

INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE
Post Bag No.2273, Tumkur Road, Bangalore – 560 022.

Tender No: SS/172/vol - 1\

Date: 27.07.2018

**TENDER DOCUMENT FOR Fabrication, Supply, Installation & Commissioning of machines
For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines),
at IPIRTI , Bangalore.**

The bid should be submitted at <https://moefcctender.euniwizard.com>
The registration fees on <https://moefcctender.euniwizard.com> is **Rs 2360 (1 YeAR)**

The tender processing fees fees on <https://moefcctender.euniwizard.com> is **Rs 9000/- + GST 18%**
(non refundable)

Tender Part I - Technical competence bid (**PRICE AND QUANTITY NOT TO BE QUOTED**)
Tender Part II- Quantity and Price bid

COST OF TENDER DOCUMENT Rs. 5000/-

RECEIPT NO.....

DATED:.....

Tender issued to M/s.

.....

.....

Last date for submission of Tender: on or before 30.08.2018, 3.00 p.m

**Sd/-
Administrative Officer**

I N D E X

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INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE**Post Bag No.2273, Tumkur Road, Bangalore - 560 022**

Tender No: SS/

Date: 27.07.2018

Notice Inviting Tenders

- I. Online tenders are invited in two parts viz., **Part I** –Technical competence bid and **Part II**-Quantity and Price bid in two separate online covers duly super scribed with tender number, name of the item and Tender Part No (viz., Part I/Part II), from the reputed suppliers/fabricators for **Fabrication, Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines)**, at IPIRTI , Bangalore. as per **Annexure I** (technical specification).

Tender Part I –Technical competence bid, consisting of only Technical Competence to undertake the work should furnish details on Work experience, past performance, infrastructure facilities, list of customers etc., along with EMD @ 2% of estimated cost. The eligibility of the tenderer will be based on the following criteria.

Criteria I

Should have engaged in the **Fabrication, Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines)**. Give details of the organization and work experience. Furnish list of customers as per format in **Annexure II**

- (a) Technical capabilities of the supplier with respect to project work completed on similar nature of works will be considered apart from the specification of the compressor

Submission of tender Part I without any of the above such documents are liable for rejection. A check list to avoid rejection of the tender (use format in Annexure III) should be compulsorily submitted along with **Part I** -Technical competence bid.

Tender **Part II** – Quantity and Price bid consisting of Schedule of quantities with price should accompany with the following documents. Design details, complete and detailed technical specifications etc., should be provided.

The offer Part II should be submitted in the following format only as given in Criteria II (Otherwise the offer will be liable for rejection)

Criteria II

- | | | | |
|----------|-----|--|---|
| | a. | Fabrication, Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines) , at IPIRTI , Bangalore. | : |
| A | (1) | | |
| | b. | Mandatory Spares, if any | : |
| | (2) | Packing, forwarding and unloading charges | : |
| | (3) | Insurance up to destination | : |
| | (4) | Transportation Charges upto destination | : |
| | (5) | Taxes % | : |
| | (6) | Other charges like installation and commissioning | : |
| B | | | |
| | (1) | Guarantee/Warranty Period | : |
| | (2) | After Sales Service | : |
| | (3) | Delivery Period | : |
| | (4) | Validity of the Offer | : |
| | (5) | Payment Terms | : |

The tenders for the work will be received by the Administrative Officer in his/her office **up to 3.00 p.m, on 30.08.2018** The online tenders Part I Technical competence bid will be opened in presence of the Director/Joint Director at **3.30 p.m.** on the same day if possible, otherwise on the next working day in the presence of the tenderers present. The tender documents can be had in person/by post from this office on any working day against written request enclosing therewith attested copy of Company Registration Certificate on **payment of Rs. 5000/- by Cash / Demand draft drawn in favour of Director, IPIRTI, Bangalore -560 022** which is non-refundable. The Tender document will be sent by Speed Post/Registered Post to those who have requested by Post at their risk.

- I.** Name of work : Fabrication, Supply, Installation & Commissioning Of Machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines), At Ipirti , Bangalore.
- II.** Approximate Amount Estimated : Rs.2.5 Crore in INR
- III.** E.M.D. Amount 2% : Rs. 500,000/-- To be submitted along with Part I.
- IV.** Cost of Tender Document : Rs.5000/- To be submitted along with Part I (Non-refundable)
- V.** Issue of Tender Documents : **upto 3.00 p.m. 30.08.2018**
- VI.** Date of submission of Online tender : on or before **30.08.2018 3.00 p.m.**
- VII.** Date of opening of Tender : Part I – Technical competence bid at **3 .30 .p.m on 30.08.2018**
Part II – Quantity and Price bid, will be intimated separately to Qualified Tenderers in Part I - Technical competence bid
- VIII.** Date of completion of work : Maximum 120 days from the date of placing order

- IX.** The tenderer should deposit along with the tender (Part I) a sum of Rs. 500,000/- only by means of crossed DD in favour of Director, IPIRTI, Bangalore – 560 022 as Earnest Money Deposit (EMD). The amount will be refunded to unsuccessful tenderers after opening of the tender part II without interest therefore. The Director, IPIRTI reserves the right to accept and or reject any/all tenders without assigning reasons therefore and/or to award the work either in part or in full.
- X.** The successful tenderer shall pay the additional amount towards security deposit at the rate of 3% of the amount tendered by him after adjusting the EMD and execute an agreement within 7 days from the date of issue of the letter-communicating acceptance of the tender failing which EMD will be forfeited.

Director
IPIRTI, Bangalore

LETTER OF ACCEPTANCE
(To be submitted along with Part II)

The Director,
IPIRTI, P.B.No.2273,
Tumkur Road,
Bangalore - 560 022.

Dear Sir,

I/We, hereby tender for the execution of the work specified in the under mentioned memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respects with the specification and instructions in writing which have been read by me/us, read and explained to me/us and with such materials as are provided for by and in all other respects in accordance with such conditions so far as possible.

MEMORANDUM

1. General description of work : Fabrication, Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines), at IPIRTI , Bangalore.
2. Estimated cost : Rs.2.5 Crore in INR
3. EMD 2% : Rs. 500,000/-
4. Security Deposit : 3% of the Tendered amount including EMD
5. Tenders to be submitted
on or before : **3.00 p.m. on 30.08.2018**
6. Time allowed for completion : Maximum 120 days from the date of work placing order
7. Specifications : The work shall be carried out as .
Explained in tender document.

Should this tender be accepted, I/we hereby agree to abide by and fulfill all the terms and provisions of the conditions contained in the articles of Agreement, Notice Inviting tenders and Conditions of Contract, etc., which have been read by me/us, and explained to me/us so far as applicable or in default thereof to forfeit and pay to the Institute or their successors in office the sums of money mentioned in the conditions of contract, articles of Agreement and Notice Inviting Tender.

Dated thisday of 2018.

.....
Tenderer's signature with seal

Address:

Witness to Tenderer's signature

Address:

The above tender is hereby accepted by me on behalf of the Indian Plywood Industries Research and Training Institute, Bangalore.

Dated this day of
.....

.....
Signature of the Officer by who accepted

UNDERTAKING TO BE GIVEN BY THE TENDERER
(To be submitted along with Part II)

We, thehaving registered
Office at
.....do hereby declare and affirm the following:

1. We are aware of all statutory and legal requirements of Central and State Governments as well as local regulations applicable to the work. Consequences due to violation of these Acts, Rules and Regulations shall be borne by us and the Employer/Consultant are indemnified from any charge directly or indirectly arising there from.
2. That this undertaking forms part of the Agreement and contract documents.

WITNESS:

Signature of the Tenderer with seal

GENERAL INFORMATION TO TENDERERS

1. The supplier shall make all provisions for safety of his men and materials including insurance for fire and accidents. An indemnity bond in the form appended shall be submitted indicating clearly that the Employers are free from such responsibility and encumbrances.
2. No sub-letting and sub-contracting in any form is allowed.
3. Quality of work and quantities shall be notified to the Employer whose technical personnel or of consultant will certify the work. Any defect or shortcoming in the work shall be made good by the supplier to the full satisfaction of the Employer.
4. Working hours of the Institute are normally from **9.00 a.m. to 5.30 p.m.** Monday to Friday. If the supplier wishes to deploy his workmen beyond working hours and on holidays, prior permission of the Employer shall be taken.
5. The time allotted for supply the equipment is 120 **days** from the date of placing order.

@ @ @

ARTICLE OF AGREEMENT

ARTICLE OF AGREEMENT made at Bangalore this day

.....
between the INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE registered under the Karnataka Societies Registration Act 1960, having registered office at Tumkur Road, Bangalore (hereinafter referred to as the EMPLOYER which expression shall include its successors and assignees) of the ONE part and.....
(herein after called the CONTRACTOR) of the OTHER part.

WHEREAS the Employer is desirous of getting done the work **Fabrication, Supply, Installation & Commissioning of machines for Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines)**, at **IPIRTI , Bangalore**. AND WHEREAS the Contractor has agreed to execute the aforesaid work on terms and conditions mentioned herein and subject to the conditions of contract, schedule of quantities, specifications, etc. (all of which are collectively hereinafter referred to as the said conditions).

Now it is hereby agreed and declared by and between the parties hereto as follows:

- 1) In consideration of the payment to be made to them as hereinafter provided the contractor shall, subject to schedules such as the conditions of contract, specifications, schedule of quantities, etc. execute and complete the work within maximum of 120 days from the date of placing order.
- 2) The employer shall pay to the contractor such sums as shall become payable hereunder at the time and in the manner specified in the conditions of contract.
- 3) Time is the essence of this Agreement and the Contractor shall pay or allow the Institute to deduct @ 0.5% per week of the contracted amount as a Liquidated damages. If sufficient justification is not made regarding the delay, the employer may deduct such damages from any amount due to the contractor under this Agreement or any other Agreement that may subsequently entered into between the parties. The order is liable to be cancelled if the accumulated penalty exceeds 5% of contracted amount. EMD & Security Deposits will also be forfeited.
- 4) The schedules above mentioned shall form an integral part of this Agreement and the decision of the employer in reference to all matters of dispute as to material and workmanship shall be final and binding on both the parties.
- 5) The employer reserves to themselves the rights of altering the drawings of the works and of adding to or omitting any item of work from or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this Agreement.

- 6) The security deposit of the Contractor shall be forfeited if he fails to comply with any of the conditions of the contract.
- 7) This Agreement comprises the works above and all subsidiary works connected therewith, even though such works may not be shown on the schedules appended herewith.
- 8) Notwithstanding anything contained in the tender submitted by the Contractor, all the clauses of this Agreement shall be binding on both the parties.
- 9) If any dispute shall arise between the parties touching these presents or any of the matter covered by the schedule herewith appended or the construction of operation thereof or the rights, duties or liabilities of either party hereunder, such dispute shall be referred to two arbitrators, one to be appointed by each party or in the event of their not agreeing then to the award of an Umpire to be appointed by them in writing before entering on the reference and the decision of the arbitrator or the Umpire as the case may be and shall be final and binding on both the parties. Such arbitration shall be governed in all respects by the provisions of the Indian Arbitration Act 1940, as amended from time to time and the Rules thereunder.

IN WITNESS WHEREOF the Parties hereto have set their respective hands the day and the year hereinabove written.

Signed by, for and on behalf of the Institute in the presence of

- 1)
- 2)

Signed by, for and on behalf of the said contractor(s) by their partners..... in the presence of

- 1)
- 2)

Terms and Conditions of contract

1. The tenderer is required to examine carefully - the form of tender showing Technical Specification, nature of work, indicative drawings and the Articles of Agreement before pricing the quantities.
2. The quantities set out in the tender form are only approximate. However Design details, Technical Specifications etc., are to be submitted along with the tender.
3. The tenderer whose tender is accepted will be required to sign an agreement for the due fulfillment of the contract. A copy of agreement is attached. If the successful tenderer default in signing the articles of agreement on a stamp paper of Rs.250/- within seven days of issue of the letter awarding the contract, the deposited Earnest Money Deposit will be forfeited and his tender will be treated as cancelled.
4. Alterations in the tender document by the tenderer will render the tender to be rejected. No subsequent correspondence regarding price will be entertained, once the tender is opened.
5. Time is the essence of contract and design, fabrication, supply, installation, commissioning is time bound under the project. The work should be completed on turnkey basis within a maximum period of 30 days from the date of order. Penalty clause will be enforced for non-completion of work within the stipulated period.
6. No 'C' or 'D' form will be issued by us. However the concessional rate of Central Sales Tax admissible to Research Institutions on purchase of Scientific Instruments/equipments, etc., from certain States like Maharashtra, Delhi, West Bengal, Tamilnadu, etc., is applicable to this Institute.
7. The offer should be for the fabrication, supply, installation and commissioning of **Fabrication, Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines)**, at IPIRTI , Bangalore.
8. A high standard of workmanship is required. Final payment will be made only after the completion of work to the entire satisfaction of the authority.

9. As this Institute is an autonomous body of the Ministry of Environment, Forests, & Climate change Govt. of India, discount applicable should be shown separately.
10. Your rates should be valid at least for a minimum period of **SIX months**.
11. You may contact representatives authorized by the Director IPIRTI for any Technical clarifications.
12. The Manufacturers have to procure materials from their own source provided they are in accordance with specification. Tests certificates are required to be produced for the materials used whenever required.
13. Income-tax will be deducted at source as per rules. Retention amount at 6% of the bill will be deducted from the final bill. The said amount will be refunded after the completion of defects liability of period of 2 year.
14. Security deposit 3% will be refunded along with final payment.
15. Security Deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the contract.
16. Your bill in triplicate should be submitted along with completion certificate for making payment.
17. Successful tenderer shall submit Articles of Agreement on Non-judicial Stamp paper of Rs.250/- before commencement of work and should deposit 3% of the Tendered amount towards security deposit for executing the work adjusting with EMD. Director, IPIRTI reserves right to accept any or reject all quotations without assigning any reasons thereon.
18. The quoted price in Tender Part II - Quantity and Price bid should not be specified in anywhere in Tender document Part I - Technical competence bid, if mentioned, tender is liable to be treated unqualified.
19. The tenderers are requested to submit the price quoted and technical specification of the work in Part II – Quantity and Price bid, super scribing, the cover with Tender No, Name of the item and Tender Part No(viz., Part I/Part II)
20. Any conditional tenders will not be accepted.

21. Tender document may be down loaded from the website www.ipirti.gov.in and <https://moefctender.euniwizard.com> **The cost of tender document may be remitted at the time of submission of your tender. Omission/addition/deletion in the tender document are found will be treated as unqualified tender.**
22. The tenderer should have sufficient working capital for carrying out the work.
23. Technical Specification and Nature of Work to be carried out is as per **Annexure-I** of the tender document which is approximate and liable for alteration, omission, deduction and addition at the discretion of the Director, IPIRTI
24. Tender Documents Part I – Technical competence bid and Part II – Quantity and Price bid should be submitted in separate covers only. Tender Part II - Quantity and Price bid will be opened only if the tenderer qualifies the conditions in Part I - Technical competence bid. The date of opening of the same will be intimated separately and will be opened in front of the qualified tenderers present.
25. The Director, IPIRTI, at his discretion may make payment upto 50% against bank guarantee.
26. The work shall not be considered as completed until the employer has certified in writing that they have been completed in all respects and the defects liability period shall commence from the date of such certificate and satisfactory report by the representatives authorized by the Director IPIRTI.
27. Liquidated damages for Non-completion of work within stipulated period may be charged @ 0.5% per week for the delayed period, till the penalty accumulates upto 5 % of the contracted amount and thereafter the contract is liable for cancellation.
28. The decision of the Director, IPIRTI, Bangalore, shall be final conclusive and binding on the supplier/tenderer.
29. All disputes shall be subject to the jurisdiction of the Courts in the City of Bangalore, Karnataka, India.

PAYMENT AND PENALTY
(To be submitted along with Part II)

1. Name of work : Fabrication, Supply, Installation & Commissioning of machines for **Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines)**, at IPIRTI , Bangalore.
2. Date of completion of work : The work should be completed within a maximum of 120 days from the date of order
3. Defects Liability Period : One year from the date of commissioning
4. Security Deposit to be deposited before commencement of work : 3% of the tendered amount including EMD
5. Liquidated damages for non-completion of work in time : 0.5% per week will be charged for the delayed period up to 5% of the contracted amount and there after it is liable for cancellation.
6. Retention amount. : Retention amount at 6% of the bill amount.
7. Release of Security deposit : Security deposit 3% will be refunded along with final payment.
8. Release of Retention amount : Retention amount will be deducted at 6% from the final bill. The said amount will be refunded after the completion of defects liability of period of 2 year.

Place:

Date:

Signature of Tenderer with seal

**Fabrication, Supply, Installation & Commissioning Of Machines For
Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines),
at IIRTI, Bangalore.**

EQUIPMENTS / MACHINES required :

| Sl. No. | Name of Machine | No. of Machine |
|------------|--|-------------------|
| 1. | Set of Press machine: Press (1200*145*145) mm Mold Cavity Loading Machine | 1 |
| 2. | Demolding Machine | 1 |
| 3. | Mold | 5 |
| 4. | Curing Room | 1 |

Catalog / Specifications :

1. PRESS (1200*145*145)

| | |
|--------------------------------------|------------------------------|
| Name of Machine: | Press |
| <u>Dimension of Bamboowood beam:</u> | 1200*145*145 mm |
| Type of Press | Hydraulic Press |
| Type of Oil Cylinder: | Plunger cylinder:Φ380*850 mm |
| No. of Cylinders: | Min - 4, Max - 6 |
| Diameter of Oil Cylinder: | Φ380 mm |
| Maximum Pressure of the System: | 26.5 M Pa |
| Maximum Work Pressure: | 26.5 M Pa |
| Cylinder Stroke: | 850 mm |
| Function Description: | Press the square log |



*This is a reference picture

2. MOLD CAVITY

| | |
|-----------------------|---------------------------------------|
| Name: | Mold Cavity |
| Dimension: | (1200*145*145) mm |
| Number of Cylinders: | 4 |
| Function Description: | Imbedded in Press, make the press log |



*This is a reference picture

3. LOADING MACHINE

| | |
|-------------------------|-----------------------------------|
| Name: | Loading Machine |
| Min Loading cavity size | L*W*H (1300 mm * 145mm * 900 mm) |
| Speed: | 12 M/min |
| Lifting height: | Parallel to Press |
| Number of oil cylinder: | 1(Min) |
| Function Description: | Feeding strands in the press |



*This is a reference picture

4. MOLD

| | |
|----------------------|---|
| Name | Mold |
| Dimension (inner) | (1250*145*145) mm |
| Thickness of plate | 6mm |
| Compression value | 1 : 5 |
| Deformation error | 0.5mm |
| Material of plate | 16 Mn |
| Function Description | Shape forming of strand woven bamboo beam |



*This is a reference picture

5. DEMOLDING MACHINE

| | |
|------------------------|---|
| Name | Demolding Machine |
| Size dimensions: | (1450*1200*500) mm |
| Number of oil cylinder | 2 |
| Function Description | This machine separates the bamboo wood beam from mold |



*This is a reference picture

6. CURING ROOM FOR BAMBOOWOOD LOGS

| | |
|---|--------------------------------------|
| Name: | Curing of logs Room |
| Dimension: (operational area) | 2.1m x 2.1m |
| Weight: | 1 Ton (Approx) |
| Min Operational Temp(Curing) | 150 ⁰ C +5 ⁰ C |
| Type of wall | 100% Insulated Prefabricated |
| Loss of Moisture | 0 |
| Temp Maintenance duration | Min 24 hr |
| Control panel | Automatic |
| Electrical heater load | Max. 2 kw / heater |
| All wiring / everything must be capable to withstand - min 250 ⁰ C | |



*This is a reference picture

Sd/-
HOD CBD

**FORMAT FOR FURNISHING THE DETAILS OF PREVIOUS EXPERIENCE OF
THE TENDERER**

(To be submitted along with Part I)

| Details of Previous experience in Fabrication and Supply, Installation & Commissioning of machines For Bamboo Strand Lumbers (Press, Mould, Demolding & Curing Machines) | | | | |
|--|-------------------------------------|--|-------------------------------------|----------------|
| Sl. No. | Description of the Equipment | Name, Address, Telephone, E-mail and Fax of the Organization to whom supplied | Details of order & Value | REMARKS |
| | | | | |

INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE**Post Bag No.2273, Tumkur Road, Bangalore - 560 022****CHECK LIST TO AVOID REJECTION OF THE TENDER**

(To be submitted along with Part I)

- 1) Have you submitted your Tender Document, Part I-Technical competence Bid and Part II-Quantity and Price Bid in separate. **“INDICATING TENDER NUMBER, NAME OF THE ITEM AND TENDER PART I-Technical competence bid OR PART II-Quantity and Price bid?”**

YES/NO

- 2) Have you submitted your offer under Part I-Technical competence bid as per format given in a Annexure II ?

YES/NO

- 3) Have you submitted the EMD amount as specified in the tender specification along with Part I?

YES/NO

- 4) Have you answered all the points mentioned in Criteria I (a) to (c) under Part I – Technical competence bid and Criteria II (A) and (B) under Part II – Quantity and Price bid as described in Notice Inviting Tenders and enclosing copies of the documentary evidence wherever required?

YES/NO

- 5) Have you furnished Design details, Technical Specifications etc. along with Part II-Quantity and Price bid?

YES/NO

- 6) Have you duly filled in and submitted **1.Letter of acceptance 2.Under taking to be given by the tenderer 3.Payment and Penalty in Part II?**

YES/NO**Date:****Signature of the tenderer with seal**

If the answer is negative for any of the above Items, your offer is liable for rejection, which may please be noted.

NB One copy of the above checklist duly answered may please be Returned along with the offer in Part I – Technical bid

SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH TENDER SITE

This tender document has been published on the E-wizard portal <https://moefcc.euniwizard.com/> . The bidders are required to submit soft copies of their bids electronically on the E-wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the E-wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-wizard Portal. More information useful for submitting online bids on the E-wizard Portal may be downloading from “Download” section available on home page on <https://moefcc.euniwizard.com/> . REGISTRATION

- 1) Bidders are required to enroll on the e-tendering portal (<https://moefcc.euniwizard.com/>) by clicking on the link “Register” on the e-tendering portal.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CEL e-tendering portal (<https://moefcc.euniwizard.com/>).
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with Signing+Encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) Bidder can search any tender by clicking on “Live Tender” under search option on Home Page. Once the bidders have selected the tenders they are interested in, they may download the required documents after clicking on “Tender Document”.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / JPEG formats.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such documents (e.g. GST registration copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Document” available to them to upload such documents. These documents may be directly attached from the “My Document” library while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as required from the drop down to pay the Processing Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard .xlsx format with the tender

document, and then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the .xlsx file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the .xlsx file is found to be modified by the bidder, the bid will be rejected.

7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (as per Server System Clock).

8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.

9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

10) Upon the successful and timely submission of bids, the portal will give a successful bid submission acknowledgement copy will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

11) The acknowledgement copy has to be printed and kept as an acknowledgement of the submission of the bid.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to inviting authority of the tender.

2) Any queries relating to the process of online bid submission or queries relating to e-tendering Portal in general may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is Mr. Saurabh kumar Rai (07042643428) and Mr. Abhinav Bharat (07982696347).