the Electronic Forms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the Electronic Forms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the Electronic Forms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the Electronic Forms™ and the ‘Main-Bid’, the contents of the Electronic Forms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (eg the higher price) for the purpose of short-listing, and the lower of the two pieces of information (eg the lower price) for the purpose of payment in case that bidder is an awardee in that tender.
Typically, ‘Pass-Phrase’ of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to *Engineering Projects (India) Ltd.* in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

**Public Online Tender Opening Event (TOE)**

ETS offers a unique facility for ‘Public Online Tender Opening Event (TOE)’. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Engineering Projects (India) Ltd. office for the Public Online TOE.

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’, including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders’ representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted offline by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public Online Tender Opening Event (TOE)’.

ETS has a unique facility of ‘Online Comparison Chart’ which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled ‘Minutes of Online Tender Opening Event (TOE)’ covering all important activities of ‘Online Tender Opening Event (TOE)’. This is available to all participating bidders for ‘Viewing/ Downloading’.
There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

**SEVEN CRITICAL DO’S AND DON’TS FOR BIDDERS**

Specifically for Supplier organizations, the following ‘SEVEN KEY INSTRUCTIONS for BIDDERS’ must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS

2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz ‘Date and Time of Closure of Procurement of Tender Documents’ and ‘Last Date and Time of Receipt of Bids’. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of --Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

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

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

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

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

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

NOTE:
While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.
TENDER ACCEPTANCE LETTER
(To be given on Firm Letter Head)

Date:............

Sub: Acceptance of Terms & Conditions of Tender for ‘Tender for engagement of Manpower Supply Agency for supplying of Highly Skilled, Skilled, Semi Skilled & Unskilled manpower on Temporary basis at Western Regional Office and its controlling sites in different states, Engineering Projects (I) Ltd., 6-A, 6th Floor, Bakhtawar Building, Nariman Point, Mumbai-400021’.

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the website(s) namely:__________________________ as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _______ to _______ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organisation have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person)
Seal..............
# Bidders Information

<table>
<thead>
<tr>
<th>Company Name*</th>
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<tbody>
<tr>
<td>Registration Number*</td>
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<tr>
<td>Registered Address*</td>
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<tr>
<td>Name of Partners/Directors</td>
<td></td>
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<tr>
<td>Bidder type*</td>
<td>Indian/Foreign</td>
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<td>City*</td>
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<tr>
<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>
<tr>
<td>PAN/TAN/GST Number*</td>
<td>(PAN/TAN number must have 10 characters. e.g. AESTG2458A)</td>
</tr>
</tbody>
</table>

| Company's Establishment Year |  |
| Company's Nature of business* |  |
| Company's Legal status* | Limited company/Undertaking/Joint venture/Partnership/others |
| Company Category* | Micro unit as per MSME/Small unit as per MSME/Medium unit as per MSME/Ancillary unit/Project of affected person of this company/SSI/others |

| 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* |  |
| Mobile* | (Phone details eg: +91 044 22272449) |

Sign and Stamp of EPIL

Sign and Stamp of Bidder
**BANKER DETAILS**

| **PAN NO** * |  |
| **GST NO** * |  |
| **ACTIVE BANK A/C DETAILS** * |  |
| **A/C NO** * |  |
| **A/C TYPE** * |  |
| **BRANCH ADDRESS** * |  |
| **IFSC** * |  |

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