

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF BID  
DOCUMENT AND TO BE POSTED ON WEBSITE**

**(Applicable For Inviting E-Tendering)**

The Assistant Engineer (E), Civil Construction Wing, All India Radio, Doordarshan Bhawan, 5<sup>th</sup> floor Golf Green, Kolkata -700095 on behalf of President of India invites e-tender in two bid system [Stage-I: Pre-qualification of agencies as per eligibility criteria & Stage-II: Price bid] on line Item rate bids from approved and eligible contractors of appropriate list of C.P.W.D. /M.E.S. /B.S.N.L. /Railways /West Bengal State P.W.D. and specialized agencies/firms working in the relevant field for the work **“Providing Auditory System in the lifts DDK, Kolkata (Make: OTIS)”**:

| Sl. No. | NIT No.  | Name of Work & Location  | Estimated Cost put to tender | Earnest Money        | Period of Completion  | Last date & time of submission of Tender (ON LINE) | Time & Date of opening of Eligibility documents   |
|---------|--|--|------------------------------|----------------------|-----------------------|--|---|
| 1.      | 2.   | 3.   | 4.                           | 5.                   | 6.                    | 7.   | 8.  |
| 1.      | EE(E)/Kol/SD-I/NIT/ 23<br>of 2020-2021 dt- 10-11 -2020 | <b>Providing Auditory System in the lifts DDK, Kolkata (Make: OTIS).</b> | <b>Rs. 74, 000.00</b>        | <b>Rs. 1, 480.00</b> | <b>01 (One) Month</b> | <b>07-12-2020<br/>Up to<br/>03.00 PM</b>           | <b>07-12-2020<br/>at<br/>03.30 PM<br/>(date &amp; time of opening of price bid to be decided later)</b> |

**1. Intending bidders**

- (a) Should have satisfactorily completed similar works as mentioned below during the last seven years ending last day of the month previous to the one in which the tender is invited. The work should have been done in some Central Govt./Central Autonomous body/ State Govt. / State Govt. Undertaking.
- (i) Two similar work each of value not less than 60 % of the estimated cost put to tender (Except OEM, OTIS Elevator)
- Or
- (ii) One similar work of value not less than 80 % of the estimated cost put to tender (Except OEM, OTIS Elevator)  
The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to the last date of receipt of application for tender.

Similar work shall mean work of **“Installation of Auditory System in the OTIS make lift”**

The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

- Information and instructions for bidders posted on website shall form part of bid document.
- The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.tenderwizard.com/AIR](http://www.tenderwizard.com/AIR) free of cost.
- But the bid can only be submitted after uploading the mandatory scanned documents such as Certificate of work experience/Credential, Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards EMD in favour of **Executive Engineer (E), Civil Construction Wing, All India Radio, Kolkata Payable at Kolkata** and Processing Fee in favour of **ITI Limited**, Goods & Service Tax registration and other documents as specified.

**e-Tender Processing Fee – Rs. 590.00 to be paid through E-Banking to ITI Limited.**

A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50 % of earnest money or Rs.20 lacs, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any scheduled bank having validity for 6 months or more from the last date of receipt of bids should be deposited either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CCW, AIR within the period of bid submission. The same should also be scanned and uploaded by the intending bidders. (The bank guarantee as EMD should only be issued from the place in which the office of receiving division office is situated). The EMD receiving Executive Engineer shall issue a receipt of deposition of EMD to the bidder in a prescribed format uploaded by tender inviting EE in the NIT.

This receipt of deposition of bank guarantee shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.

Copy of Enlistment Order and Certificate of work experience and other documents as specified in the notice shall be scanned and uploaded to the e-tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in press notice shall have to be submitted by the lowest bidder only within week physically in the office of tender opening authority.

| Receipt of deposition of Original Bank Guarantee/ Pay Order/ Draft/ TDR as EMD<br>(Receipt No...../date.....)  |   |
|--|---|
| 1. <b>Name of work:</b> Providing Auditory System in the lifts DDK, Kolkata (Make: OTIS).  |   |
| 2. NIT No. <b>EE-E/Kol/SD-I/NIT/ 23 of 2020-2021 dt. 10- 11-2020</b>   |   |
| 3. Estimated cost: <b>Rs. 74, 000.00</b>   |   |
| 4. Amount of original Bank guarantee as Earnest Money Deposit: <b>Rs. 1, 480.00</b>  |   |
| 5. Last date of submission of bid: <b>On 07-12-2020 Up to 03.00 Noon</b><br>(* To be filled by NIT approving authority/EE(E) at the time of issue of NIT and uploaded alongwith NIT) |   |
| 1. Name of Contractor:   |   |
| 2. Amount of original Bank guarantee Earnest Money Deposit:  |   |
| 3. Date of submission of EMD:  |   |
|  | Signature, Name and Designation of EMD<br>Receiving officer [EE(E)/AE(E)/AAO]<br>Alongwith Office stamp |
| (# To be filled by EMD receiving AE,E)   |   |

- Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
- The intending bidder must have valid Class-III digital signature to submit the bid.
- On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- Contractor can upload documents in the form of JPG format and PDF format.
- Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
- SC/ST contractors enlisted under class V category are exempted from processing fee payable to ITI Limited.
- The GST has been implemented by the Government of India with effect from 1<sup>st</sup> July'2017. The rates quoted by the tenderer shall be firm and inclusive of all taxes, GST etc. as applicable.

12. Tenderer shall examine the various provisions of CGST Act, 2017/ IGST Act, 2017/ UGST Act 2017/ SGST Act 2017 of the respective State and upto date amendments issued from time to time and other applicable taxes before bidding/ tendering. The tenderer shall also confirm to the rules made under these Acts.
13. The tenderer shall ensure that benefit of input tax credit (ITC) likely to be availed by them is duly considered by them while quoting rates.
14. The Contractor Shall Submit the invoice of the work executed as per rule 35 of CGST Rules 2017.
15. As Contractor's rates are inclusive of all taxes, no reimbursement of any tax shall be made to the contractor. The clauses 37 of GCC of NIT/ Contract stands modified accordingly.
16. TDS on income tax, labour cess and other statutory deductions shall be made at source as per prevalent laws. TDS on GST as & when becomes applicable will also be deducted as per relevant GST Act/rules/notification.
17. Earnest Money in the form of Treasury Challan or Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt (drawn in favour of **Executive Engineer (E), CCW, AIR, Kolkata**) or Bank Guarantee of any Scheduled Bank shall be scanned and uploaded to the e-tendering website within the period of tender submission.
18. A part of earnest money is acceptable in the form of bank guarantee also. In such case, 50% of earnest money or Rs. 20 lac, whichever is less, will have to be deposited in shape prescribed above, and balance in shape of Bank Guarantee.
19. Interested contractor who wish to participate in the tender has also to make following payments in the form of Demand Draft/ Pay Order/ Banker's Cheque of any scheduled Bank and to be scanned and uploaded to the e-Tendering website within the period of tender submission:
  - (i) E-Tender Processing Fee – **Rs. 590.00** to be paid through E-Banking to ITI Limited.
20. Treasury Challan or Demand Draft or Pay Order or Banker's Cheque or Deposit at Call Receipt or FDR or Bank Guarantee against EMD and Copy of Enlistment Order and Certificate of work experience as required shall be scanned and uploaded to the e-tendering website within the period of tender submission.
21. ~~Online tender documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit and e-Tender Processing Fee and other documents placed in the envelope are found in order.~~

**List of Documents to be scanned and uploaded within the period of bid submission:**

1. Receipt of deposition of EMD from the Executive Engineer inviting bids or from division office of any Executive Engineer, CCW, AIR.
2. Certificates of Work Experience issued by an officer of not below the rank of Executive Engineer/ project manager or equivalent/Credential & Enlistment order of contractor for agencies approved in appropriate list of C.P.W.D. / M.E.S. / B.S.N.L. / Railways and West Bengal State P.W.D. and specialized agencies/ firms working in the relevant field for similar work. **(Except OEM, OTIS Elevator)**
3. Certificate of Registration for Goods and Service Tax (GST) and acknowledgement of upto date return as per NIT stipulation. **(if the bidder has not obtained GST registration in the state in which the work is to be taken up, then in such a case the bidder shall upload following undertaking with the bid document "if work is awarded to me, I/we shall obtain GST registration certificate from the state where the work is to be carried out within one month from date of receipt of award letter or before payment of 1<sup>st</sup> R.A. bill.")**
4. Any other Document as specified in the Notice.
5. Affidavit on non judicial stamp paper of Rs. 100/- duly notarized as :-  
The certified copy of all the scanned and uploaded documents specified in the tender notice shall be deposited by me/us with the Executive Engineer calling the tender in case I/We become the lowest tenderer with a week of the opening of the financial bid otherwise the department (CCW,AIR) may reject the Tender and take the action to Debar me/us from Tendering in CCW,AIR , for a period of three years and can write to the Competent Authority for cancellation of my/our enlistment (Original papers of the uploaded documents shall be shown for verification).

**Assistant Engineer (Electrical)  
CCW: AIR: Kolkata**

**No. 18/AE (E)/Kol/2020-2021/ 296**

**Date: 13-11-2020**

1. The DDG (E), AIR, NBH, New Delhi (**by E-Mail: [bhinternet@air.org.in](mailto:bhinternet@air.org.in)**) with a request to upload this notice on web site.
2. The Executive Engineer (Elect.), CCW, AIR, KOLKATA.
3. The Assistant Engineer (E) (P), CCW, AIR, KOLKATA.
4. The Eastern Regional Electrical Contractor's Association (India), Phears Lane Commercial complex, 81/2/7, Phears Lane, Kolkata –700012
5. The above NIT is also available on web site [www.tenderdetail.com](http://www.tenderdetail.com).
6. Notice Board
7. Office Copy