

**SECTION – II**  
**INSTRUCTION TO BIDDERS**

**INDEX FOR INSTRUCTIONS TO BIDDERS**

Seal & Signature of the Tenderer

<b>S.NO</b>	<b>INDEX</b>
1	Bidder to inform himself fully
2	Manner of Submission of Tender
3	Documents Comprising the Tender
4	Qualification of the Bidder
5	Earnest Money Deposit
6	Total Security Deposit
7	Validity of Tender
8	Omissions and Discrepancies
9	Stipulations and Deviation to Tender Clauses
10	Bid Opening and Evaluation
11	Amendment of Tender Document
12	Examination of Bids and Determination of Responsiveness
13	Correction of Errors
14	Evaluation and Comparison of Bids
15	Employer's right to accept any bid and to reject any or all bids
16	Process to be Confidential
17	Corrupt and Fraudulent practices
18	Award of Work
19	Contract Document
20	Check List for Submission of Offer

### **INSTRUCTIONS TO BIDDERS (I T B)**

#### **1 BIDDER TO INFORM HIMSELF FULLY**

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- (a) Before submitting his tender, the Bidder shall be deemed to have satisfied himself by actual inspection of the site and locality regarding the site conditions, working hour, topography of the land, type of strata likely to be met with, availability of material, stacking space for materials, approach roads, pathways, available working area, local conditions etc., that are likely to be encountered during the execution of the works, and he shall be deemed to have taken all these factors into account while quoting his rates including the necessary permissions, licenses, etc. needed for starting, progressing and completion of the work. The rates quoted by him shall be deemed to be all-inclusive for completion of work to the satisfaction of the Project Managers. No claims will be entertained in this regard.
- (b) When work is tendered for by a firm or company of Contractors, the tender shall be signed by the individual, legally authorized to enter into commitments on their behalf.
- (c) The Client will not be bound by any power of attorney granted by the Bidder or by changes in the composition of the firm of the Bidder made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the Bidder.

The brief description of works to be carried out and its scope are given in the Special Conditions of Contract of this document.

## **2 MANNER OF SUBMISSION OF TENDER**

- 2.1 The tender shall be submitted in two separate sealed envelopes i.e. one envelope for "Part – I: Techno-Commercial Bid" and second envelope for "Part - II: Price Bid". The name of the Work and Tender No. etc. shall be superscripted on each of the envelopes. The name and address of the Bidder shall be written on the bottom left-hand corner of the envelopes. The envelope shall be addressed to **Madhav Netralaya Eye Institute and Research Centre, Siddhi Kendra, Vasudev Nagar, Hingna Road, Nagpur. 440036** and submitted to the Project Coordinator

Envelope-I shall be submitted in a sealed cover comprising of Part-I: Techno-Commercial Bid, along with drawings and all enclosures vide clause No. 4.1 hereunder, duly stamped and signed by the Bidder.

Envelope -II shall be submitted in a sealed cover comprising Part-II: Price Bid: Schedule of Quantities duly filled in, initialed on each page and signed by the Bidders at the prescribed places in the tender document including signature of the witnesses.

- 2.2 Both the envelopes should be put in a third envelope which should be sealed and having the Name of the work, Tender No, etc. superscripted on it shall be deposited at **Madhav Netralaya Eye Institute and Research Centre, Siddhi Kendra, Vasudev Nagar, Hingna Road, Nagpur. 440036** Information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall not be disclosed to non-Bidder, co-Bidder or other person not officially concerned with such process. Any effort by Bidder to influence the management / Project Consultants processing of bidding or award decisions may result in rejection of such Bidder's bid.
- 2.3 The Bidder shall ascertain the location, size and condition of the area available for his use as working areas and all other information affecting this Tender.
- 2.4 The **Employer** will not be responsible and will not reimburse any expenses which may be incurred or losses to person or property suffered by any Bidder in connection with visits to and examination of the site and in the preparation of his tender for submission.
- 2.5 The Bidders should note that information, if any, as regards the site and local conditions, as contained in these tender documents has been given merely to assist the Bidders and is not deemed to be complete, fully correct or comprehensive. The bidder has to make his assessment, and he will be solely responsible for his assessment, and he will be solely responsible for his quoted rates. No claim would be entertained in this respect.

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2.6 **The Bidder must use only the forms issued by the Employer to fill in the rates.**

Each page of the tender documents should be signed by the person or persons submitting the tender as a token of his / their having acquainted himself / themselves with the General Conditions of Contract, Special Conditions, Specifications, etc. as laid down. Any tender with any of the documents not signed will be rejected.

The tender submitted on behalf of a firm shall be signed by all the partners of the Bidder. Otherwise, the Employer may reject the tender.

Tender shall contain full address, Telephone Nos., Email etc. for serving notices/ addendum, if any required to be served to the Bidder in connection with the Tender.

2.7 The Tender Form and the documents attached to it shall not be detached one from the other, and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached hereto. Any alterations or erasures to the entries in the tender documents shall be made by a separate letter; otherwise, it will not be entertained. **The tender form must be filled in English, and all entries must be made by handwritten.**

Rates should be quoted both in figures and words in specified columns. All erasures and alterations made while filling the tender must be attested by initials of the Bidder. Overwriting of figures is not permitted and failure to comply with either of these conditions will render the tender void at the Employer's option. No advice of any change in rate or conditions after opening of the tender will be entertained.

All documents of the tender are to be read in conjunction with each other and rates quoted by the Bidder shall take this aspect into consideration.

### **3 DOCUMENTS COMPRISING THE TENDER**

3.1 **Part – I: Techno Commercial Bid**

This envelope shall contain Part – I: Techno Commercial Bid with all tender drawings, all documents indicated in clause 4.1 hereinafter.

3.2. **Part - II: Price Bid:**

The envelope shall contain Part II: Priced Bid: Schedule of quantity as mentioned in clause 4.2

### **4 QUALIFICATION OF THE BIDDER**

4.1 All Bidders shall include the following information and documents with their bids in **Part – I: Techno-Commercial Bid.**

1. Bidder's covering letter.
2. Earnest Money Deposit.
3. List of all documents enclosed by the Bidder in the technical bid.
4. Attested copy of valid Registration certificates for Registration with any Government Department and/or Public Sector Undertakings indicating the financial limits upto, which the Bidder/appropriate class of contractor is entitled for submission of tenders (if the contractor is registered with any State or Central Govt.)

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5. Attested copy of Annual audited Report dated not earlier than six months from the date of submission of Tender.
6. Details of turnover along with audited Balance Sheet and Profit and Loss Account statements duly certified by a Chartered Accountant in practice for the last three (3) years.
7. Attested copy of labour license for registration with the Regional Labour Commissioner (Central) as per contract and labour Regulation and Abolition Act 1970 for one of the similar works executed during the last 3 years.
8. Attested copy of registration certificate from the concerned authority for payment of GST on the transfer of property in goods involved in the execution of the works contract, as applicable .
9. Registered Power of Attorney authorizing the person to sign the tender document on behalf of the Bidder's company / firm.
10. Proposed Bar or CPM/Pert chart supported by Manpower by designation, material and machinery and indicating month-wise programme for completion of the work by the stipulated date.
11. List of machinery and plant immediately available with the tenderer for use on this work and the list of machinery and plant proposed to be utilized on this work.
12. Details of personnel such as Engineers, Supervisor, Stores, Purchase and Accounts on the roll of the tenderer and those proposed to be employed on this work including organizational chart, profile of key staff members etc.
13. Details of similar works executed in the last 5 (five) years, with names and postal address of clients along with copies of letter of intent, work order, photograph, completion certificates and other documents in evidence of award of work on the tenderer.
14. Details of present commitment giving contract value, details of work, date of commencement of work, percentage completed as on date and the schedule date of completion.
15. Attested copy of Partnership Deed/Memorandum of Articles of Association of the company / firm.
16. Names of the sub-contractors to whom the Contractors propose to engage for this tender. The Contractor shall also furnish the list of work carried out by the subcontractors along with their experience.
17. Solvency certificate from bankers clearly indicating the solvency limit of the company / firm submitting the tender.
18. Office organization of the company / firm giving information regarding office set-up, Telephone, Fax, Computer, etc.
19. A copy of the registration with ESI & PF. (The registration with ESI & PF is mandatory on award of work).
20. Certificate from clients for timely completion of the project.
21. Certificate from clients for quality assurance and satisfactory performance.
22. Quality assurance & Quality control plan along with Safety Manual.
23. Information regarding any litigation or Arbitration current or during last five years resulting from contracts completed or ongoing under its execution in which the Bidder is involved, the parties concerned and disputed amounts.

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24. Proforma for compliance to bid requirement (Annexure VIII).
25. Checklist for submission of Tender (Page No. ITB-19 TO ITB 21) duly filled in by the Bidder.
26. Any additional information as considered relevant by the Bidder.

(Note: Bidders who have submitted any of the above during pre-qualification stage need not submit these documents again. However, bidder should clearly mention the list of documents submitted for pre-qualification)

#### 4.2 **Part - II: Priced Part: (Price Bid)**

The envelope shall contain the following documents.

- Complete set of tender document Part - II: Price Bid: Schedule of Quantities issued for the work duly filled in and quoting rates, initialed on each page and signed by the tenderer at the prescribed places in the tender document including signature of the witnesses.
- No page shall be removed from or added to the complete set of tender documents issued for the work.

### 5 **EARNEST MONEY DEPOSIT**

- (a) The tender submitted without prescribed earnest money will be summarily rejected.

The intending tenderer shall deposit with the client 1% of the contract amount towards Earnest Money deposit in any of the forms mentioned in Clause No.5 (c) herein below.

In the case of successful tenderer, this Earnest money will be returned on submission of Performance Guarantee for due fulfillment of the contract.

- (b) The Earnest Money as above, shall stand forfeited to the client without prejudice to any other rights or remedies, if the tenderer after submitting the tender: -

- i) Receive the offer before the date fixed for opening of the tender.
- ii) Withdraws the said offer within the period of validity mentioned in the tender notices or further extended period after opening of tender mutually agreed upon.

- (c) The full value of the Earnest Money shall stand forfeited to the client, without prejudice to any other rights or remedies if the Bidder after acceptance of the tender.

- i) Fails to deposit the initial Security Deposit in the form of performance guarantee for the entire work or for part work as the case may be, in terms of the tender conditions in the prescribed form within fifteen days from the date of issue of the letters of acceptance of the tender or

- ii) Does not execute the contract within fifteen days after the receipt of notice issued by the client that such documents are ready or.

- iii) Does not commence the work within seven days after receipt of orders to that effect.

The Earnest Money as mentioned (a) above can be deposited with the client in the form of:

Bank Guarantee from a Nationalized/ Scheduled Bank

Bank Guarantee should be drawn in favour of the client "**Madhav Netralaya Eye Institute and Research Centre**" These should be valid till the date as specified in tender.

The validity of the EMD shall be for the period specified for validity of tender offer (which will be 45 days from submission of tender).

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- (d) The tender submitted without prescribed earnest money will be summarily rejected.
- (e) After acceptance of order by the successful Bidder, the Earnest money will be refunded to all the unsuccessful Bidders.

## 6 TOTAL SECURITY DEPOSIT

Total Security Deposit shall comprise of:

- (a) Earnest Money Deposit.
- (b) Performance Guarantee.
- (c) Retention Money.

### 6.1 Earnest Money Deposit (EMD)

The amount of Earnest Money Deposit shall be as indicated in the ITB. (Ref. clause No.5.0 of ITB10).

### 6.2 Performance Guarantee

The amount of Performance Guarantee shall be 2% of the accepted value of the tender. It shall be submitted within 07 days of acceptance of work Order. The bidder shall furnish in the form of Bank Guarantee from National Banks as per proforma included in the tender document.

### 6.3 Retention Money

The retention percentage (i.e. deduction from interim bills) shall be 5% of the gross value of work done recovered from each interim bill.

The EMD, Performance Guarantee and Retention money shall not bear any interest. All compensation or other sums of money payable by the Contractor to the Employer under the terms of this contract may be deducted from his security deposit or from any sums which may be due or may become due by the Employer to the Contractor, on any account whatsoever, and in the event of his security deposit being reduced by reason of any such deduction as aforesaid, the Contractor shall, within ten days thereafter, make good in cash as aforesaid any sum or sums which may have been deducted from the security deposit or any part thereof.

### 6.4 Release of Security Deposit / Retention Money

As per Conditions of Contract /Contract Data

## 7.0 VALIDITY OF TENDER

The tender shall remain open for acceptance by the client for the period of 45 days from the date of opening of the tender and the Bidder shall not cancel or withdraw tender during this period. In case the Bidder withdraws his tender prior to expiry of 45 (Forty Five) days then the Bidder shall be termed as defaulter, and his **Earnest Money** shall be forfeited. In exceptional circumstances, prior to expiry of the original bid validity period the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by Fax/ Cable. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid but will be required to extend the validity of the bid security for the **period of the extension** as per the request from Client.

## 8.0 OMISSION AND DISCREPANCIES

Should a Bidder find discrepancies in or omissions from the drawings or any of the tender documents or should he be in doubt as to their meaning, he should at once notify the authority inviting tenders who may send a written Clarification to all the Bidders. It shall be understood that every endeavor has been made to avoid any error which can materially affect the basis of the tender and successful Bidder shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account hereof.

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## 9.0 STIPULATIONS AND DEVIATION TO TENDER CLAUSES

- 9.1 No Deviation whatsoever shall be acceptable in the following provisions contained in General Conditions of Contract / Special Conditions of Contract and Bidders making exceptions / deviations to these provisions **SHALL BE REJECTED**:
- Security Deposit
  - Liquidated Damages for Delay in Completion
  - Defect liability period
  - Forfeiture
- 9.2 Bidders are advised to submit their tenders strictly based on the terms and conditions and specifications in the tender documents and not to stipulate any deviations.
- 9.3 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing an addendum. Any addendum thus issued shall be part of bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer. The Employer will assume no responsibility for postal delays. To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may extend as necessary the deadline for submission of bids.

## 10.0 BID OPENING AND EVALUATION

- 10.1 The Bid will be opened in the Office of Madhav Netralaya Eye Institute and Research Centre, Siddhi Kendra, Vasudev Nagar, Hingna Road, Nagpur. 440036 Envelope - I (i.e. **Volume – I: Techno Commercial Bid**) will be opened first and subjected to technical evaluation. **Envelope–II (i.e. Volume– II: Price Bid)** will be opened only for **those Bidders** who meet the post qualification criteria as per clause 12.0 of ITB13.

The bids of all unqualified Bidders and bids received after the deadline for submission of bids will be returned unopened. The decision of client / employer in this respect shall be final and binding on all the Bidders.

### 10.2 Clarification & Additional Information

During Bid Evaluation, Employer may request the Bidder for any clarification on the bid, additional or outstanding documents. The bidder shall submit all such additional documents in original and in required number of copies.

## 11.0 AMENDMENT OF TENDER DOCUMENT

The Employer may, for any reason whether at his own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of tender document and Bidder shall submit original addendum duly signed & stamped in token of his acceptance. For addendum issued during the bidding period, Bidder shall consider the impact in his bid. For addendum issued subsequent to receiving the bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price.

## 12.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 12.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid:
- Is accompanied by the required bid security/EMD.
  - Has been properly signed; and
  - Is substantially responsive to the requirements of the bidding documents.
- 12.2 A substantially responsive bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:

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- (a) which affects in any substantial way the scope, quality, or performance of the Works.
- (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract or
- (c) Whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive bid.

- 12.3 If a bid is not substantially responsive, it will be rejected by the Employer, and if made subsequently responsive by correction or withdrawal of the non-conforming deviation or reservation it may still be rejected by the Employer.
- 12.4 Bidders shall submit offers that fully comply with the requirements of the bidding documents including the conditions of contract, basic technical design as indicated in the drawings and specifications. Conditional offers or alternate offer will not be considered further in the process of evaluation.

### **13.0 CORRECTION OF ERRORS**

- 13.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
- (a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
  - (b) Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by quantity, the unit rate as quoted will govern.
  - (c) If there is an arithmetical error in totaling of individual items, the correct total shall be computed by the employer and the same shall govern.
- 13.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.
- 13.3 Bidder shall submit offers that fully comply with the requirements of the bidding documents, including the conditions of contract (including mobilization advance or time for completion), basic technical design as indicated in the Drawings and Specifications. Conditional offers or alternative offers will not be considered further in the process of tender evaluation.

### **14.0 EVALUATION AND COMPARISON OF BIDS**

- 14.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 12.0 of ITB13.
- 14.2 In evaluating the bids, the Employer will determine for each bid the Evaluated Bid Price by adjusting the Bid Price as follows:
- (a) Making any corrections for errors pursuant to Clause 13.0 of ITB13; or
  - (b) Making an appropriate adjustment for any other acceptable variations, deviations;
- 14.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer except in case of situation where alternative offer is called for. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in un-solicited benefits for the Employer shall not be taken into account in bid evaluation. To assist in bid, evaluation, examination and comparison of bids, the Employer may at his discretion, ask any bidder for clarification of his bid including breakdown of the unit rates. Any effort by the bidder to influence the Employer during bid evaluation may result in rejection of the Bidder's bid.

The Employer reserves the right to reject any or all offers received from the Bidders without assigning any reasons.

If the bid of the successful Bidder is seriously un-balanced in relation to the Engineer's estimate of the cost of work to be performed under the contract, the Employer may require the Bidder to produce detailed price analysis for any or all items of the Bill of Quantities, to demonstrate the internal

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consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analysis, the Employer may require that the amount of the performance security be increased at the expense of the successful Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract. A bid which contains several items in the Bill of Quantities which are unrealistically priced low and which cannot be substantiated satisfactorily by the bidder may be rejected as nonresponsive.

#### 14.4 **Abnormal Rates**

The Contractor is expected to quote the rate for each item after careful analysis of the cost involved for the performance of the complete items considering all specifications of Contract. This will avoid additional loss or profit on individual quoted rates thereby making the overall cost at variance from the actual quoted cost. If it is noticed that rates quoted by the Bidder for any items are unusually high or unusually low, it will be sufficient cause for the rejection of the Bid unless the owner is convinced about the reasonableness of the rates on scrutiny of the analysis for such rates to be furnished by the Bidder on demand. Notwithstanding anything here in stated, the rates once accepted by the Owner shall be final and shall not be subject to any claim either on account of un-workability of rates or on any other ground whatsoever.

#### 14.5 **Unbalanced Unit Rates**

In the case of a tender where the unit prices of any items appear unrealistic, such a tender will be considered unbalanced. The Employer reserves the right to call for the rate analysis of such items which are, in his opinion, unbalanced and the Bidder is required to give them in the specified format. In case the Bidder is unable to provide satisfactory explanations, the Employer reserves the right to disqualify such a Bid and forfeit EMD without prejudice to any other right for failure on part of the Bidder.

### 15.0 **EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

15.1 Notwithstanding anything contained in various Clauses of ITB, the Employer reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

15.2 The Employer reserves the right to award the work either in full to one Bidder or in parts to more than one Bidder. The tender rates / amounts shall hold good for such an eventuality.

### 16.0 **PROCESS TO BE CONFIDENTIAL**

Information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall not be disclosed to the Bidder or other person not officially concerned with such process. Any effort by Bidder to influence the Employers processing of bidding or award decisions may result in rejection of such Bidder's bid.

### 17.0 **CORRUPT OR FRAUDULENT PRACTICES**

17.1 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question and will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract with Employer/ Owner if at any time he determines that the firm has engaged in corrupt or fraudulent practices in competing for the contract, or in execution.

### 18.0 **AWARD OF WORK**

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The Bidder, whose bid is accepted by the Employer, shall be issued Letter of Acceptance / Fax of Acceptance / Order prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the Letter of Acceptance / Fax of Acceptance / Order

Employer shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non-acceptance of their bids. Except for refund of EMD to unsuccessful Bidders, Employer shall correspond only with the successful Bidder(s).

## **19.0 CONTRACT DOCUMENT**

### **19.1 Performance Security - Please refer to Clause 6.2 of ITB11**

19.2 Within **14 (Fourteen)** days after the date of receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer a Performance Security in the form of a Bank Guarantee given in Section IV for an amount equivalent to **2% (two percent)** of the Contract Price.

19.3 The Performance guarantee to be provided by the successful bidder in the form of a bank guarantee shall be issued by either (a) at the Bidder's option, by a Nationalized/ Scheduled Indian bank or (b) by a foreign bank located in India and acceptable to the Employer.

19.4 Failure of the successful bidder to comply with the requirements of Clause 19.2 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

19.5 The successful Bidders shall be required to execute a formal agreement in accordance with the 'Form of Contract' within specified period.

Contract Documents to be signed between Employer & selected Bidder shall consist of the following:

- i) Agreement on stamp paper of appropriate value.
- ii) Letter of Acceptance / Order.
- iii) Detailed Letter of Award /Acceptance along with agreed variation and other enclosures.
- iv) Original tender document along with set of drawings.
- v) Addendum/Corrigendum issued to Bidder, if any.

The statement of Agreed Variation prepared based on the deviation if any, finally retained by the Bidder and accepted by Employer shall form part of Detailed Letter of Award.

Contract agreement shall be made on the non-judicial stamp paper of a value not less than Rs. 100/- (Rupees Hundred only). Cost of stamp paper shall be borne by Contractor.

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**20.0 CHECK LIST FOR SUBMISSION OF OFFER**

Bidders are requested to duly fill in this checklist. The check list signed and stamped on each page by the person(s) signing the tender must be submitted along with the Techno-Commercial Bid of the tender and also ensure that all details/documents have been furnished as called for in this tender.

Please tick the box and ensure compliance.

- a) Whether the completed Acknowledgement Letter has been submitted.

Yes

- b) Earnest Money Deposit (EMD) of requisite amount is submitted in the form of BG in a separate sealed envelope marked "Earnest Money Deposit".

EMD value Rs.

(Rupees -----)

Submitted in the form of

DD  No. \_\_\_\_\_ Dated \_\_\_\_\_

or

Pay  No. \_\_\_\_\_ Dated \_\_\_\_\_  
Order \_\_\_\_\_

Issuing Bank \_\_\_\_\_

- c) Validity of offer is up to 45 days from the date of opening of Part-I: Techno-Commercial Bid.

Yes  Valid up to \_\_\_\_\_

- d) Details of Concurrent Commitments

Submitted

- e) Whether the following details have been furnished

- i) Main Office organization

Submitted  Ref \_\_\_\_\_

- ii) Proposed site organization

Submitted  Ref \_\_\_\_\_

- iii) Qualification and Experience of Resident Engineer/ Site-in-Charge and other key personnel have been mentioned in the site organization chart.

Yes  Ref \_\_\_\_\_

- iv) Number of Key Personnel under different heads has been mentioned in the site organization chart.

Yes  Ref \_\_\_\_\_

- v) Details of progressive built-up of personnel at site

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- f) Yes  Ref \_\_\_\_\_  
Power of Attorney in favour of person who has signed the offer in stamp paper of appropriate value.  
Submitted
- g) An Overall Schedule in the form of Bar Chart, clearly indicating all-important milestone and activities proposed.  
Submitted
- h) A Tentative Quality Assurance Plan  
Submitted
- i) Confirm that the Bidder has not taken exception or proposed any deviation to any technical, commercial or contractual condition in the tender documents.  
Not Applicable   
Or  
Submitted
- j) All the documents furnished are readable / legible.  
Yes
- k) Original Tender/Bidding document along with priced copy of Price Bid/ Schedule of Quantities and addendum / corrigendum if any.  
Submitted
- l) Original copy of Tender/Bid Drawings.  
Submitted
- m) Has it been ensured that there are no over writings and white fluid is not used for correction in this bid?  
Have all the corrections been properly attested by the person signing the bid.  
Yes
- n) Prices have been quoted strictly as per the price schedule enclosed with the tender document.  
Yes
- o) Sub-Contractor's name, if any and his detailed experience profile.  
Yes
- p) Whether the Bidder desires to avail mobilization advance?  
Yes   
Or  
No

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(STAMP & SIGNATURE OF BIDDER)

Seal & Signature of the Tenderer