

**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 (Electrical), Civil Construction Wing, All India Radio, Doordarshan Bhawan, 5<sup>th</sup> Floor, Golf Green, Kolkata – 700 0095 invites on behalf of the President of India, online item rate tender from approved and eligible contractor of CPWD / MES / BSNL / MTNL / Railway /Dept.of Post/ West Bengal State PWD for the works as follows:

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/01 of 2023-2024 dt.05.04.2023	Providing and fixing LED flood lights on ATU Hut roof top and street lights onfeeder path at AIR Transmitter Chandi.	Rs.1,05,551.00	Rs.2,111.00	20 (Twenty) Days.	08.05.2023 Up to 10.30 AM	08.05.2023 at 11.00 AM

**1. Intending bidders**

- (i) Should have satisfactorily completed the 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  
Or  
(ii) Two similar work each of value not less than 60 % of the estimated cost put to tender  
Or  
(iii) 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.

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>.
- 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.

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## INSTRUCTIONS TO BIDDER - ONLINE MODE

### **DEFINITIONS:**

**CI India Pvt. Ltd.:** Service provider to provide the e-Tendering Software

**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 :**

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) CI India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact CI India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at [vikas.kumar@clindia.com](mailto:vikas.kumar@clindia.com)

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.

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

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

Estimated Value	Processing Fees per Tender per Bidder
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

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@clindia.com](mailto:prasarbharatisupport@clindia.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 PrasarBharati nor CI India Pvt. Ltd will be responsible for such eventualities.

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 Assistant



Engineer(E) 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 Bank Guarantee/ Pay Order/ Draft/ TDR as EMD	
(Receipt No...../date.....)	
<b>Name of work:</b> Providing and fixing LED flood lights on ATU Hut roof top and street lights on feeder path at AIR Transmitter Chandi.	
2.	NIT No. <b>EE (E) / Kol /SD-I /NIT/01 of 2023-2024 dt.05.04.2023</b>
3.	Estimated cost: Rs.1,05,551.00
4.	Amount of original Bank guarantee as Earnest Money Deposit: Rs.2,111.00
5.	Last date of submission of bid: <b>On 08.05.2023 Up to 10.30 AM</b>
(* 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 Earnest Money Deposit:
3.	Date of submission of EMD:
Signature, Name and Designation of EMD	
Receiving officer [AE(E)/AE(E)P/AAO]	
Alongwith Office stamp	
(# To be filled by EMD receiving AE,E)	

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. 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).
10. SC/ST contractors enlisted under class V category are exempted from processing fee payable to <https://prasarbharati.eproc.in>.
11. 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.

Cont P-9

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Cont P-3