

**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, 5th 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 **“Maintenance of 01 No. (New) Passenger lift at Hostel Block, Doordarshan Bhawan, Kolkata for the year 2021-22. (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)/Ko/SD-1/NIT/ 45 of 2020-2021 dt- 24-03-2021	Maintenance of 01 No. (New) Passenger lift at Hostel Block, Doordarshan Bhawan, Kolkata for the year 2021-22. (Make: OTIS)	Rs. 1,09,088.00	Rs. NIL	12 (Twelve) Months	06-04-2021 Up to 03.00 PM	06-04-2021 at 03.30 PM (date & time of opening of price bid to be decided later)

1. Intending bidders

- 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.
 - Three similar work each of value not less than 40% of the estimated cost put to tender (Except OEM, OTIS Elevator)
Or
 - Two similar work each of value not less than 60 % of the estimated cost put to tender (Except OEM, OTIS Elevator)
Or
 - 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 **“Maintenance of Lift (Make: OTIS)”**
- 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.

2. 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.

3. Information and Instructions for bidders posted on website shall form part of bid document.

4. 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 free of cost.

5. But the bid can only be submitted after uploading the mandatory scanned documents such as Certificate of work experience/Credential, proforma for earnest money deposit declaration and processing fee in favour of ITI limited, Goods & service tax registration & 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 notice shall have to be submitted by the lowest bidder only within week physically in the office of tender opening authority.

Proforma for earnest money deposit declaration

Whereas, I/we (name of agency).....have submitted bids for(name of Work).....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
or
(2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for Civil Construction Wing, All India radio tenders from date of issue of suspension order.

Signature of the contractor(s)

6. 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.
7. The intending bidder must have valid class-III digital signature to submit the bid.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. 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).
11. SC/ST contractors enlisted under class V category are exempted from processing fee to ITI Limited.
12. Online bid documents shall be opened only of those bidders, whose ~~Earnest Money Deposit~~, e- Bid Processing Fee and other documents are found in order.
13. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
14. ~~The system of uploading the scanned documents for financial instrument such as 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 respective Executive Engineer and processing fee in favour of ITI Limited is dispensed with immediate effect, since the available menu for financial instruments has been modified.~~
15. ~~The intending bidder has to fill all the details of Demand Draft/Fixed Deposit Receipt/Pay Order/Bankers Cheque (banker's name, amount, number and date) against bid processing fee.~~

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

No. 18/AE (E)/Kol/2020-2021/ 611

Date: 30-03-2021

1. The DDG (E), AIR, NBH, New Delhi (**by E-Mail: webupdates.pbns@gmail.com**) 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,
6. Notice Board
7. Office Copy

(Assistant Engineer, Electrical)