

# 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 the President of India invites e-tender in single bid system on line Item rate bids from approved and eligible contractor of CPWD / MES / BSNL / MTNL / Railway /Dept.of Post/ West Bengal State PWD/OEM/Specialised Agency or Firm for the works as follows: "Providing of CO2 Fire -Extinguishers for Cossipore Godown and Golf green Godown,ADG ( E ) (EZ), AIR & Doordarshan, Kolkata.

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 (online)	Time & Date of opening of e-Tender
1.	2.	3.	4.	5.	6.	7.	8.
1.	EE(E)/Kol/SD-I/NIT/09 of 2023-24 Dt.21.06.2023	Providing of CO2 Fire - Extinguishers for Cossipore Godown and Golf green Godown, ADG ( E ) (EZ), AIR & Doordarshan, Kolkata.	Rs.1,07,012.00	Rs.2,140.00	15 (Fifteen) days	On 30.06.2023 Up to 14.00 Hrs.	On 30.06.2023 At 14.30 Hrs.

#### 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.
- Two similar work each of value not less than 60 % of the estimated cost put to tender  
Or
- One similar work of value not less than 80 % of the estimated cost put to tender  
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 **"Providing& fixingof any type fire extinguishers."**

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 <https://prasarbharati.eproc.in>.

4. 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 <https://prasarbharati.eproc.in>, Goods & Service Tax registration and other documents as specified.

### **INSTRUCTIONS TO BIDDER – ONLINE MODE**

#### **DEFINITIONS:**

- 1) **C1 India Pvt. Ltd.:** Service provider to provide the e-Tendering Software.  
 1) **Prasarbharati e-Procurement Portal:** An e-tendering portal of Prasarbharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>.

#### **I. ACCESSING / PURCHASING OF BID DOCUMENTS :**

- 1) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasarbharati. Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. **+91-8130606629** for DSC related queries or can email at [vikas.kumar@c1india.com](mailto:vikas.kumar@c1india.com)

- 1) To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasarbharati e-Tendering Portal (<https://prasarbharati.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual/registration charges of Rs. 450/- plus 18% GST through **online** mode (net banking/debit card/credit card). Validity of Registration is 1 year.

- 1) The amendments / clarifications to the tender, if any, will be posted on the Prasarbharati e-Tendering Portal (<https://prasarbharati.eproc.in>).

- 1) To participate in bidding, bidders have to pay Tender Processing Fee according to the Tender Value per Tender per Bid through online mode viz.

<b>Estimated Value</b>	<b>Processing Fees per Tender per Bidder</b>
Less than or Equal to Rs. 10 Lakhs	Rs. 475.00 + 18 % GST
More than 10 Lakhs but Less than or equals to 50 Lakhs	Rs. 925.00 + 18 % GST
More than 50 Lakhs	Rs. 1150.00 + 18% GST
Annual Charges for online Bidder	

If in case, for any particular Tender, Estimated Cost is unknown to Prasarbharati, the Processing Fee would Rs. 1150.00 + 18% GST

- 1) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.

Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Prasarbharati e-Tendering Portal (<https://prasarbharati.eproc.in>).



For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Ph: **0124-4302033/36/37, prasarbharatisupport@ic1india.com**.

It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither 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

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 AE in the NIT.

This receipt of deposition of bank guarantee shall also be uploaded to the <https://prasarbharati.eproc.in> 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 a week physically in the office of tender opening authority.

### Receipt of Deposition of Original EMD

(Receipt No. .... /date.....)

**Name of work:** Providing of CO2 Fire -Extinguishers for Cossipore Godown and Golf green Godown, ADG ( E ) (EZ), AIR & Doordarshan, Kolkata.

2. NIT No. EE(E)/Kol/SD-/NIT/09 of 2023-24 Dt.21.06.2023
3. Estimated cost: Rs.1,07,012.00
4. Amount of Earnest Money Deposit: Rs.2,140.00
5. Last date of submission of bid: On **30.06.2023 Up to 14.00 hrs.**

1. Name of Contractor:.....#
2. Amount of Earnest Money Deposit:.....#
3. Date of submission of EMD:.....#
4. Form of Earnest Money Deposit .....#
5. Date of submission of EMD:.....#
6. Form of Earnest Money Deposit .....#
7. Form of Earnest Money Deposit .....#
8. Form of Earnest Money Deposit .....#

Signature, Name and Designation of EMD

Receiving officer [AE(E)/AE(E)/P/AAO]

Alongwith Office stamp

# (To be filled by EMD receiving AE/ AE(E)/P/AAO)

5. 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.
6. The intending bidder must have valid Class-III digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote rate of each item in figures in the column meant for quoting.

If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

10. Tender processing fee is chargeable as per norms of **C1 India Pvt. Ltd.**
11. 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.
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. 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.
18. Interested contractor who wish to participate in the tender has also to make 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 <https://prasarbharati.eproc.in> within the period of tender submission:

(i)

19. 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.



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

1. Receipt of deposition of EMD from the Assistant Engineer inviting bids or from Division office of any Executive Engineer, CCW, AIR.
2. Certificates of Work Experience / Credential / Valid trade license of working in the relevant field for similar work.

**Completion certificate for similar work to be submitted shall be signed by the authority not below the rank of Executive Engineer or equivalent of the department.**

3. Any other Document as specified in the Notice.
4. Certificate of Registration for Goods & Service Tax and acknowledgement of up to date return if required.
5. Affidavit mentioning **N.I.T. No./Name of work** on non-judicial stamp paper of Rs. 100/- duly notarized as:

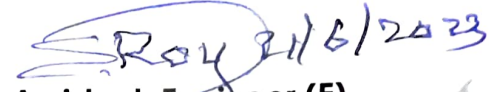
**"The certified copy of all the scanned and uploaded documents specified in the tender notice shall be deposited by me/us with the Executive Engineer calling the tender in case I/We become the lowest tenderer within a week of the opening of the financial bid otherwise the department (CCW, AIR) may reject 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)".**

**17. NIT CONDITIONS :**

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 including GST and nothing extra shall be payable.

- i. Tenderer shall examine the various provisions of CGST Act, 2017, IGST Act, 2017/UGST Act 2017, SGST Act 2017 of the respective state and up to 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.
- ii. 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.
- iii. The contractor shall submit the invoice of the work executed as per Rule 46 of CGST rules. The taxes will be calculated as per Rule 35 of CGST Rules 2017.
- iv. As contractor's rates are inclusive of all taxes, no reimbursement of any tax shall be made to the contractor. The **clauses 34** of GCC of NIT/contract stands modified accordingly.

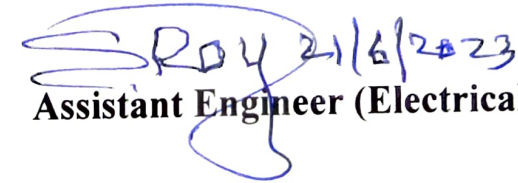
- v. TDS on income tax, labour cess and other statutory deductions shall be made at source as per prevalent laws. TDS on GST as applicable will also be deducted as per relevant GST Act/rules/notification.

6/2   
Assistant Engineer (E)  
C.C.W:A.I.R:Kolkata

No. 18/AE (E)/Kol/2023-2024/62

Dt. 21.6.2023

1. The DDG (E), AIR, NBH, New Delhi (by E-Mail: [bhinternet@prasarbharati.gov.in](mailto:bhinternet@prasarbharati.gov.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. Notice Board.
- 6.

6/2   
Assistant Engineer (Electrical)