

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

The **Executive Engineer (E), Civil Construction Wing, All India Radio, Mumbai-30**, on behalf of the President of India invites online item rate tenders from approved and eligible contractors of C.P.W.D. and those of appropriate class of contractors enlisted in the Department of Telecommunications (BSNL/MTNL), Department of Post, M.E.S., Railways and State P.W.D. of Maharashtra & Agencies working for labour supply for the following work:

NIT Number	36/EDM/MUM/2019-20 Dated : 17/10/2019
Name of work:	Providing services of four (4) nos. Data Entry Operator to office of the Executive Engineer (E), CCW, AIR, Mumbai
Estimated Cost put to Tender	Rs. 6,17,856/-
Earnest Money Deposit	Rs. 12,357/-
Period of completion	6 (Six) Months
Last date and time of submission of Tender	Upto 20.00 Hrs. on 31/10/2019
Time and date of opening of Tenders	At 11:00 Hrs. on 01/11/2019

1. 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 documents required.
2. Information and instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting of plans, specifications, 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 the website www.tenderwizard.com/AIR free of cost.
4. But the bid can only be submitted after depositing Processing Fee in favour of M/s. ITI Limited and deposition of original EMD in the division office of Executive Engineer(E) CCW, AIR, PB(IPSB), Mumbai-30 or division office of any Executive Engineer (E), Civil Construction Wing, All India Radio, within the period of bid submission (The EMD document shall only be issued from the place in which the office of receiving division office is situated) and uploading the mandatory scanned documents such as Demand Draft or Pay Order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt and Bank Guarantee of any Scheduled Bank towards EMD in favour of **Executive Engineer (E), CCW AIR PB(BCI), Mumbai-30**, receipt for deposition of original EMD to the Executive Engineer (E), CCW, AIR, PB(IPSB), Mumbai-30 or division office of any Executive Engineer (E), Civil Construction Wing, All India Radio, within the period of bid submission and other documents as specified. The FDR shall be accepted only if it is valid for a period of six months or more after date of opening of the Tender.
5. Detailed procedure can be seen in the CPWD-6 for e-Tendering
6. Contractors, who are 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 said website.






7. The intending bidder must have valid Class-III Digital Signature to submit the bid.
8. On the date of opening of the Bid, the bidder can login and see the bid opening process. After opening of Bids he will receive the competitor bid sheets.
9. Bidder can upload documents in the JPG or PDF format.
10. Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink color and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells in the SOQ a warning appears that if any cell is left blank the same shall be treated as "0" (zero). Therefore, if any cell in the SOQ is left blank and no rate is quoted by the bidder, rate for such item shall be treated as "0" (zero).
11. SC/ST bidders enlisted under Class-V category are exempted from processing fee of e-Tender payable to M/s. ITI Ltd.
12. Bidders are requested to kindly go through the amendment in CPWD-6 General Rules & Direction clause 37 page no. 17 & clause 38 page no. 18. Due to Modification in CPWD GCC 2014-7/8 for GST compliance. O.M. No. DG/CON/298 dated 29.09.2017.

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

- I. Treasury Challan / Demand Draft / Pay Order or Banker's Cheque / Deposit at Call Receipt / Fixed Deposit Receipt / Bank Guarantee of any Scheduled Bank against **Earnest Money** Deposit [Must be submitted as a single instrument. If a part of EMD is submitted in the form of Bank Guarantee, the balance should be a single instrument];
- II. **Enlistment** Order of the Contractor, if any.
- III. Valid Electrical license in his Name, if any.
- IV. Certificates of **Work Experience**, if specified in para 1.2 of Form CPWD-6;
- V. **Undertaking** as per para 1.2.2 of Form CPWD-6, if work experience is stipulated in para 1.2 of Form CPWD-6;
- VI. **Affidavit** on non-judicial stamp paper of ` 100.00 duly notarized as specified in para 9 of Form CPWD-6;
- VII. Certificate of **Registration for GST**.
- VIII. Copy of receipt for deposition of original EMD issued from division office of Executive Engineer (E), CCW, AIR, PB(IPSB), Mumbai-30 or division office of any Executive Engineer (E), Civil Construction Wing, All India Radio, within the period of bid submission (The EMD document shall be issued from the place in which the office of receiving division office is situated).


EXECUTIVE ENGINEER (ELECTRICAL)
CCW AIR PB(IPSB) MUMBAI-30

