



AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

TENDER No: WRO/CON/913/Sensitization/312

FOR

"Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc. for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board."

VOLUME- I

EXECUTING AGENCY

Engineering Projects (India) Limited

Western Regional Office: Mumbai

ENGINEERING PROJECTS (INDIA) LTD.

(A Govt. of India Enterprise)

Western Regional Office

NIT NO.: WRO/CON/913/Sensitization/312**Date: 13.01.2023****NOTICE INVITING e- TENDER****1. Tender for "Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc. for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board."**

Engineering Projects (India) Ltd. (EPI) on behalf of The Building and Other Construction Workers in The State of Goa by Goa Building and Other Construction Workers Welfare Board (GBOCWWB) invites online offer through e-tendering from eligible, reputed agency for Conducting **Sensitization Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board** in two bid system (Technical & Price Bid) from eligible firms:

Name of work	Estimated Cost (Excl GST)	Completion Period	EMD - Bid Security	Tender Fee
Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc. for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board	Rs. 1,68,40,000/- (Rupees One Crore Sixty Eight Lakhs Forty Thousand)	2 months	Rs: 3,36,800/- (Rupees Three Lakhs Thirty Six Thousand Eight Hundred)	Rs 5900/- (Rs 5,000 + GST @ 18 %) (Rupees Five Thousand Nine Hundred)

2. Time schedule of Tender activities:

I.	Start Date & Time for Downloading of tender documents	13.01.2023 - 03:00 PM
II.	Last Date & Time of Submission of Tenders (online)	27.01.2023 - 01:00 PM
III.	Date & Time of online Opening of tender (Technical Bid):	28.01.2023 - 01:00 PM

3. Detail Scope of Work for Service Provider is given in Vol-II of NIT.

"The brief scope of work for service provider in this tender shall include (but not limited to)

1. Conducting of Block level Capacity Building Workshop for Secretaries, Members and other constituents of Panchayat and Municipalities
2. Conducting of state level workshops for the town planning officers, CAs, Architects etc.
3. Workshops are intending to create towards sensitization for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board

The detailed scope of work has been given in the Vol-II of NIT.

4. Eligibility criteria:

- a) i) The Agency firm should have experience of successfully completed following similar works during the last seven (7) years ending last day of the month previous to the one in which tender invited and should be either of the following
 - a. Three similar works/Services, each costing not less than the amount equal to **FORTY PERCENT (40%)** of estimated cost put to tender
OR
 - b. Two similar works/Services, each costing not less than the amount equal to **SIXTY PERCENT (60%)** of estimated cost put to tender
OR
 - c. One similar works/Services of aggregate cost not less than the amount equal to **EIGHTY PERCENT (80%)** of estimated cost put to tender

The Similar works/Services would mean "Carried out sensitization/capacity building/Teacher Training/skill development/Vocational Training program."

- ii) The joint ventures/Consortium are not accepted.
- iii) For evaluation purpose, the completion cost of works/Services mentioned in the completion certificate shall be enhanced by 7% per annum till the end of month prior to date of NIT.
- b. Note- The work order & Completion Certificate should clearly mention about the scope of work/service and all other allied work along with name, designation, email id, Complete postal address, phone number etc. The experience certificate in this regard should be issued by officer not below the rank of Executive Engineer / Project Manager / Unit Officer. Credential submitted by bidders regarding qualifications documents are clearly mentioned the above.
- c. The experience certificates issued by any Government Organizations / Semi Government Organizations / Autonomous Bodies / Municipal Bodies / Public Limited

Companies listed on BSE / NSE and private party shall be accepted for assessing the eligibility of the tenderer. In case of experience certificate issued by private firm it should be supported with Form 26AS duly certified by CA.

- d. Bidder shall submit self-attested copies of Completion certificate issued by Client along with LOI, Contract agreement clearly mentioning the nature of work/service, value of work/service, date of start, time period as per LOI and actual date of completion with complete address and official mail id of issuing authority for Credential verification.
- e. Should have average annual financial turnover amounting at least 50% of the estimated cost put to tender during the last three consecutive financial years ending on 31.03.2022. Turnover certificate duly certified by a Chartered Accountant along with UDIN issued by ICAI is also to be submitted.
- f. Should not have incurred any losses in more than two years during the immediate last Five consecutive financial years, ending 31.03.2022, Copies of Annual report/balance sheet and a No loss Certificate duly certified by a Chartered Accountant along with UDIN issued by ICAI is also to be submitted.
- g. Should submit a **Banker's Certificate** from Commercial Bank of the amount equal to 40% of the estimated cost put to tender. The banker's certificate should not have been issued earlier than three months of last date of submission of tender.

Or

Net Worth certificate of Minimum 10% of the estimated cost put to tender issued by certified Chartered Accountant with Unique Document Identification Number (UDIN). The net worth certificate shall be of the last financial year ending on 31st March 2022.

The Bankers certificate & net worth certificate shall be in the format prescribed in the enclosed **Annexure D**.

- h. Should have Goods and Service Tax (GST) Registration No. (Copy of GST Registration certificate to be enclosed).
- i. Bidder has to submit **affidavit** regarding details of Constitution of firm/Company along with the details of its Directors as per enclosed **Annexure-A**. In case the bidder fails to submit Constitution of firms with the bid along with the details of its firm Directors as per Annexure-A their bid will be rejected.
- j. Even though an applicant may satisfy the eligibility criteria, EPI reserves the right to reject the tender documents if he has record of poor performance such as abandoning work/service, not properly completing the work/service, delay in completion of work/service, poor quality of work/service, financial failure / weakness etc.
- k. Notwithstanding anything stated in tender, EPI reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of EPI. In case, tenderer's capabilities and capacities are not found

satisfactory, EPI reserves the right to reject the tender. If any credentials submitted by the bidder are found false/fraud, the bidder shall be debarred from future tender of EPI, besides rejection of bid and forfeit the full said Earnest Money absolutely.

- I. Bidder to submit a technical presentation on understanding of the project objectives and Project Execution Strategy (in maximum 6 slides) along with technical bid.

5.0 Evaluation of the Bidder:

Technical Evaluation is as follows for Technical Bid:

		TECHNICAL EVALUATION			
SN	Criteria/Parameter		Basis for Evaluation	Division of Marks	Maximum Marks
A	Company Establishment (Number of years) till March 2022	A.1	Up to 4 years	5	10
		A.2	More than 4 years and up to 7 years	7.5	
		A.3	More than 7 years	10	
B	Average Turnover of Rs. 85 lakhs in the last 3 years (FY-2021-22, 2020-21, 2019-20)	B.1	More than 85 Lakhs	7	15
		B.2	85.00 Lacs to 1.68 Crs	10	
		B.3	1.68 Crs- above	15	
C	Experience in Similar Nature Work	C.1	Basic Minimum Qualification Criteria as per CI No: 4. a	15	25
		C.2	For additional similar work for value Rs: 67.00 lacs to 1.02 Crs	2 Marks for each work other than qualifying work	
		C.3	For additional similar for value Rs: 1.02 Crs to 1.35 Crs	4 Marks for each work other than qualifying work	
		C.4	For additional similar for value Rs: 1.35 Crs & above	6 Marks for each work other than qualifying work	
D	Nos of Trained persons	D.1	for Min. 900 Trainees in single work order	5	10
		D.2	For additional 900 every nos Trainees other than above D.1 work	1 Mark for every 900 nos Trainees in single or multiple works	
		Total			60

E	The bidder to submit a technical presentation on understanding of the project objectives and Project Execution Strategy (in maximum 6 slides)	1. Understanding of the Project 2. Organization Capacity 3. Proposed Approach 4. Proposed Methodology 5. Proposed Action Plan	40
GRAND TOTAL			100
<ul style="list-style-type: none"> For above Sr. No. D – Certified copy of proof of numbers from client is to be submitted. Only those bidders scoring more than 70 marks shall qualify for the Financial Bid Opening. Evaluation of the Bidders shall be subject to through verification of their documents related with credentials and BG and if required inspection of similar type work/service carried out / in progress by them, through a Technical Committee of experts to be constituted by EPIL. Price bids of all eligible bidders will be opened only after receiving the confirmations of Credentials & BG from the concerned Department/Bank. 			

6.0 Tender documents comprising of the following are available on the website of www.epi.gov.in & CPP Portal: www.eprocure.gov.in

- a. Vol-I :- Notice Inviting Tender, Addendum to Instructions to Bidders, Special instructions to Bidders for e-Tendering, Letter of Undertaking, Form of tender, Bidder Information, Affidavit non-judicial stamp paper of Rs.100 for NIT (Annexure-A), Letter of Undertaking for Constitution of Firm (Annexure-B), Tender Acceptance Letter (Annexure C), Banker certificate / Solvency Certificate (Annexure-D), Organization Structure (Annexure E), Details of completed works/Service executed during the last seven years (Annexure F), List of Work/service in hand (Annexure G), Affidavit for secrecy, Copy of the Presentation on understanding of project objectives and execution strategy and other documents as per qualification criteria..
- b. Vol-II:- Scope of Work for service Provider, Terms and Condition.
- c. Vol-III: - Financial bid format.

7.0 In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

8.0 Interested bidders have to necessarily register themselves on the portal <https://etenders.gov.in/eprocure/app> to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get them registered at the aforesaid portal for which they are required to contact

For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002, 0120-4001 005, 0120-6277 787

International Bidders are requested to prefix +91 as country code

Technical - support-eproc@nic.in

Policy Related - cphp-doe@nic.in

They may obtain further information regarding this tender from Deputy General Manager (T) at the address given at Clause No. 26.0 below from 10:00 hours to 17:00 hours on all working days till the last date of online submission of Bidding

Documents. No special character like! @, #, \$, %, &, *, _ to be include while saving the file/uploading.

For proper uploading of the bids on the portal namely <https://etenders.gov.in/eprocure/app> (hereinafter referred to as the 'portal'), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s CPPP., directly, as and when required, for which contact details are mentioned above. The EPI in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

The bid must be accompanied by **Tender fee and Earnest Money Deposit (EMD)**.

Tender Fee - Interested bidders shall be required to **pay Rs 5900/- (Rs 5,000 + GST @ 18 %)** as non-refundable in online mode on below mentioned account details and the scanned copy of Tender fee receipt after depositing the tender fee online in EPI's Bank Account is to be upload along with technical bid documents.

IndusInd Bank
Name of Branch: Greater Kailash II, New Delhi
IFSC Code: INDB0000012
Name of A/c Holder: EPI LTD
A/C Number: 200001601125
Account Type: Current

However, tenders submitted without or insufficient tender fees shall be rejected except for those who will claim exemption.

EMD - The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs 3,36,800/- (Rs: Three Lacs thirty-six thousand eight hundred only). This can be either in the form of Bank Guarantee of any Nationalized Bank/Scheduled Bank/Commercial bank as per the enclosed format or payment online as below mentioned account details or Insurance Surety Bond or Account Payee Demand Draft or Fixed Deposit Receipt or Banker's cheque in an acceptable form for the full amount of EMD payable favouring "Engineering Projects (India) Limited" payable at Mumbai. The EMD shall be valid for minimum period of 90 days (One hundred fifty) from the last day of submission of tender. The earnest money (if any) will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to EPI. The bid shall be valid for 90 days from date of opening of Price Bid. The validity period may be extended on mutual consent.

IndusInd Bank
Name of Branch: Greater Kailash II, New Delhi
IFSC Code: INDB0000012
Name of A/c Holder: EPI LTD

A/C Number: 200001601125
Account Type: Current

If the bidder is submitted a scanned copy of EMD (Insurance Surety Bond, Bank Guarantee, DD, FDR, Bankers Cheque etc) with their online bid, then Physical submission of Original EMD is to be submitted by lowest bidder before award of LOI/LOA of successful bidder.

Note: Bidder may note that the fees (If any) to be paid to CPPP is separate.

- 9.0** E-Bids must be submitted/ uploaded along with scanned copies of relevant documents as mentioned at "Special Instructions to Tenderers" on or before last date & time of online bid submission. Late bids will not be accepted.
- 10.0** The Terms & Conditions contained in this NIT and tender documents shall be applicable. In case of any unscheduled holiday falling on the last day of submission of tender, the next working day will be treated as scheduled day and time for submission of Tender.
- 11.0** In case of any discrepancy between the downloaded tender documents from the website and the uploaded copy by the tenderer, the tender documents appearing in the website being uploaded by EPI with the tender shall hold good for contractual as well as legal purposes. The tenderer shall furnish a declaration to this effect that "no addition/deletion/corrections have been made in the downloaded tender document being uploaded by him and it is identical to the tender document appearing on the Website. In case of any discrepancy between the downloaded tender documents from the website and the uploaded copy by me/us, the tender documents appearing in the website being uploaded by EPI with the tender shall hold good for contractual as well as legal purposes".
- 12.0** Total 38 No of Programme are planned for 2280 Nos Participant (60 Nos for each Programme). Agency has to arrange that minimum 40 to 50 Nos of Participant is required for each programme. Further Bidder have to Plan each Programme in such way that all 2280 nos. Participant will be sensitized and aware about cess collection duties and responsibilities under these 38 Nos Programme.
- 13.0** The Present Scope of work for service provider is for 38 nos Programme at multiple locations. Client may consider award of such similar type of Programme at more locations. The Agency shall agree to execute the same at the quoted rate of multiple location subject to maximum 10 Nos of Programme on pro rata basis.
- 14.0** Bidder has to ensure that Programme will be conducted with required manpower and Resourceful Training person. Name of the Trainer having relevant experience along with bio data is to be submitted to EPI/Client for approval before Programme and safety of all persons will be taken care by agency, if any claim near future regarding safety of persons/programme/workshop is liable to agency.

- 15.0** CONFIDENTIALITY - Any information pertaining to the BOCW BOARD or any other agency involved in the project, matters concerning BOCW BOARD that comes to the knowledge of the Bidder in connection with this contract, will be deemed to be confidential. The Agency will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The Bidder shall ensure due secrecy of information and data is not intended for public distribution. The affidavit to this effect should be submitted along with security deposit.
- 16.0** The Bidder should not have been blacklisted or Debarred in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body and/or its Undertaking company during last 10 years ending last day of the previous month of date of NIT. Bidder has to submit a notarized self-declaration with the bid in respect of the same that "He has not been reprimand in past 10 years for poor performance and also he has not been debarred by any of his client/ in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body for poor performance, unprofessional/ slow work leading to cancellation of his ongoing assignment".
- 17.0** The rates quoted by the tenderer shall be firm and fixed for the entire period of completion. No revision to rates or any escalation shall be allowed on account of any increase during the entire contract period or extended contract period.
- 18.0** The price bid of those bidders whose bid has been technically accepted on the basis of documents submitted shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 bidders shall be accepted subject to the confirmation of authenticity of the PQ documents/BG from the concerned department/bank.
- 19.0** EPI reserves the right to accept any tender or reject any or all tenders or split the work/service of tender or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion.
- 20.0** In case of tie-tender, where two firms are bidding lowest, EPI reserves the right to split the work/service among these bidders and / or EPI will reserve the right to award the tender to any one of such bidders.

21.0 Disqualification

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if;

- a) Non-Submission of Tender Fee and EMD as per NIT Condition.
- b) Representation in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.

- c) EPI reserves its right to take appropriate action including disqualification of tenderer(s) as may be deemed fit and proper by EPI at any time without giving any notice to the Bidder in this regard. The decision of EPI in the matter of disqualification shall be final and binding on the Bidders.
- d) If bidder have submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.
- e) If the tenderers attempt to influence any member of the committee. EPI reserves its right to take appropriate action including disqualification of tenderer(s) as may be deemed fit and proper by EPI at any time without giving any notice to the agency in this regard. The decision of EPI in the matter of disqualification shall be final and binding on the Tenderers.
- f) If documents are not uploaded by the bidder as per instructions/due to special characters while saving files the files are unable to download the bids will be disqualified.
- g) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
- h) In case of existing Agency of EPI, if progress is not satisfactory in any of the project their bid will be rejected.
- i) The credentials of the Bidders with respect to Technical & Financial criteria shall be verified and inspection of the works/services, if required will be carried out by EPI. If not found satisfactory by EPI, their bid will be considered non-responsive and rejected.
- j) They have record of poor performance during the past 10 years such as abandoning the work/service, rescinding of contract for which the reasons are attributable to the non-performance of the contract, inordinate delay in completion, consistent history of litigation / arbitration awarded against the Agency or any of its constituents or financial failures due to bankruptcy etc. in their on-going / past projects.
- k) Non-scoring minimum marks as per cl no: 5 Evaluation of the Bidder

Note: If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or makes any modifications in the terms and conditions of the downloaded tender which are not acceptable to the EPIL, then the EPIL shall, without prejudice to any other right or remedy, be at liberty to forfeit entire amount of Earnest Money as aforesaid.

22.0 The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the EPI's website/ CPP portal as well as on CPP portal <https://etenders.gov.in/eprocure/app> The bidders are required to check these websites regularly for this purpose, to take into account before uploading/submission of tender. All Corrigendum and addendum are to be uploaded duly signed & stamped with tender documents as bid Annexure.

23.0 Tenderer shall submit the following documents duly signed and stamped a part of Technical bid online. Only Online mode will be accepted for tender submission. No documents are required to be submitted offline by the bidders.

- a) Notarized Power of Attorney.
- b) Affidavit on **non-judicial stamp paper of Rs.100** of NIT (**Annexure-A**)
- c) Undertaking regarding Constitution of Firm/Company (**Annexure-B**)
- d) Tender Acceptance Letter (**Annexure C**).
- e) Organization Structure (**Annexure E**)
- f) Details of completed works executed during the last seven years (**Annexure F**), List of Work in hand (**Annexure G**)
- g) Covering letter for participation in Bid with Bid name, number with All Corrigendum and addendum (if any).
- h) CA certified Annual Reports including Audited balance sheets, Financial Turnover and profit and loss accounts along with schedules for the last 3 years upto 31.03.2022 with UDIN issued by ICAI is to be submitted.
- i) Copy of Bankers certificate /Solvency certificate as per NIT condition (**Annexure-D**).
- j) **Declaration** in Letter Head in accordance to Clause no. 11.0 of this NIT for no addition/deletion/ corrections in the downloaded tender document.
- k) Affidavit for secrecy in accordance to Clause no. 15.0 of this NIT
- l) A notarized self-certification by bidder in accordance to Clause no. 16.0 of this NIT for not blacklisted/debarred & reprimanded.
- m) Form of Tender and Letter of Undertaking
- n) Registration Certificate/Memorandum and Articles of Association/ Partnership Deed /Affidavit as proof of the organization set up.
- o) Details of manpower and equipment/plant machinery available with Bidder.
- p) Copy of valid PF Registration No.
- q) Bidder Information with banker details as per the format
- r) Copy of PAN Card and GST Registration Certificate.
- s) Copy of the Presentation on understanding of project objectives and execution strategy.

24.0 In the event, this agreement with the BOCW Board is terminated or BOCW Board instruct to Cancel/terminate the Work Order the agreement between EPIL and Agency will automatically stand terminated and that he should take away T&P and surplus materials (If any) from programee /workshop location after the joint measurements are taken of the same.

25.0 All correspondence with regard to the NIT shall be to the following address (By Post/In Person)

Shri Subir Sagar, DGM
Deputy General Manager
(Contracts)

For Work/service related queries
Shri Anantsagar Arey
Sr. Manager

Engineering Projects (India) Limited,
6A, Bakhtawar, Nariman Point, Mumbai 400021
Tel . 022 22027585
wro-contracts@engineeringprojects.com

For more information on EPI, visit our website at: <http://www.epi.gov.in>
For more information on the e-tender visit website
<https://etenders.gov.in/eprocure/app>

26.0 Only Online mode will be accepted for tender submission. The bidders have to upload, the scanned copy of Tender fee receipt after depositing the tender fee online in EPI's Bank Account (as mentioned Below) along with EMD, Notice Inviting Tender, Addendum to Instructions to Tenderers, Special instructions to Bidders for e-Tendering, Letter of Undertaking, Form of tender, Bidder Information, Affidavit non-judicial stamp paper of Rs.100 for NIT (Annexure-A), , Letter of Undertaking for Constitution of Firm (Annexure-B), Tender Acceptance Letter (Annexure C), Banker certificate / Solvency Certificate (Annexure-D), Organization Structure (Annexure E), Details of completed works executed during the last seven years (Annexure F), List of Work in hand (Annexure G), Affidavit for secrecy, Technical presentation Copy of the Presentation on understanding of project objectives and execution strategy and other documents as per qualification criteria to be submitted Online in technical bid. In case, the above scan documents are not submitted as per schedule time, then Bid shall not be considered and EPI shall not be responsible for any online delay in respect of submission of the bids. No Documents is required to be submitted by the bidders in Physical form.

However, Physical submission of All original Bid Documents, EMD, POA etc. to be submitted by lowest bidder before award of LOI/LOA. Further Physical Documents including tender Fee and EMD for all bidders shall be submit in Hard Copy to EPI (if required).

27.0 Post tender clarification will not be sought in case of non-submission of Tender Fee or EMD of requisite amount as per NIT condition or unconditional letter of Acceptance or Affidavit for Correctness of documents/information or Basic Qualification Criteria Documents. In such case the bidder shall be rejected summarily without seeking any further clarification/documents.

Special Instructions to Bidders for e-Tendering

Please note that at the end the bid must be final submit, otherwise the same will not be considered.

For any assistance regarding the Tender Document and/or term and conditions the bidders may contact at EPIL:

Deputy General Manager (Tech)
Engineering Projects (India) Limited,
6A, Bakhtawar, Nariman Point, Mumbai 400021
wro-contracts@engineeringprojects.com

The entire bid-submission would be online on Electronic Tendering System (ETS) and submitted in CPP Portal i.e. <https://etenders.gov.in/eprocure/app>.

Broad outline of submissions are as follows: Submission of Bid-Parts/Envelopes

- Technical-Part
- Financial Part

Submission of Bid:

The Bidder should upload the scanned copies of all the original documents as mentioned in **NIT Clause No 26.0** and Bid-Annexures during Online Bid-Submission in addition to PQ documents listed in **NIT Clause No. 4.0 and 23.0**, However Physical submission of Original Bid Documents, EMD, POA for signing Bid, Form of tender, Letter of undertaking, Memorandum, Bidders Information, to be submitted by lowest bidder before award of LOI/LOA for successful Bidder.

Bidder's guide for CPP Portal:

Please refer

Appendix 1 - Bidder Registration Module &

Appendix 2 - Bid Submission Module for assistance in online bidding procedure.

Please note that at the end the bid must be final submit, otherwise the same will not be considered.

For any assistance regarding the Tender Document and/or term and conditions the bidders may contact at EPIL:

**Deputy General Manager (Tech)
Engineering Projects (India) Limited,
6A, Bakhtawar, Nariman Point, Mumbai 400021
wro-contracts@engineeringprojects.com**

For any assistance during bid submission, system settings etc. bidders may contact at CPPP:

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 002 , 0120-4001 005 , 0120-6277 787

International Bidders are requested to prefix +91 as country code

Technical - support-eproc@nic.in

Policy Related - cphp-doe@nic.in

**LETTER OF UNDERTAKING
(On Company letter head)**

(TO BE ENCLOSED IN ENVELOPE-1 ALONGWITH EMD)

To,

CONTRACTS DIVISION

ENGINEERING PROJECTS (INDIA) LTD.

Ref.: Tender for "Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board."

NIT No.: WRO/CON/913/Sensitization/312 Date: 13.01.2023

Sir,

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. The Tender Documents for the work/service as mentioned in NIT have been issued to us by ENGINEERING PROJECTS (INDIA) LIMITED and we hereby unconditionally accept the tender conditions and Tender Documents in its entirety for the above work/service.
2. The contents of the Tender Documents (Instructions to Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks(s) / condition(s) (except unconditional rebate on price, if any) in the 'Price-Bid' enclosed in "Envelope-2" and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening "Envelope-2", We agree that our tender shall be summarily rejected and EPI shall, without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money absolutely.
3. The required Earnest Money for this work/service is enclosed herewith.

Yours faithfully,
(Signature of the Tenderer)

Seal of Tenderer
Dated:

**FORM OF TENDER
(On Company letter head)**

To,

CONTRACTS DIVISION

ENGINEERING PROJECTS (INDIA) LTD.

Ref.: Tender for "Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board."

NIT No.: WRO/CON/913/Sensitization/312 Date: 13.01.2023

1. I/We hereby tender for execution of work/service as mentioned in Tender Documents within the time schedule of completion of work/service as per separately signed and accepted rates in the Bill of Quantities quoted by me / us for the whole work/service in accordance with the Notice Inviting Tender, Conditions of Contract, Specifications of materials and workmanship, Bill of Quantities, Drawings, Time Schedule for completion of jobs, and other documents and papers, all as detailed in Tender Documents.
2. It is agreed that the time stipulated for jobs and completion of work/service in all respects and in different stages mentioned in the "Time Schedule for completion of jobs" and signed and accepted by me/us is the essence of the contract. I/We agree that in case of failure on my/our part to strictly observe the time of completion mentioned for jobs and the final completion of work/service in all respects according to the schedule set out in the said "Time Schedule for completion of jobs" and stipulations contained in the contract, the recovery shall be made from me/us as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however be granted by EPI at its entire discretion for some items, and I/We agree that such extension of time will not be counted for the final completion of work/service as stipulated in the said " Time schedule of completion of jobs".
3. I/We agree to pay the Security Deposit cum Performance Guarantee, Retention Money and accept the terms and conditions as laid down in the NIT.
4. Should this Tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in Tender Documents elsewhere and in default thereof, allow EPI to forfeit and pay EPI, or its successors or its authorized nominees such sums of money as are stipulated in the Tender Documents.
5. I/we fail to commence the work/service within 10 days of the date of issue of

Letter of Intent and / or I/We fail to sign the agreement as per Special Conditions of Contract and/or I/We fail to submit Security Deposit cum Performance Guarantee as mentioned in Special Conditions of Contract of this NIT, I/We agree that EPI shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent and accept action as per bid security declaration form which will be binding on us.

6. I/We are also enclosing herewith the Letter of Undertaking on the prescribed proforma as referred to in condition of NIT.

Date the _____ day of

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS):

OCCUPATION _____

ADDRESS

SEAL OF TENDER

BIDDER'S INFORMATION

(All the bidders must submit the document with filled in data with their offer in Technical bid)

Company Name*	
Registration Number*	
Registered Address*	
Name of Partners/Directors	
Bidder type* Indian/Foreign	
City*	
State*	
Country*	
Postal code*	
PAN/TAN Number*	(PAN/TAN number must have 10 characters. e.g. AESTG2458A) For bidders who do not have PAN/TAN number may enter TEMPZ9999 as the PAN/TAN number.
Company's Establishment Year	
Company's Nature of business*	
Company's Legal status* Limited company/ Undertaking/Joint venture/Partnership/others	
Company Category* Micro unit as per MSME/ Small unit as per MSME/ Medium unit as per MSME/ Ancillary unit/Project of affected person of this company/SSI/other	
Contact Details	
Enter Company's Contact Person Details	
Title * Mr/Mrs/Dr/Shree/Ms	
Contact Name*	
Date of Birth* (DD/MM/YYYY)	
Correspondence Email*	

	(Correspondence Email ID can be same as your Login ID. All The mail correspondence will be sent only to the Correspondence Email ID.)
Designation	
Phone *	(Phone details eg: +91 044 22272449)
Mobile*	

BANKER DETAILS –

PAN NO*	
GST No*	
TIN NO*	
ACTIVE BANK A/C DETAILS*	
A/C NO*	
A/C TYPE*	
BRANCH ADDRESS*	
IFSC *	

***Mandatory information (must be filled by the bidders)**

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.100/-
DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr ----- So ----- R/o -----.

I, the deponent above named do hereby solemnly affirm and declare as under :

1. That I am the Proprietor/Authorized signatory of M/s ----- having its Head / Regd. Office at -----.
2. That the information/documents/Experience certificates submitted by M/s ----- -- along with the tender for ----- (Name of work/service) ----- To EPI are genuine, true and nothing has been concealed.
3. I shall have no objection in case EPI verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document (s), in case EPI demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, EPI at its discretion may disqualify / reject / terminate the bid / contract and also take action as per Bid Security Declaration.
5. I shall have no objection in case EPI verifies any or all Bank Guarantee (s) under any of the clause (s) of Contract including those issued towards Performance Guarantee etc from the Zonal Branch / office issuing Bank and I / We shall have no right or claim on my submitted BG before EPI receives said verification.
6. I, -----, the Proprietor / Authorised signatory of M/s ----- do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from ----- and that no part of it is false. Verified at ----- this ----- day of -----

I, -----, the Proprietor / Authorised signatory of M/s ----- do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from ----- and that no part of it is false.
Verified at ----- this ----- day of -----

DEPONENT

ATTESTED BY (NOTARY PUBLIC)

UNDERTAKING
(To be submitted by Bidder on its company Letter Head)

NIT No.: WRO/CON/913/Sensitization/312 Date: 13.01.2023

Ref: **Tender for "Appointment of Agency as a Service Provider for Sensitization programme for the panchayat/municipalities, officials of town and country planning/ project planners, architects etc for smooth collection of 1% cess and awareness of BOCW welfare schemes for effective registration of migrant/local workers under the Goa BOCW welfare board."**

This is to confirm that the following persons are the present Directors of the company/firm:

- 1.
- 2.
- .
- .
- .

It is further confirmed that none of the above Directors is associated with any other company/firm which is quoting for the above referred tender of EPI.

The details of constitution of M/sis submitted along with this annexure.

In case, at any later stage the above information is found incorrect, EPI can cancel our BID/LOI/Contract Agreement and may take any suitable action deemed fit against our company.

Authorized Signatory
CEO/Proprietor/MD

Date:

Name & Seal of the Company

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

NIT No. WRO/CON/913/Sensitization/312 Date: 13.01.2023

Name of Tender / Work: - "Name of work/service"

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s. / Sh. _____ having marginally noted address, _____ as a Customer of our bank are / is respectable and can be treated as good for any engagement upto a limit of Rs. _____ (Rupees _____)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Bankers Certificate should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

OR

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year _____, the Net Worth of M/s. _____ (Name & Registered Address of individual/firm/company), as on _____ (the relevant date) is Rs. _____ after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date)"

Unique Document Identification Number (UDIN) _____

Signature of Chartered Accountant _____

Name of Chartered Accountant _____

Membership No. of ICAI _____

Date and Seal _____

ORGANISATIONAL STRUCTURE

1.	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	Year of Establishment Date & Year of commencement of practice	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of Technical staff:-	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in Case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of agency, the applicant has Specialization & interest and Details of similar work/service successful completed.	
12	Any other information considered necessary but not included above.	
13	Address of local office if any	

DETAILS OF COMPLETED WORK/SERVICES EXECUTED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE PRECEDING MONTH

Sl. No	Description	1	2	3
1	Name of work / Project and location			
2	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3	Cost of work/service in Rs. Lakhs (Attach copy of Work/service Order)			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion (Attach Copy of Completion Certificate)			
7	Litigation / arbitration pending / in progress with details *			
8	Service rendered			
9	Any other information			

*Note:

1. Add Deputy sheet for indicating more works/service if any
2. Copy of Completion Certificate along with work/service order is to be enclosed.