ENGINEERING PROJECTS (INDIA) LTD.
(A Govt. of India Enterprise)
Eastern Regional Office, Kolkata

NIT NO.: ERO/CON/1138                                                  Date. 27.01.2020

CORRIGENDUM - 1

Sub: Tender for appointment of Associate Consultant for Survey, Soil Investigation, & Design Engineering Consultancy services for the Project "Construction, Upgradation, Widening & Strengthening of various roads in the District of Sundergarh, Odisha under DMF Scheme"


Revised time schedule for tender activities are as follows.

(i) Last Date & Time for Downloading of tender documents: 10.02.2020 up to 3:00 PM
(ii) Last Date & Time of submission of Tenders (online and physical documents): 10.02.2020 up to 3:30 PM
(iii) Date & Time of online opening of tenders (Techno-Commercial Bid): 10.02.2020 up to 4:00 PM
(iv) Date and time of Pre-bid meeting: 03.02.2020 at 2:00 PM.

All other terms and conditions of the NIT remain unchanged.

GM (Contracts)
Date: 27.01.2020                           Engineering Projects (India) Limited
ENGINEERING PROJECTS (INDIA) LIMITED
(A Govt. of India Enterprise)

INSTRUCTIONS TO TENDERERS
ENGINEERING PROJECTS (INDIA) LIMITED

(A Govt. of India Enterprise)

INSTRUCTIONS TO TENDERERS

1.0 MODE OF SUBMISSION

The Tender is to be submitted in two separate sealed covers marked as under:

**ENVELOPE-1 :-**

This ENVELOPE shall contain the following:

i) Earnest Money Deposit as per clause 2.0 of ‘Instructions to Tenderers’ (ITT).

ii) Letter of Undertaking for un-conditional acceptance of the tender conditions as per proforma given in ITT.

iii) Pre-Qualification Documents and Credentials as per clause 19.0 of ITT.

iv) Volume-I (ITT, General Conditions of Contract), Volume-II (Notice Inviting Tender, Additional Conditions of Contract, Specifications, Drawings) and Corrigendum/ Addendum, if any, duly filled in, signed and stamped on each page by tenderer. Cutting or over-writing, if any, shall be signed and stamped by the person signing the Tender. All pro-forma forming part of Tender Documents shall be filled in, signed and stamped by the tenderer.

v) Copy of power of attorney / partnership deed, duly attested by Notary Public authorizing the person who signs the Tender.

vi) Any other information as required to be submitted along-with the Tender.

This envelope shall be marked as:

**ENVELOPE-1 “TECHNO-COMMERCIAL BID” FOR** (Name of work as mentioned in “Notice Inviting Tender”)

**NIT No. :** ________________

**DUE ON :** ________________

**FROM :** (Name of the Contractor)

**ENVELOPE – 2 :-**

This ENVELOPE shall contain only the **Volume-III** comprising of **PRICE-BID**.

This envelope shall be marked as:

**ENVELOPE-2 ‘PRICE-BID’ FOR** (Name of Work as mentioned in “Notice Inviting Tender”)

**NIT No. :** ________________

**DUE ON :** ________________

**FROM :** (Name of the Contractor)
Both the envelopes / packets shall be individually sealed and kept in an outer envelope marked as:

**TENDER FOR** (Name of Work as mentioned in “Notice Inviting Tender”)

**NIT No.** : ____________________________

**DUE ON** : ____________________________

**FROM** : (Name of the Contractor)

The outer envelope shall be duly sealed and shall be delivered at place of submission of Tender by the date and time fixed for receipt of Tender as mentioned in “Notice Inviting Tender”. The Tenders received after the date and time of Tender receipt shall not be considered and shall be returned to the tenderer unopened. EPI shall not be responsible for any postal or other delays, whatsoever and tenderer should take care to ensure the submission of Tender at place of receipt of Tender by due date and time fixed for Tender receipt. **All the envelopes shall be addressed to the** authority who has invited the Tender as mentioned in “Notice Inviting Tender”.

1.1 First the Envelope-1 of the tenderer shall be opened. Tenderers who unconditionally accept the tender conditions, deposit the required Earnest Money and whose Techno-Commercial Bid along with PQ Documents is found suitable shall be considered for the opening of their Price Bid and Envelope-2 of such tenderers shall only be opened. The Tenders not accompanied by requisite Earnest Money and / or not conveying un-conditional acceptance of tender conditions or whose Techno-Commercial Bid and PQ Documents are not found suitable, shall be rejected and such tenderer shall not be allowed to attend Price Bid opening i.e. opening of Envelope-2.

1.2 Once the tenderer has given an unconditional acceptance to the tender conditions in its entirety, he is not permitted to put any remark(s) / condition(s) (except unconditional rebate on price, if any) in / along with the ‘Price-Bid’ / Tender.

1.3 In case the condition 1.2 mentioned above is found violated at any time after opening of Tender, the 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.

2.0 **EARNEST MONEY DEPOSIT**

Earnest Money Deposit of amount as mentioned in “NIT/ITT/Memorandum” to “Form of Tender” required to be submitted alongwith the Tender shall be in the form of Demand Draft payable at place as mentioned in “NIT/ITT” in favour of EPI Limited from any Nationalized / Scheduled Bank or in the form of Bank Guarantee from any Nationalized / Scheduled Bank in enclosed format. The EMD Bank Guarantee shall be valid for a minimum period of 150 (One Hundred Fifty) days from last day of submission of Tender. The EMD shall be governed by Clause 7.0 of General Conditions of Contract.

3.0 **EPI reserves the right to reject any or all the Tenders in part or full without assigning any reason whatsoever thereof. EPI does not bind themselves to**
accept the lowest Tender. EPI reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The Contractor is bound to accept the portion of work as offered by EPI after split up at the quoted / negotiated rates.

4.1 **FOR ITEM RATE TENDERS**

4.1.1 The tenderers should quote the rates for items tendered by them in figures as well as in words and the amounts in figures only. The amount for each item should be worked out and the requisite totals and page totals given.

4.1.2 All corrections/cuttings should be signed by the tenderer. Each page of the Tender should be signed by the tenderer. In the event of discrepancy between rate in figures and words the rate quoted in words shall be treated as correct. In case there is discrepancy between rate and amount worked out, the rate quoted shall be taken as correct and not the amount.

4.1.3 Price shall be entered against each item in Bill of Quantities where quantities or LS (lump-sum) has been mentioned. The cost of item against which the Contractor has failed to enter a rate or price shall be deemed to be covered by rates and prices of other items in the Bill of Quantities and no payment shall be made for the quantities executed for items against which rate has not been quoted by Contractor. No rate is to be quoted against items for which no quantity is given. However, the Contractor has to quote rate against “LS” items.

4.2 **FOR PERCENTAGE RATE TENDERS**

4.2.1 In case of Percentage Rate Tenders, tenderer shall fill up in the Schedule / Bill of Quantities, percentage Below/Above/Par (in figures as well as in words) to total estimated cost given in Schedule / Bill of Quantities, he will be willing to execute the work. The tenderer should quote a unique single percentage plus / minus over the total estimated amount given in Schedule / Bill of Quantities. In case more than one schedule is given, stipulating quoting of separate percentages (plus or minus) over the estimated amount of each schedule, the tenderer can quote separate percentages for each such schedule. Under no circumstances, tenderer is allowed to quote separate percentages for individual items, trades or group of items. In case tenderer quotes separate percentages for individual items, trades or group of items instead of to the total amount of schedule(s), the Tender shall be rejected and earnest money of the tenderer shall be forfeited in totality.

4.2.2 In case of Percentage Rate Tenders, the tenderer shall also work out the total amount of his offer after adding percentage (plus or minus) over the total schedule amount and the same should be written in figures as well as in words in such a way that no interpolation is possible.

4.2.3 In case of Percentage Rate Tenders, only percentage quoted shall be considered. Any tender containing item rates is liable to be rejected. Percentage quoted by the tenderer in Percentage Rate Tender shall be accurately filled in figures and words. All corrections/cuttings should be signed by the tenderer. Each page of the Tender should be signed by the tenderer. In the event of discrepancy between percentage rate in figures and words, the percentage rate
quoted in words shall be treated as correct. In case there is discrepancy between percentage rate and amount worked out the percentage rate quoted shall be taken as correct and not the amount. For any other discrepancy, the decision of Tender Scrutiny Committee of EPI shall be final & binding on the tenderer including rejection of Tender and forfeiture of EMD.

5.0 The Tenders shall be strictly as per the conditions of contract. Tenders with any additional condition(s)/modification(s) shall be rejected.

6.0 The witnesses to the Tender / Contract Agreement shall be other than the tenderer / tenderers competing for this work and must indicate full name, address, status/occupation with dated signatures.

7.0 The acceptance of Tender will rest with EPI. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

8.0 Canvassing whether directly or indirectly in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

9.0 On acceptance of Tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from Engineer-In-Charge or its authorised representative shall be intimated by the Contractor with in 07 days of issue date of telegram / letter / telex / fax of Intent by EPI.

10.0 The tenderer shall not be permitted to Tender for works if his near relative is posted as an Assistant Manager or any higher ranks in the concerned Regional Office of EPI. The Contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in EPI. Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him and forfeiture of Earnest Money and Security Deposit. This may also debar the Contractor from tendering for future works under EPI.

11.0 No employee of EPI of the rank of Assistant Manager and above is allowed to work as a Contractor or as an employee of a Contractor having interest in EPI for a period of two years after his retirement/relief from the service of EPI, without the prior permission of EPI in writing. This contract is liable to be cancelled if either the Contractor or any of his employee is found at any time to be such a person who had not obtained the permission of EPI as aforesaid before submission of the Tender or engagement in the Contractor’s service.

12.0 The time of completion of the entire work, as contained in contract shall be as mentioned in “Memorandum” to “Form of Tender", which shall be reckoned from the 10th day from issue of the Letter / Telex / Telegram / Fax of Intent by the EPI.

13.0 The Tender award, execution and completion of work shall be governed by Tender Documents consisting of (but not limited to) Letter of Intent / Letter of work Order, Bill of Quantities, Additional Conditions of Contract, General Conditions of Contract, Specifications, Drawings, etc. The tenderers shall be
deemed to have gone through the various conditions and clauses of the Tender and visited the Site and satisfied itself with Site conditions including sub-soil water conditions, topography of the land, drainage and accessibility etc. or any other condition which in the opinion of Contractor will affect his price / rates before quoting their rates. No claim whatsoever against the foregoing shall be entertained by EPI.

14.0 The Drawings given with the Tender Documents are TENDER DRAWINGS and are indicative only.

15.0 Transfer of bid documents purchased by one intending bidder to another is not permissible.

16.0 Tenders must be duly signed with date and sealed. An attested copy of power of attorney/affidavit/Board Resolution executed as under shall accompany the ‘Tender Documents’.

a) In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the Tender is signed by any other person Power of Attorney by the Sole Proprietor in favour of signatory.

b) In case of Partnership firm, if Tender is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the tender/documents by all the partners authorizing him to sign the tender/documents.

c) In case of Company, copy of the Board Resolution authorizing the signatory to sign on behalf of the Company.

17.0 Tenders with following discrepancies are liable for rejection:-

a) Tenders with over-written or erased rates, percentages, amounts or rates, percentages not written in both figures and words.

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

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

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

e) If the tenderer deliberately gives wrong information in his tender or resorts to unfair methods in creating circumstances for the acceptance of his tender, EPI reserves the right to reject such tender at any stage.

18.0 Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & conditions and specifications of the work to be done and of conditions at which stores, tools, plant, etc. will be issued to him by EPI (if any), local conditions and
Instructions to Tenderers
Engineering Projects (India) Limited

political situations and other factors having bearing on the execution of the works. No claim of Contractor whatsoever, within the purview of this clause, shall be entertained at any stage of the project.

19.0 Tenderer shall submit the following documents along with their Tenders in the first envelope (Techno-Commercial Bid):-

a) List of works executed during the last 5 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 3 years.
e) Copy of latest income-tax returns filed along with PAN.
f) Details of manpower available.
g) Details of equipments, tools and plant available.
h) Credentials and completion certificates.
i) Registration Certificate/Memorandum and Articles of Association/Partnership Deed/Affidavit.
j) Copy of Provident Fund Number allotted by PF authorities.
k) Copy of letters of registration with various authorities like CPWD, State PWD, MES and Public Sector Undertakings, etc.
l) Latest Solvency certificate from Nationalised/Scheduled Bank.
m) Latest Sales Tax Registratin and Clearance Certificate.
n) Any other document as stipulated above and in “Tender Documents’

20. Purchase Preference may be granted to the Central Public Sector Enterprises as per the applicable guidelines in force in this regard issued by the Government of India.
LETTER OF UNDERTAKING

(TO BE ENCLOSED IN ENVELOPE-1 ALONGWITH EMD)

ENGINEERING PROJECTS (INDIA) LIMITED
(Address of submission as mentioned in “Notice Inviting Tender”)

REF. : TENDER FOR (Name of Work as mentioned in “Notice Inviting Tender”)
NIT No. : __________________________

Sir,

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. The Tender Documents for the work as mentioned in “Memorandum” to “Form of Tender” have been issued to me / us by ENGINEERING PROJECTS (INDIA) LIMITED and I / We hereby unconditionally accept the tender conditions and Tender Documents in its entirety for the above work.

2. The contents of clause 1.2 and 1.3 of the Tender Documents (Instructions to Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remark(s) / condition(s) (except unconditional rebate on price, if any) in the ‘Price-Bid’ enclosed in “Envelope-2” and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening “Envelope-2”, I / We agree that my/our tender shall be summarily rejected and EPI shall, without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money absolutely.

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
(Address of submission as mentioned in “Notice Inviting Tender”)

REF. : TENDER FOR (Name of Work as mentioned in “Notice Inviting Tender”)

NIT No. : ____________________________

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

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

3. I/We agree to pay the 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

EPI
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 pro-forma 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 (Name of Work as mentioned in “Notice Inviting Tender”)

NIT No. : ________________________________

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Cl. No.</th>
<th>Values / Description to be applicable for relevant clause(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Name of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td>Owner/Client / Employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii)</td>
<td>Type of Tender</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv)</td>
<td>Earnest Money Deposit</td>
<td>NIT</td>
<td>Rs._________ (Rupees __________________________ only).</td>
</tr>
<tr>
<td>v)</td>
<td>Estimated Cost</td>
<td>NIT</td>
<td>Rs._________ (Rupees __________________________ only).</td>
</tr>
<tr>
<td>vi)</td>
<td>Time for completion of work</td>
<td>NIT</td>
<td>Total work to be completed in ________________<strong>(</strong>________) in accordance with the time schedule of completion of work in the Tender Documents.</td>
</tr>
<tr>
<td>vii)</td>
<td>Mobilization Advance</td>
<td>---</td>
<td>Not applicable</td>
</tr>
<tr>
<td>viii)</td>
<td>Interest Rate on Mobilization Advance</td>
<td>---</td>
<td>Not applicable</td>
</tr>
<tr>
<td>ix)</td>
<td>Number of Instalments for recovery of Mobilisation Advance</td>
<td>---</td>
<td>Not applicable</td>
</tr>
<tr>
<td>x)</td>
<td>Schedule of Rates applicable</td>
<td>---</td>
<td>Civil Works : Not applicable Sanitary Works : Not applicable Electrical Works : Not applicable</td>
</tr>
<tr>
<td>xi)</td>
<td>Validity of Tender</td>
<td>---</td>
<td>90 (Ninety) Days</td>
</tr>
<tr>
<td>xii)</td>
<td>Security Deposit cum Performance Guarantee</td>
<td>5.1.1</td>
<td>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.</td>
</tr>
</tbody>
</table>

Signature of Contractor  
EPI
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>xiii)</td>
<td>Retention Money</td>
<td>5.1.2 5.00% (Five percent only) of the contract amount, which shall be deducted in the manner set out in this contract.</td>
</tr>
<tr>
<td>xiv)</td>
<td>Time allowed for starting the work</td>
<td>The date of start of contract shall be reckoned 10 days from the date of issue of telegram / letter / telex / FAX of Intent of acceptance of Tender.</td>
</tr>
<tr>
<td>xv)</td>
<td>Defect Liability Period</td>
<td>--- 12 (Twelve) Months from the date of taking over of works.</td>
</tr>
<tr>
<td>xvi)</td>
<td>Arbitration</td>
<td>9.0.0 Arbitration shall be as per provisions of Clause no.9.0.0 of Agreement.</td>
</tr>
<tr>
<td>xvii)</td>
<td>Jurisdiction</td>
<td>10.0 Courts in Kolkata.</td>
</tr>
</tbody>
</table>

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS): _______________________________________________________________________

OCCUPATION: ________________________________________________________________________________

ADDRESS: ____________________________________________________________________________________

SEAL OF TENDERER
ADDENDUM TO INSTRUCTIONS TO TENDERERS

1. Mode of submission of tender is through e-bids only. Hence Clause 1.0 of ITT is deleted.
2. Clause no. 2.0 of ITT should be read as below.

Earnest money of the unsuccessful tenderers shall be returned after finalization of the contract. EMD of successful bidders shall be treated as part of retention money. No interest will be payable by EPI on the said amount.

3. Clause 19.0 should be read as below.

Tenderer shall submit the following documents along with their Tenders in the first envelope (Techno-Commercial Bid) :-

   a. Details of similar works executed along with completion certificate & copy of Work order for qualification as per PQ criteria.
   b. List of works executed during the last 7 years indicating name of the Client, value, date of start and completion along with completion certificate.
   c. List of works under execution indicating name of the Client, Total Contract Value, Value of balance work in hand, date of start and completion.
   d. CA certified audited balance sheets and profit and loss accounts along with schedules for the last 3 years.
   e. Copy of PAN Card
   f. Copy of GST Registration certificate
   g. Details of manpower available.
   h. Registration Certificate/Memorandum and Articles of Association/Partnership Deed/ Affidavit.
   i. Any other document as stipulated above and in “Tender Documents”
Special Instructions to Bidders for e-Tendering.

1.0 Preparation and Submission of Bids

1.1 Format and Signing of BID

1.1.1 The Bidder shall provide all the information sought under this tender. The Employer will evaluate only those BIDs that are received online in the required formats and complete in all respects and Bid Security, document fee etc. received in hard copies.

1.1.2 The BID shall be typed and signed in indelible blue ink by the authorized signatory of the Bidder. All the alterations, omissions, additions or any other amendments made to the BID shall be initialed by the person(s) signing the BID.

1.2 Documents comprising Technical and Financial BID

1.2.1 The Bidder shall submit the Technical BID & Financial Bid online through procurement portal https://www.mstcecommerce.com/eprochome/epil. Comprising of the following documents along with supporting documents as appropriate:

**TECHNICAL BID.**

a. Scanned copies of supporting certificates / documents pertaining to Clause no 3 of NIT and Clause no. 3 of “addendum to Instruction to Tenderers”

b. Signed and stamped copy of tender document.

c. EMD Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of a Demand Draft.

d. Original copy of the Tender Fee of Rs. 5,000/- (Rupees Five Thousand only) plus GST @ 18% i.e. Rs. 5,900/- (Rupees Five Thousand Nine Hundred only) in form of Demand Draft.

e. Any other document as stipulated above and in “Tender Documents” duly signed and stamped.

f. Documentary evidence with regard to registration with NSIC for waiver of Tender fee & EMD waiver.

**FINANCIAL BID**

g. Vol- II (Quoting Sheet & BOQ) duly signed and stamped.

1.3 The Bidder shall submit the following documents physically:

**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.

General Manager (Contract)
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).

(a) Original Power of Attorney for signing the bid
(b) Original copy of the Tender Fee of Rs. 5,000/- (Rupees Five Thousand only) plus GST @ 18% i.e. Rs. 5,900 (Rupees Five Thousand Nine Hundred only) in form of Demand Draft.
(c) Original copy of the EMD Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of a Demand Draft.
(d) Original copy of Power of Attorney to sign the Tender documents.
(e) Documentary evidence with regard to registration with NSIC / MSME as mentioned in Clause No.3 (m) of NIT for tender fees & EMD waiver.
(f) Proforma for Affidavit duly signed and stamped (in Original)
(g) Proforma for Integrity-Pact duly signed and stamped (in Original)
(h) Letter of Undertaking duly signed and stamped (in Original)

The documents listed above shall be placed in an envelope, which shall be sealed. The envelope shall clearly bear the identification Tender for appointment of Associate Consultant for Survey, Soil Investigation, & Design Engineering Consultancy services for the Project "Construction, Upgradation, Widening & Strengthening of various roads in the District of Sundergarh, Odisha under DMF Scheme" and shall clearly indicate the name and address of the Bidder. In addition, the BID Due Date should be indicated on the right hand top corner of the envelope.

1.3.1 The envelope shall be addressed to the following officer and shall be submitted at the respective address:

<table>
<thead>
<tr>
<th>KIND ATTN.</th>
<th>GM (Contracts)</th>
</tr>
</thead>
</table>
| ADDRESS:  | Engineering Projects India Limited  
|           | 50, Chowringhee, Kolkata -700071 |
| E-MAIL ADDRESS | j.bhattacharjee@engineeringprojects.com |

If the envelopes is not sealed and marked as instructed above, the Employer assumes no responsibility for the misplacement or premature opening of the contents of the BID submitted and consequent losses, if any, suffered by the Bidder.

1.4 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be summarily rejected.

1.5 BID Due Date

Technical & Financial BID comprising of the documents listed at clause 1.2 of the tender shall be submitted online through e-procurement portal https://www.mstcecommerce.com/eprochome/epil on or before the date mentioned in data sheet. Documents listed at clause 1.3 of the TENDER shall be physically submitted on the date mentioned in data sheet at the address provided in Clause 1.3.1 in the manner and form as detailed in this TENDER. A receipt thereof should be obtained from the person specified at Clause 1.3.
1.6 Late Bids

E-procurement portal [https://www.mstcecommerce.com/eprochome/epil](https://www.mstcecommerce.com/eprochome/epil) shall not allow submission of any Bid after the prescribed date and time at clause 1.5. Physical receipt of documents listed at clause 1.3 of the TENDER after the prescribed date and time at clause 1.5 shall not be considered and the bid shall be summarily rejected.

Note:

1) 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.

2) Bidders are required to pay applicable bidding fees on line at the time of bid submission.

2.0 BIDDER’S GUIDE FOR MSTC PORTAL:

2.1 Use browser to go to [https://www.mstcecommerce.com/eprochome/EPIL](https://www.mstcecommerce.com/eprochome/EPIL)

Digital Signatures

To login into the portal both Users (EPIL Officials) and Bidders will require a Class 2 or 3 Digital Signature. Bidders should have at least Signing type Digital Signatures. A digital signature can be obtained from any Certifying Authority (CA) as per the List of CAs issued by Controller of Certifying Authorities, Ministry of Electronics and Information Technology. The list is available at [http://www.cca.gov.in/cca/?q=licensed_ca.html](http://www.cca.gov.in/cca/?q=licensed_ca.html).

The list is as under:

1. Safescrypt
2. IDRBT
3. National Informatics Centre
4. TCS
5. GNFC
6. e Mudhra CA
7. CDAC CA
8. Capricorn CA
9. NSDL e-Gov CA

System Settings

1) This portal is compatible with multiple browsers (Google Chrome, Mozilla Firefox, Internet Explorer, Opera etc.).

2) On the system where this portal is being used, the user may open the portal and click on Install Components button on the left side as shown below:

   ![Install Component]

   all Component Guide - For

   1. On clicking the button, a new window will open as shown below:

   ![New Window]

   2. In this window, please save the MSTCSIGNER28082018_v2.exe file and install it.

   3. Additionally, please click on Add to chrome button, to add the chrome extension, as shown below:

   ![Add to Chrome]

   For other browsers please install the extension as applicable.
2.2 On the right side of the page click on Register as a Vendor:

![Vendor Login Form]

2.3 Fill the form that appears to create username and password.

![Vendor Registration Form]

2.4 Once the registration is done, login with your user name and password:

![Vendor Login Form]

2.5 System will ask you to verify your digital signature
2.6 Press Ok and select your digital signature from the List:

2.7 Your digital signature will be verified

2.8 Once login is complete, a bidder can access My Menu through the left side of the page:
2.9 Here click on Download NIT/Corrigendum button to download the NIT/Corrigendum. Select Event number and click on download to download the files:

![Download NIT/Corrigendum](image)

2.10 To submit the bid a bidder can proceed to Bid Floor through the left side My menu. In Bid Floor click on live events to view a list of Live events. In live events select the tender number where you wish to submit a bid.

![Bid Floor](image)

2.11 On clicking the event number, if the bidder has not paid transaction fee, system will prompt them to pay the transaction fee. They can pay the transaction fee by going to Transaction Fee payment link in their login, and pay the same through online payment (debit card, credit card, net banking etc) or RTGS/NEFT (Challan).

![Transaction Fee Payment](image)
2.12 Tender can be of multiple types with price bid uploading in Excel or Technical-Price type. The bid floor for each type of event will change automatically.

On clicking the tender number one of the following screens will appear:

For 2 cover with price bid in excel

![E-Tender Technical Cum Price Bid](image)

2.13 For each type of event the event details including start time and close time the details will be given on the top of the page.

2.14 To submit the tender the bidder has to start from top left and submit the details one by one.

2.15 For 2 cover with price bid in excel, the bidder has to submit technical bid, by filling the details and clicking the save button.

![Technical Terms](image)

- **Agree**
- **Remarks**

a) After the technical bid is saved, a bidder can proceed to uploading documents through the link upload docs:
b) Please note that under no circumstance the price bid excel has to be uploaded here.

c) After the documents have been uploaded, the bidder can click on download excel to download the excel format.

d) Fill up the excel sheet as per the details given therein and tender document.

e) To upload the filled up excel click on Upload Price Button, click on browse to select the file and then click on Upload and Save encrypt file.

f) The bidder can then click on final submit to finally submit the bid. In case of any amendments after final submit, click on delete bid button to delete the techno-commercial and price bids and resubmit the same. Please note that at the end the bid must be final submit, otherwise the same will not be considered.

2.16 For E-Tender Technical Cum Price Bid:

a. In the manner similar to above the bidder has to fill up Common terms, then press save button to submit.

b. Then the bidder has to upload documents as per the list shown therein.

c. Once the documents are uploaded the bidder has to submit the Technical and Price bids.

d. The bidder can then click on final submit to finally submit the bid. In case of any amendments after final submit, click on delete bid button to delete the techno-commercial and price bids and resubmit the same. Please note that at the end the bid must be final submit, otherwise the same will not be considered.

Bidder’s may note that in each case using the Delete bid button will only delete the bids and then the bidder can resubmit upload tender closing time.
Using the withdraw button the bid will be withdrawn and the bidder will not be allowed to submit any further bid in that event.

For any assistance regarding the Tender Document and/or term and conditions the bidders may contact at EPIL: