



AN ISO 9001 & 14001 COMPANY

TENDER DOCUMENT

e-TENDER No: SRO/CON/ETS/243 dtd 12.07.2024

Tender for Providing Comprehensive Architectural, Engineering, Design & Consultancy Services for the work of “New Construction, Renovation, Repairs & Maintenance, AMC of the Civil and Electrical Works including operation of various Electrical / Electromechanical Services, equipment’s and plants etc. for EPFO establishments in Chennai Region, Tamil Nadu”.

VOLUME – I

Notice Inviting Tender, Special instructions to Bidders for e-Tendering, Bidders Information, Form of tender, Memorandum, Letter of Undertaking, Organizational Structure, Details of Technical personnel, Proforma for affidavit, Financial Information, Bankers Certificate / Net worth Certificate, Declaration for Public Procurement, Bid Security / EMD BG Format, Undertaking for Present Directors in the company, Banker Details, Site visit declaration, Details of Works Completed During Last 7 Years & Details of On-going Works, Declaration for no additions/deletion/corrections made in the downloaded tender document, Agreement for Consultancy Services & Manual for E-Tendering Portal.

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVT. OF INDIA ENTERPRISE)
SOUTHERN REGIONAL OFFICE , CHENNAI

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ENGINEERING PROJECTS (INDIA) LTD.
(A. Govt. of India Enterprise)
SOUTHERN REGIONAL OFFICE , CHENNAI

NOTICE INVITING e-TENDER (NIT)

Tender No. ETS/SRO/CON/243

12.07.2024

- 1.0 Tender for **“Providing Comprehensive Architectural, Engineering, Design & Consultancy Services for the work of “New Construction, Renovation, Repairs & Maintenance, AMC of the Civil and Electrical Works including operation of various Electrical / Electromechanical Services, equipment’s and plants etc. for EPFO establishments in Chennai Region, Tamil Nadu”.**

Engineering Projects (India) Ltd. (EPI) on behalf of **Employees’ Provident Fund Organization (EPFO)**, A Govt. of India, Ministry of Labour & Employment invites online offer for **Item rate tender** through e- tendering from eligible, reputed Architectural and Design Consultancy firms registered with the council of Architecture for “Providing Comprehensive Architectural, Engineering, Design & Consultancy Services for the work of “New Construction, Renovation, Repairs & Maintenance, AMC of the Civil and Electrical Works including operation of various Electrical / Electromechanical Services, equipment’s and plants etc. for EPFO establishments in Chennai Region, Tamil Nadu” **in two bid system** (Technical & Price Bid).

SI. No	Name of Work	Estimated Project Cost but not limited to (Rs.)	Estimated Cost of Design Engineering Consultancy	EMD (Rs.)	Tender Fee	Completion period
1.	Providing Comprehensive Architectural, Engineering, Design & Consultancy Services for the work of “New Construction, Renovation, Repairs & Maintenance, AMC of the Civil and Electrical Works including operation of various Electrical / Electromechanical Services, equipment’s and plants etc. for EPFO establishments in Chennai Region, Tamil Nadu	Rs. 122,00,00,000/- (Including all taxes, Duties but excluding GST)	Rs. 36,60,000/- (Rupees Thirty Six lakhs and Sixty Thousand only) including all taxes, Duties & but excluding GST	Rs.73,200/-	Rs. 2360/- (incl. GST)	33 months for execution of work + 12 months Defect Liability Period. However, every DPR as per directions of client should be prepared and get approved from client within 01 month.

The Brief scope of work in this NIT shall include (but not limited to) Scope of the Bidder shall include Geo-Technical investigation, Soil Investigation, Surveying Work design and detailed estimation, Detailed Project Report (DPR), Conceptualization & Design Layout and detailed

Signature of the bidder with seal

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EPI

Architectural Plans, Basic Architectural Layout of Buildings, elevations, sections, detailed working drawings, Structural drawings, detailed Engineering, plumbing, sanitary, water supply, electrical services, fire protection services, telephone, wiring, landscaping & external developments etc., as per requirement and submission to Client, wherever necessary and to obtain their approval if required before and after completion of work, preparation of technical specification, Bill of Quantities & tender documents. :

- 1.1 Development of Integrated Building Management System (IBMS), Pre and Post construction approval from local authorities and statutory bodies, Vetting of Structural drawings from IIT not in the scope of the bidder.
- 1.2 Facade design / skylight, Structural glazing system including design of open spaces etc., to be completed with due diligence by the Architectural consultant along with value engineering.
- 1.3 Preparation of detailed technical specifications and their make, rate analysis based on CPWD, norms & basis of market rate (if any) provisions supported by at least three quotations, preparation of Detailed Project Report / Detailed Estimate (BOQ with measurements), preparation of NIT/ bid documents for calling tenders, for award of the contract / work on the basis of DSR with prevailing Cost Index approved by CPWD and submitted to EPI for tendering and project monitoring purpose. assisting in tendering process, Pre-bid clarifications/meetings etc.
- 1.4 Vetting of Structural drawings before execution from IIT/NIT/Anna University/ reputed Govt. Engineering College.
- 1.5 Modules for Quality Assurance (QA) and Quality Control (QC) measures have also to be prepared by the Consultant for supervision of the work by EPIL.

1.6 The cost break up for the Project is as follows

SL.no/ Case	Description	Amount in Rs	Duration
1	Providing Comprehensive Architectural, Engineering, Design & Consultancy Services for the work of New Construction	70.00 Crs	33.0 Months
2	Renovation & Repairs , Special Repair works	40.00 Crs	33.0 Months
3	Maintenance, AMC of the Civil and Electrical Works including operation of various Electrical / Electromechanical Services, equipment's and plants etc	12.00 Crs	33.0 Months

The bidder should quote the price for above 3 works individually and that shall be converted to percentage while issuing work order/letter of Intent.

- 1.7 To commence the consultancy of any works, EPI will send a letter / mail with actual requirement provided by Client on time to time / as and when required basis. The consultant has to work out preliminary budget cost in line with latest DSR and Cost index for administrative approval. Based on the approval EPI will finalize the contractor for approved works.
- 1.8 The Fee/payment will be made over the executed value of above said nature of works as per billing schedule provided in this contract.

1.9 Time schedule of tender activities:

S.no	Event Description	Date & Time
1	Invitation of E –NIT	12.07.2024
2	Start date and Time of downloading tender documents	12.07.2024 from 12.30 PM onwards
3	Last Date & Time for downloading of tender documents	01.08.2024 upto 03:00 PM
4	Last Date & Time of submission of Tenders (Online)	01.08.2024 upto 03:00 PM
5	Date & Time of online opening of Technical Bid	02.08..2024 at 03:00 PM

In case of any unscheduled holiday taking place on the last day of issue of tender/submission of tender, the next working day shall be treated as the scheduled time and day of issue of tenders/submission of tenders.

Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 12.07.2024 at 3:00 PM onwards. However, interested bidders have to pay tender fees for participating in the tendering and submitting the bid. For this purpose the interested bidders shall be required to pay **Rs.2000 +360= Rs.2360/-** (including 18% GST) as non-refundable document fees in the form of Online payment to “Engineering Projects (India) Ltd.” payable at Chennai & bidders have to submit, the scanned copy of Tender fee receipt after depositing the tender fee online in EPI's Bank Account (as mentioned Below) along with the online bid. However, tenders submitted without, or insufficient tender fees shall be rejected.

The GSTIN of EPI for Chennai is 33AAACE0061C1ZK

EPI BANK details for tender fee payment as follows:

Name of the Bank: Indian Overseas Bank.

Branch: 116, Thyagaraya Road, T. Nagar, Chennai

Name of the Account Holder: Engineering Projects (India) Limited

Account no: 009102000006493

IFSC: IOBA0000091

- (b). The bid must be uploaded online by an Earnest Money Deposit (EMD) (Original) of **Rs. 73,200/- (Rupees Seventy Three thousand and Two Hundred only)**. This can be either in the form of Insurance Surety Bond or Account Payee Demand Draft or Fixed Deposit Receipt or Banker's cheque or Bank Guarantee of any Nationalized Bank/Scheduled Bank/Commercial bank as per the enclosed format or payment online in an acceptable form for the full amount of EMD payable favoring “Engineering Projects (India) Limited” payable at New Delhi. The EMD shall be valid for minimum period of 150 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 the last date of submission of Tender. The validity period may be extended on mutual consent. **(EMD BG format is enclosed as Annexure-XIV).**

EPI BANK details for BG payment as follows:

Name of the Bank: IndusInd Bank Limited.

Signature of the bidder with seal

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Branch: M-56, Greater Kailash –II (Main market), New Delhi-110048.
Name of the Account Holder: Engineering Projects (India) Limited.
Account no: 200001601125
IFSC: INDB0000012

- (c). It is to be noted that being a “Works Contract” MSME benefits are not applicable as per Office memorandum of MSME (Public Procurement Policy) vide reference No. F.No.1(3)/2018-MA, Part –III dated 25th March 2022. Hence all the bidders have to pay tender fees as per clause no. 3 (a) and EMD of the requisite amount as per clause no. 3 (b) as specified above in the tender. If the offer is received without requisite Tender Fee & EMD, the Bid will be rejected. Since this is a “Architectural Services” benefit of MSE bidder for exemption of EMD/Tender fee is not applicable.
- (d). This is to be noted that, in the absence of requisite supporting documents the benefit shall not be extended and, in such cases, if the offer is received without requisite Tender Fee & EMD, the Bid will be rejected.

1.7 Brief description of the selection/Evaluation process: A two stage selection process will be adopted in evaluating the proposals. Technical Evaluation shall be made under **Quality and Cost Based Selection (QCBS)**. Under QCBS, the technical proposals (**Part - 1**) will be allotted weightage of 70% and Financial proposals (**Part - 2**) will be allotted weightage of 30%. Only agencies, who securing minimum 50% marks in technical evaluation in Both **part 1 and Part 2** shall be considered technically qualified. The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, **Quality and Cost Based Selection (QCBS)** specified hereunder. In the first stage of evaluation, a proposal shall be rejected if it is found deficient as per the requirement indicated in the NIT for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The proposals will be evaluated, based on the eligibility criteria and submission of all the requisite information/ documents as asked here under.

1.8.1 Part1 : Technical Pre-qualification Criteria (Total Max Marks= 70)

The bidders must have experience of having successfully completed / substantially completed following “similar works” during the last Seven (07) years ending last day of the month previous to the one in which applications invited should be either of the following:

- (i) One similar work costing minimum **EIGHTY PERCENT (80%)** of **Estimated Project Cost** for which consultancy is required.
- OR
- (ii) Two similar works, each costing minimum **SIXTY PERCENT (50%)** of **Estimated Project Cost** for which consultancy is required
- OR
- (iii) Three similar works, each costing minimum **FORTY PERCENT (40%)** of **Estimated Project Cost** for which consultancy is required.

The “similar works” shall means completed Architectural, Engineering, Design & Consultancy

Services works for “A project comprising Construction of any multi - storied RCC framed structure for government works”

AND

The Consultant firm must have the following experience in addition:

- (iv) Must have experience in design of repair and rehabilitation / retrofitting / strengthening works for building works, the project value shall not be less than 10% of Estimated Project Cost for which consultancy is required.

1.8.1.1 Note: The works at 1.8.1 (iv) are not necessary to be part of the similar works certificate provided for 1.8.1 (i) / (ii) / (iii) above.. Bidder shall submit self-attested copies of Completion certificates along with LOA / LOI, Contract agreement clearly mentioning the nature of work, value of work, date of start, time period as per LOI and actual date of completion. The certificate shall be considered only if it is issued by an Officer not below the rank of Executive Engineer of a Govt. department.

1.8.1.2 For evaluation purpose, the completion cost of works mentioned in the Completion Certificate shall be enhanced by 7% per annum till the ending on previous date of last day of submission of bids.

1.8.1.3 The Bidder should have adequate Engineers and manpower in Company's roll (Bidder shall submit self-attested copies of same).

Sl. No.	Minimum Requirements	Documents to be Submitted	Marks	Maximum Marks
(i)	The consultancy firm / company must be registered and incorporated in India under relevant clause of Indian Companies Act and operating since last 10 financial years ending on 31.03.2024.	Copy of Certificate of Incorporation / registration of certificate of the company	More than 10 Years =10 From 5 to 10 Years =6 less than 5Years=0	10
(ii)	The bidder should be registered engineering consultancy provider for central government / PSU / state government.	Copy of registration certificates to be submitted	1 registration =2.5 Additional 2.5 marks for each registration	10
(iii)	The bidder must have successfully completed a minimum of 3 nos. Design & Engineering Consultancy services for Consultancy for Architectural, planning & Technical design for Government projects during the last seven (07) years ending last day of the month previous to the one in which applications are invited. The project shall include Survey, DPR consultancy services, Architectural, Structural, MEP design & drawings etc.,	Copy of completion certificate issued by Client.	1 project of minimum value Rs. 98 Cr. = 30 Or each projects of minimum value Rs. 61 Cr = 20 Or each projects of minimum value Rs. 49 Cr =10	30

(iv)	Minimum Manpower Requirement– Full time employee on pay roll of bidder working in India should be 10.	Certificate on the letter head counter signed by CMD/MD/Director/ Head of HR of the bidding organization.	Less than 10 nos.=0 10–20 nos. = 4 20–30 nos. =8 More than 30 nos.=10	10
(v)	No. of litigation/arbitration/dispute cases during the last ten years only with client (from 2010-11 to 2022-23) in connection with any contract executed by the bidder.	Details to be provided by the bidder.	More than 10 Cases =(-)5 From 5 to 10 Cases = (-)3 From 1 to 4 Cases = (-)1	Marks in Negative
(vi)	The bidder firm must have no criminal/economic fraud case is pending or contemplated against the organization in any country.	Undertaking on firm's letter head to be submitted by the bidder.		Mandatory
(viii)	The bidder firm must not have been black listed / debarred Indian Government /Semi-Govt./ Public Sector Undertaking / any Government Organization anywhere in the world.	Undertaking on firm's letter head to be submitted by the bidder.		Mandatory
(ix)	One of the Director /Partner / Proprietor / Principal Architect of the Company should be registered with Council of Architecture, India and should have minimum five (05) years experience in the field of Architectural & Engineering Consultancy work	COA certificate with experience details to be submitted	More than 10 Years = 5 From 5 to 10 Years =3 less than 5Years=0	05
(x)	The bidder must have completed minimum of 1 nos. having GRIHA rating of minimum of 3 Or PLATINUM rated for any Government or private work	Certificates concerned to be provided	For 1 project =2.5 Additional 2.5 marks for each registration	05

Relevant Experience certificates and other documents as mentioned above fulfill the qualifying criteria duly self-attested by the tenderer shall be uploaded on online submission, The Completion certificate from Clients shall be in the name of the company who is submitting the tender. The bidder has to produce original documents for verification at the time of opening of tender or as and when demanded. The tender of any bidder shall be rejected if on detailed scrutiny, documents submitted along with the tender are found to be unsatisfactory. The decision of EPI in this regard shall be final and binding on the bidder.

1.8.2 Part 2–Financial Criteria (Max Marks=30)

- i. Should have Average Annual Financial Turnover of not less than 50% of the estimated cost of the work (i.e **Rs.18.30 lakhs**) in the last three consecutive financial years ending 31.03.2023

- duly certified by a Chartered Accountant. (Bidder shall submit the copies duly certified balance sheets by a Chartered Accountant with Unique Document Identification number (UDIN).
- ii. Should not have incurred any loss in more than two years during **the last five financial years** ending 31.03.2023. Copies of balance sheet and statement of profit & loss certificate duly certified from Chartered Accountant to be submitted. (Bidder shall submit the copies duly certified by a Chartered Accountant).
 - iii. Should have a Bankers Certificate from a Nationalized / Scheduled Bank of the amount equal to 40% of the estimated cost put to Tender (**I.e. Rs.14.64 lakhs**). The Bankers certificate should not have been issued earlier than three months of last date of submission of the tender.
Or
 - iv. Net worth certificate of minimum 10 % of the estimated cost put to tender certified 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, 2023. The Banker's certificate & Net worth Certificate shall be in the format prescribed in **Annexure – XI** of NIT.
 - v. Net worth of the bidder should be positive.
 - vi. Should have valid Permanent Account Number of Income Tax (Copy of PAN to be enclosed).
 - vii. Should have Goods and Service Tax (GST) Registration No. (Copy of GST Registration certificate to be enclosed)
 - viii. Bidder has to submit undertaking regarding details of Constitution of firm/Company along with the details of its directors as per enclosed **Annexure – XIII**. In case the bidder fails to submit Constitution of firms with the bid along with the details of its firm Directors as per Annexure- 3 their bid will be rejected
 - ix. 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.
 - x. 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- 6 of 35 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 on-going assignment".

S.No.	Minimum Requirements	Documents to be submitted	Marks	Maximum Marks
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(i)	The applicant should have an average annual turnover of Rs.18.30 lakhs in the last three financial years ending on 31.03.2023 of Design & Engineering Consultancy services (Excluding Project Management / Supervision Services).	Audited Financial Statements for last three financial years ending 31.03.2023 duly certified by a Chartered Accountant.	Rs.16 lakh to Rs.20 lakh=8 Rs.20 lakh to Rs.25 lakh=12 >Rs.25 lakh=15	15
(ii)	The bidder should have not incurred any loss (Profit after tax should be positive) in more than two financial years during the last five consecutive financial years ending on 31.03.2023.	Audited Financial Statements for last five financial years ending 31.03.2023 duly certified by a Chartered Accountant.	5	5
(iii)	The bidder should have positive net-worth during last financial year ending on 31.03.2023.	Certificate mentioning net-worth by a Chartered Accountant.	5	5
(iv)	The copies of PAN and GSTN in case of Indian Bidder.	Signed and stamped copies of all documents		Mandatory
(v)	Submission of EMD and tender fees as per NIT.	Submit BG/DD		Mandatory

Note: Minimum 50 marks in Part-1 (Technical criteria) & 20 Marks in Part-2 (Financial Criteria) ie totally 70 Marks to be secured by bidder.

Short listing of technically qualified bidder will be based on the **minimum 70 marks** in aggregate obtained in Part 1 & Part 2. However, EPI reserves the right to select any one bidder or multiple bidders for association depending upon their credentials /competencies/ project requirements/ prevailing market condition, etc. at its sole discretion without assigning any reason.

1.8.3 Opening and Evaluation of Financial Bid

Price bid of technically qualified bidder who has scored minimum 70 marks based on the Evaluation of the bidder shall only be opened with prior intimation to the bidder.

Financial proposals of only those agencies who are technically qualified shall be opened online on the date & time specified in CPP portal to be notified separately, in the presence of the agency's representatives who wish to attend.

The Proposal with lowest Consultancy fee will be given a Financial Score of 100 and other financial Proposals will be given financial scores which is ratio of lowest offer to their offered Consultancy fee multiplied by 100.

On the basis of the combined score for Technical Score and Financial Score with weightage of 70:30, the bidders shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score will be ranked as H1 followed by the proposals securing lesser scores as H2, H3 etc. Bidder with H1 score shall be recommended for award of contract. The bidder quoting lowest Consultancy fee in Financial Bid may or may not be score H1.

There will be no negotiation with selected bidder except under circumstances as per current CVC circulars.

Example:

- (i) Let's say there are 3 pre-qualified bidders: A, B & C
- (ii) Technical Score of bidders after evaluation of technical criteria:
A=70, B=80 & C=90
- (iii) Say the Consultancy fee in the financial proposals of bidders are as under:
A=7, B=5 & C=6
- (iv) The financial score is given as per the formula: (Lowest Consultancy fee against the Consultancy fee of the bidder) X 100
Financial Score of A= $(5/7) \times 100 = 71.4$ Financial Score of
B= $(5/5) \times 100 = 100$ Financial Score of C= $(5/6) \times 100 = 83.3$
- (v) Final Combined Technical and Financial Score of the bidders is as per the formula: (Technical Score X 0.70) + (Financial Score X 0.30)

Bidder A= $(70 \times 0.70) + (71.4 \times 0.30) = 70.42$ --H3
Bidder B= $(80 \times 0.70) + (100 \times 0.30) = 86.00$ --H2
Bidder C= $(90 \times 0.70) + (83.3 \times 0.30) = 87.99$ --H1
- (vi) Hence Bidder C, with highest combined score shall be recommended for negotiations / award.

1.8.4 Evaluation of the Bidder:

- i. Bidder will be qualified as per the criteria based on documentary credentials submitted by the bidder & Verification of credential. Price bid of technically qualified bidder who has scored **minimum 70 marks** based on the Evaluation of the bidder shall only be opened with prior intimation to the bidder.
- ii. Even though a bidder may satisfy the above requirements, he would be liable to disqualification & not considered for the opening of Price bid if:
 - a) Misrepresentation in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.
 - b) Record of poor performance during the past 10 years such as abandoning the work, rescinding of contract for which the reasons are attributable to the non-performance of the contractor, inordinate delay in completion, Delay in work completion consistent history of litigation / arbitration awarded against the contractor or any of its constituents or financial failures due to bankruptcy etc .in their ongoing / past projects.
 - c) If bidder has submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.
 - d) If the bidder 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 contractor in this regard. The decision of EPI in the matter of disqualification shall be final and binding on the Tenderers.
 - e) Not submitted Tender Fee and EMD as per NIT condition. Selection of the consultants shall be subject to thorough verification of their credential and inspection of their works (if required)

carried out / in progress by them, through a Committee of experts on QCBS Basis.

- 1.9 Tenderer shall submit the following documents duly signed and stamped as a part of technical bid online only as per format:
- a. Duly filled and signed Bidders information as per **Annexure –“I”**
 - b. Duly filled and signed Organization Structure as per **Annexure-“II”**.
 - c. Details of technical personnel available along with Name & Bio-data - **Annexure –“III”**.
 - d. Details of works completed along with completion certificate & copy of Work order for qualification as per QCBS criteria as per Annexure –“IV”
 - e. Details of All Works of in Hand Ending Last Day of The Month previous to the one in which applications are invited as per Annexure –“V”
 - f. CA certified Turnover certificate, audited balance sheets and profit and loss accounts for the last 5 years Financial Information as per **Annexure-“VI”**
 - g. Duly filled and signed Form of tender attached as Annexure –“VII”
 - h. Memorandum - **Annexure-VIII**
 - i. Duly filled and signed Letter of Undertaking attached as **Annexure –“IX”**.
 - j. Duly filled and signed Affidavit on STAMP paper & Notarized attached as **Annexure –“X”**.
 - k. Duly filled and signed **tender fee and EMD documents**
 - l. Banker certificate/ net worth certificate – **Annexure XI**
 - m. Declaration for Public Procurement – **Annexure-XII**
 - n. Copy of PAN Card and Copy of GST Registration certificate
 - o. Registration Certificate/Memorandum and Articles of Association/Partnership Deed/ Affidavit for proof of owner ship / Registration.
 - p. Undertaking for Present Directors – **Annexure-XIII**
 - q. Banker details - **Annexure-XV & Site visit declaration – Annexure XVI**
 - r. Declaration for no additions/deletion/corrections made in the downloaded tender document – **Annexure-XVII**
 - s. Registration certificate with Council of Architecture (COA) & should have minimum ten years of experience in the field of architectural & consultancy work.
 - t. Any other document as stipulated above and in “Tender Documents”

The bidder should also upload the scanned copies of all the above-mentioned original documents as Bid Annexure during Online Bid-Submission in addition to PQ documents listed in NIT clause, Addendums and corrigendum’s duly signed and stamped.

- 1.10 Tender documents comprising of the following are available on the website of EPI: www.epi.gov.in & CPP Portal: <https://etenders.gov.in/eprocure/app>

- a. Vol-I :- Notice Inviting Tender, Special instructions to Bidders for e-Tendering, Bidders Information, Form of tender, Memorandum, Letter of Undertaking, Organizational Structure, Details of Technical personnel, Proforma for affidavit, Financial Information, Bankers Certificate / Net worth Certificate, Declaration for Public Procurement, Bid Security / EMD BG Format, Undertaking for Present Directors in the company, Banker Details, Site visit declaration, Details of Works Completed During Last 7 Years & Details of On-going Works, Declaration for no additions/deletion/corrections made in the downloaded tender document, Agreement for Consultancy Services & Manual for E-Tendering Portal..
- b. Vol-II:- Financial bid format

- 1.11 The bid must be accompanied by Tender fee and Earnest Money Deposit (EMD). Tenders submitted without EMD or inadequate amount of EMD shall be rejected.

- 1.12 E-Bids must be uploaded and submit along with scanned copies of relevant documents pertaining to Clause no.4.0 under Single Stage Two Envelope Bidding Procedure on the CPP Portal online or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders' representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging into the portal as per features available to them. Second envelope i.e., Price part shall be opened of technically qualified bidders.
- 1.13 In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.
- 1.14 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 24x7 Help Desk
Number 0120-4001002,0120-4001005,0120-6277787

International Bidders are requested to prefix+91 as country code
Technical-support-eproc@nic.in
Policy Related-cppp-doe@nic.in

They may obtain further information regarding this tender from General Manager (Contracts) at the address given at Clause No.1.33 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.

1.15 TAXES AND DUTIES

- 1.15.1 The Bidder must be registered with GST in **Tamil Nadu** and should have valid GST number. In case the bidder does not have valid GST registration number, the same shall be obtained by the successful bidder within one month from the date of LOI or before release of 1st R/A bill whichever is earlier.
- 1.15.2 The Bidder must submit as an compliances of GST Act, the invoices in GST compliant format failing which the GST amount including interest and penalty if any shall be recovered/ adjusted by EPI without any prior notice from the next invoices or available dues with EPI.
- 1.15.3 The Bidders are requested to update/ upload the GST/Taxes data periodically so as to avail ITC credit by EPI failing which it shall be recovered / adjusted by EPI without any prior notice from the next invoices or available dues with EPI.
- 1.15.4 Rates to be quoted in this tender shall be inclusive of all applicable taxes & duties and excluding GST.

- 1.15.5 Bidder while quoting the rates in the tender must also consider the ITC credit applicable for the works, if any.
- 1.15.6 Price bid formats shall indicate “inclusive of all taxes and duties excluding GST.
- 1.15.7 In case of any reduction in rate of GST or other taxes in future or the project getting exemption status prior to the last date of bid submission or afterwards, the contractor shall pass on the benefit to EPI immediately, failing which EPI shall have the right to recover the differential amount from the amounts due to the sub-Bidder. Further, in case of any increase in rate of GST or other taxes in future or the project losing exemption status prior to last date of bid submission or afterwards, the said increase of taxes shall be paid / reimbursed to the sub- contractor, subject to the condition that the client reimburses the said increased taxes to EPI”.
- 1.16 Other Terms & Conditions
- 1.16.1 Certificates in the name of other companies: Certificates of Subsidiary/Parent/Group Company/Own works: The Company's firms which intend to get qualified on the basis of experience of the parental company/group company / own works, shall not be considered. Further the financial parameter of the subsidiary or Parental Company cannot be used by the other one for qualification.
- 1.16.2 Merger/acquisition of Companies: In case of a Company/firm, formed after merger and/or acquisition of other companies/firms, past work experience and Financial parameters like turnover, profitability, net worth etc. of the merged/acquired companies/firms will be considered for qualification of such Company/firm provided such company/firm continues to own the requisite assets and resources of the merged/acquired companies/firms.
- 1.17 Even though an applicant may satisfy the eligibility criteria, EPI reserves the right for not issuing the tender document if he has record of poor performance such as abandoning work, not properly completing the work, delay in execution of work, poor quality of work, financial failure / weakness etc.
- 1.18 EPI reserves the right to extend the date of submission of the tender or cancel the tender or accept any tender or reject any or all tenders or split the work of tender or annul this tendering process without assigning any reason and liability what so ever and to re-invite tender at its sole discretion.
- 1.19 The rates quoted by the bidder shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to rates or any escalation shall be allowed on account of any increase in prices of materials, labour, POL and Overheads etc. during the entire contract period or extended contract period.
- 1.20 The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the EPI's website as well as 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.
- 1.21 All corrigendum and Addendum shall be part of the tender document and are to be submitted duly signed and stamped by tenderer. Even if tenderer fails to submit corrigendum and addendum duly signed by him, it will be deemed that the tenderer have gone through such corrigendum / addendum, if any, and no claim shall be entertained by EPI on account of any omission / error on his part
- 1.22 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 and the marks scored over the submitted documents. However, it is made clear that the price bid of the eligible bidders will

be opened only after receiving the confirmation of credentials & BG from the concerned department/Bank.

- 1.22.1 In case, of e-tender, where two or more firms are bidding lowest, the CPWD rule 4B of General Rules and Directions of GCC shall be followed.
- 1.22.2 EPI reserves the right to delete any item while awarding the work.
- 1.23 Notwithstanding anything stated above, EPI reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of EPI.
- 1.24 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.
- 1.25 EPI reserves the right to accept any tender or ask clarifications or reject any or all tenders or annul this tendering process without assigning any reason and liability whatsoever and to re-invite the tender at its sole discretion at any stage.
- 1.26 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.

FALSE STATEMENT

In case any of the credentials are provided to false/ fabricated, not only tender will be rejected but initiated to debar the bidder for future participation in EPI tender.

In case, at a later stage, it is found that the Bidder has submitted incorrect, false details and credentials resulting in apprehensions on the capabilities of Bidder with regard to quality & timely completion of works, financial capabilities etc. EPI can terminate this agreement solely at their option. In this eventuality the Bidder shall be liable for the losses suffered by EPI / Client and the Bidder shall have no claim on EPI / Client, whatsoever.

The tender / bid of any tenderer/bidder shall be rejected if in the detailed scrutiny documents submitted along with the tender/bid are found to be unsatisfactory / forged. The decision of EPI in this regard shall be final and binding on the tenderer/bidder.

No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation / typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after opening of the bid.

1.27 Validity of Tender

The Tender for the works shall remain open for acceptance for a period of Ninety (90) days from the last date of submission of Tenders. The earnest money 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 validity period may be extended on mutual consent.

- 1.28 **Only Online mode will be accepted for tender submission. No documents are required to be submitted offline by the bidders. The bidders have to submit, the scanned copy of Tender fee receipt after depositing the tender fee online in EPI's Bank Account along with the online bid.**

The scanned copy of Earnest Money deposit as mentioned in the NIT (Insurance Surety Bond, Bank Guarantee, DD, Bankers Cheque etc) shall be submitted by the bidders with their online bid. However, the original of the same shall be submitted by the bidder at the later stage as and when required by EPI.

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

For more information on EPI, visit our website at: www.epi.gov.in & CPP portal <https://etenders.gov.in/eprocure/app>

1.29 **FORMAT AND SIGNING OF NIT DOCUMENTS:**

- 1.29.1 The bidder can download the NIT documents and save it in his system and undertake the necessary preparatory work and submit the soft copy of completed documents at his convenience within the final date and time of submission.
- 1.29.2 The Bidder shall go through the NIT Documents carefully and list the documents those are asked for submission. Bidder shall prepare all documents including cost of NIT Document, Declaration form, Techno- commercial bid etc.
- 1.29.3 Non-submission of eligible documents may render the bid non-responsive. However, the Competent Authority inviting the NIT Tender, if so desires, can ask for eligible copies or original copies for verification within a stipulated period provided such document.
- 1.29.4 NIT application / offer cannot be submitted after due date and time. Therefore, only after satisfying that all the documents have been included, the Bidder should submit their bid.

1.30 **DEADLINE FOR SUBMISSION OF THE APPLICATION.**

- 1.30.1 Once the date and time is over, the bidder will not be able to submit the NIT. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared a holiday for the Officer inviting NIT tender.
- 1.30.2 The NIT may extend the deadline for submission of NIT by issuing Corrigendum.

1.31 **LATE SUBMISSION / MODIFICATION / WITHDRAWAL OF BID:**

- 1.31.1 BID received after the due date and time shall not be accepted. No request for extension of the due date indicated shall be entertained unless otherwise specified from EPIL.
- 1.31.2 If any of the intending bidder wishes to withdraw from participation in the bid, he / she can freely withdraw from the participation before scheduled date and time of closure of Bid Submission. Bidder(s) may modify their bids before the deadline for submission of bids. However, if the bid is withdrawn, the re- submission of the bid is not allowed.
- 1.31.3 No bid shall be modified or withdrawn after the deadline of submission of Bids.
- 1.31.4 The Techno-commercial / Pre-Qualification evaluation of the NIT will be taken up as per the information furnished by the Bidders. But evaluation of the NIT does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the Techno-commercial / Pre- Qualification evaluation through wrong information, necessary action shall be taken against the bidder.
- 1.31.5** Bidders to use as much as possible the material / services from MSE. Contractors to use as much as possible, the material/service from MSEs & Local suppliers/Manufacturers for promotion of Make in India. For Promotion of Public Procurement (Preference to Make In India) order 2017 (amended on 28.05.2018) GOI Guideline for procurement, the equivalent Indian makes of materials conforming to requisite quality in addition to List of Makes/Brands may be considered subject to approval of Client/Engineer.
- 1.32 All correspondence with regard to the above shall be to the following address (By Post/ In Person):

Shri. B K Saha, General Manager (Contracts),
Engineering Projects (India) Ltd.
Southern Regional Office
3D, EC Chambers, 92 GN Chetty Road T.Nagar, Chennai – 600 017
Tel No. – 044 – 28156421, 28156886
Mobile : +91-8458884666
E-mail – sro.contracts@epi.gov.in

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

GM (Contracts)
Date: 12.07.2024
