AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: WRO/CON/757/0191

FOR

Supply of AAC Blocks confirming to IS 2185 (Part 3) for Construction of District Head Quarter Hospital with 100 bedded Mother Child Hospital at Kendrapara, Odisha

EXECUTING AGENCY:

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVT. OF INDIA ENTERPRISES)
6A, 6TH FLOOR, BAKHTAWAR, NARIMAN POINT
MUMBAI-400021
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AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: WRO/CON/757/0191

FOR

Supply of AAC Blocks confirming to IS 2185 (Part 3) for Construction of District Head Quarter Hospital with 100 bedded Mother Child Hospital at Kendrapara, Odisha

VOLUME – I

NIT, Special Instructions To Bidders For E-Tendering, Bidder Information
NOTICE INVITING e-TENDER (NIT)

1.0 Engineering Projects (India) Ltd. invites the Item Rate online e-tenders through e-tendering from the Manufacturers with ISI certification for Supply of AAC Blocks confirming to IS 2185 (Part 3) for Construction of District Head Quarter Hospital with 100 bedded Mother Child Hospital at Kendrapara, Odisha in two bid system (Techno-commercial bid & Price Bid) as per tender requirement.

Time schedule of tender activities:

<table>
<thead>
<tr>
<th>I.</th>
<th>Last Date and Time of download of Tender Documents:</th>
<th>30.08.2018 upto 02:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>Last Date &amp; Time of Online Submission of Tenders:</td>
<td>31.08.2018 upto 12:00 pm</td>
</tr>
<tr>
<td>III.</td>
<td>Last Date &amp; Time of Offline Submission of Tenders:</td>
<td>31.08.2018 upto 02:00 pm</td>
</tr>
<tr>
<td>IV.</td>
<td>Date &amp; Time of Opening of Envelope-1 (Techno-commercial Bid):</td>
<td>31.08.2018 upto 03:00 pm</td>
</tr>
</tbody>
</table>

2.0 Bidder to submit the following documents along with tender - Online

a. Valid Permanent Account Number of Income Tax.

b. It is mandatory to have valid GST Registration number in the state of Odisha.

c. Manufacturer License with ISI certification.

d. Details of Manufacturing plant with capacity.

e. Details of Supply completed with client list and copy of purchase order.

f. If bidders is supplier then bidder has to submit the Make, Manufacture license with ISI Certification of the manufacturer and Authorized Retailer certificate.

g. Bidders have to submit confirmation letter whether they are registered under MSME/NSIC Act or not and if yes, then relevant copies of the registration letter in relevant category (Registered under NSIC/MSME, Govt. of India, Ministry of MSME, New Delhi) to be enclosed in Technical Bid and a request letter for claiming exemption from submission of Tender fee and EMD.
3.0 Though an applicant may satisfy the eligibility criteria, EPI reserves the right for not issuing the tender document if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

4.0 Tender documents comprising of the following are available on the website of EPI: [www.engineeringprojects.com](http://www.engineeringprojects.com) & CPP Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in) and as well as on TCIL portal [http://www.tcilindia-electronictender.com](http://www.tcilindia-electronictender.com)

1. Notice Inviting Tender, Special Instructions To Bidders For E-Tendering, Bidder Information (Vol-I)
2. General Purchase of Conditions, Special Conditions of Contract, Technical Specification (Vol-II)
3. Price Bid / Bill of Quantity and Summary of Cost - (Vol-III)

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

6.0 Interested bidders have to necessarily register themselves on the portal [https://www.tcilindia-electronictender.com](http://https://www.tcilindia-electronictender.com) through M/s Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities: M/s Telecommunications Consultants India Limited, 6th Floor, TCIL Bhawan, Greater Kailash – 1, New Delhi – 110 048  
Contact No.: 011-26241790, 9868393717/75/92,
Email-ID: [ets_support@tcil-india.com](mailto:ets_support@tcil-india.com)

For proper uploading of the bids on the portal namely [https://www.tcil-indiaelectronictender.com](http://https://www.tcil-indiaelectronictender.com) (hereinafter referred to as the ‘portal’), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s Telecommunications Consultants India Limited, New Delhi directly, as and when required, for which contact details are mentioned above. The 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.

7.0 Relevant documents as mentioned in Clause No. 2.0 of NIT shall be submitted online as part of Technical Bid.

E-Bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to Clause no. 2 (a) to (g) under Single Stage Two Envelope Bidding Procedure
on the TCIL portal on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders’ representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging in to the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders

**Submission of Pass-phrase of Technical bid and financial bid in separate envelope respectively is mandatory at time of physical submission.**

The bid must be accompanied by an **Earnest Money Deposit (EMD) of Rs. 4,25,000/- (Four Lacs Twenty Five Thousand 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 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 120 days (one hundred twenty) 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.

EMD of successful Bidder shall be kept as Security deposit till completion of supply & that of unsuccessful bidder shall be returned.

**8.0** Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 18:00 Hrs. on 10.08.2018 however interested bidders have to pay tender fees for participating in the tendering and submitting the bid. For this purpose the interested bidders shall be required to pay **Rs. 5,000.00 (Rupees Five Thousand only) plus Applicable GST** as non-refundable document fees in the form of demand draft in favour of “Engineering Projects (India) Ltd.” payable at Mumbai.

**9.0** 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.

**10.0** EPI reserves the right to accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and Liability whatsoever and to re-invite the tender at its sole discretion.

**11.0** 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.
12.0 The tender shall remain open for acceptance for a period of **90 (Ninety) days** from the due date for receiving the tender by EPI.

13.0 The bidder has to keep the rates firm for the total supply to be completed in a Period of 6 months. The Quantities for supply in different lots shall be informed by Site.

14.0 The rates quoted by the bidder shall be inclusive of all taxes, duties, GST, freight, packing & forwarding, Testing including Third party testing outside in any Govt. lab and any other charges as applicable on FOR site delivery basis.

However, bidder must indicate the bifurcation of the various cost elements of their quoted Price in a separate statement along with the Price Bid i.e. Basic price + taxes & duties up to site.

15.0 **Quantity Variation:** The rates quoted by the bidder shall remain firm up to a quantity variation of plus or minus 25% to the quantities mentioned in the Price Bid.

16.0 Termination of Purchase order: In case of unsatisfactory progress of supply or change in requirement, the purchase order shall be terminated by giving 7 days’ notice.

17.0 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-electronictender.com](http://www.tcil-india-electronictender.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.

18.0 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.

19.0 Bidder confirms that they have read and understood and have copies of the ‘Tender Documents’ offer is based on the ‘tender Documents’ etc. thereof.

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

21.0 EPI reserves the right to postpone the tender due date and issue required amendment, if any. However, selected tenderer may be called for discussions/clarifications after the tenders have been scrutinized.

22.0 All correspondence with regard to the above shall be to the following address (By Post/In Person)
General Manager (Contracts)
Engineering Projects (India) Ltd.
Bakhtawar, 6A, 6th Floor Nariman Point, Mumbai – 400 021
Office Phone- 022-22049230 Email: wro-contracts@engineeringprojects.com

23.0 For more information on EPI, visit our website at: 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

24.0 Contact details for site related Queries / Visit:
DGM (Mob no.) 09831405999

Engineering Projects (I) Limited, Kendrapara
For more information on EPI, visit our website at: http://www.engineeringprojects.com

General Manager (Contracts)
10.08.2018
AFFIDAVIT

Affidavit of Mr. ---------------- So  ------------ 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 / 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 alos 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)
Special instructions to Bidders for e-Tendering

General

The Special Instructions (for e-Tendering) supplement ‘Instruction to Bidders’, as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Engineering Projects (India) Ltd. has decided to use the portal https://www.tcil-india-electronic-tender.com 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 Envelopes

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-electronic.tender.com, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the ‘Supplier Organization’ link under ‘Registration’ (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

**Any Instructions for Online/ Offline Payment of Registration Fee??**

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

**Important Note**: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under ‘ETS User-Guidance Center’ located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to ‘Essential Computer Security Settings for Use of ETS’ and ‘Important Functionality Checks’ should be especially taken into cognizance.
Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

<table>
<thead>
<tr>
<th>TCIL/ ETS Helpdesk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
</tr>
<tr>
<td><strong>Customer Support:</strong> 011-26241790 (multiple lines)</td>
</tr>
<tr>
<td><strong>Emergency Mobile Numbers:</strong> +91-9868393775, 9868393717, 9868393792</td>
</tr>
<tr>
<td><strong>E-mail ID</strong></td>
</tr>
<tr>
<td><a href="mailto:ets_support@tcil-india.com">ets_support@tcil-india.com</a></td>
</tr>
<tr>
<td>[Please mark CC: <a href="mailto:support@electronictender.com">support@electronictender.com</a>]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering Projects (India) Ltd.</strong> Contact Person</td>
</tr>
<tr>
<td><strong>General Manager (Contracts)</strong></td>
</tr>
<tr>
<td>Engineering Projects (India) Ltd.</td>
</tr>
<tr>
<td>6A, Bakhatawar, Nariman Point</td>
</tr>
<tr>
<td>Mumbai</td>
</tr>
<tr>
<td><strong>Telephone/ Mobile</strong></td>
</tr>
<tr>
<td>Tele fax No. 022-22882177</td>
</tr>
<tr>
<td>Office Phone- 022-22049230</td>
</tr>
<tr>
<td><strong>E-mail ID</strong></td>
</tr>
<tr>
<td><a href="mailto:wro-contracts@engineeringprojects.com">wro-contracts@engineeringprojects.com</a></td>
</tr>
</tbody>
</table>
Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions).

Broad outline of submissions are as follows:

- Submission of Bid-Parts/ Envelopes
  - Technical-Part & Financial-Part

Offline Submissions:

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.

Contact Persons Name: **General Manager (Contracts)**

Engineering Projects (India) Ltd.
6A, Bakhatawar, Nariman Point
Mumbai – 400021

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. 5,000/- (Five Thousand only) plus applicable GST in form of DD. (Original)
2. Earnest Money Deposit (EMD) of Rs: 4,25,000/- (Rupees Four Lakh Twenty Five thousand only) in the form of Bank Guarantee/DD. (Original)
3. If bidder as supplier Valid Retailer Certificate from the manufacturer – if supplier along with make & manufacturing certificate from whom the blocks will be supply.
4. Documentary evidence with regard to registration with NSIC/MSME as mentioned in Clause No.1 (g) of NIT for tender fees waiver.
5. Annexure A – Affidavit for NIT
6. Pass-phrase (Both for technical and financial bid in separate envelope) to decrypt the Bid.

**Note:** The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission in addition to PQ documents listed in NIT Clause

**Note:** Bidders are required to pay applicable ETS bidding fees on line 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.*
# BIDDER INFORMATION

<table>
<thead>
<tr>
<th>Company Name*</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Registration Number*</td>
<td></td>
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<tr>
<td>Registered Address*</td>
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<td>Name of Partners/Directors</td>
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<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 TEMPZ9999 as the PAN/TAN number.</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>
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<tr>
<td>Limited company/Undertaking/Joint venture/Partnership/others</td>
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</tr>
<tr>
<td>Company Category*</td>
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</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>Enter Company’s Contact Person Details</td>
<td></td>
</tr>
<tr>
<td>Title *</td>
<td></td>
</tr>
<tr>
<td>Mr/Mrs/Dr/Shree/Ms</td>
<td></td>
</tr>
<tr>
<td>Contact Name*</td>
<td></td>
</tr>
<tr>
<td>Date of Birth*</td>
<td>(DD/MM/YYYY)</td>
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</tbody>
</table>
**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.)

<table>
<thead>
<tr>
<th>Designation</th>
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</thead>
<tbody>
<tr>
<td>Phone *</td>
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</table>

(Phone details eg: +91 044 22272449)

| Mobile* |

**BANKER DETAILS -**

<table>
<thead>
<tr>
<th>PAN NO*</th>
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<tbody>
<tr>
<td>GST NO*</td>
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<tr>
<td>ACTIVE BANK A/C DETAILS*</td>
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<tr>
<td>A/C TYPE*</td>
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<tr>
<td>BRANCH ADDRESS*</td>
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<tr>
<td>IFSC *</td>
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</table>

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