

**PROCEDURE FOR SUBMISSION OF SEALED TENDERS AND
DOCUMENT TO BE ENCLOSED WITH THE OFFER**

The tenderer must submit their tenders as required in two parts in separate sealed covers prominently superscribed as Part-I, Technical Bid Part-II, Price bid and also indicating on each of the covers the tender specification number and due date and time as mentioned in the tender enquiry.

These two separate covers I and II (Part – I and Part-II) shall together be enclosed in third envelope (Cover-III) along with EMD and this sealed cover shall be superscribed and submitted.

PART-I (TECHNICAL BID) COVER-I:

The following documents shall be kept in technical bid envelope:

- 1) Your covering letter for submission of offer.
- 2) EMD in the form of DD for the amount as mentioned in NIT.
- 3) Complete set of tender documents duly signed on each page including unpriced 'BOQ cum price schedule', as your acceptance of the tender conditions & NIT in toto.
- 4) Documents related to credentials as mentioned below under "important note"

PART-II (PRICE BID) COVER – II :

Rate / Price schedule only shall be given in this part-II "Price Bid" envelope. The price bid of different works (Package/Annexure wise), if applicable, shall be kept in separate envelope duly sealed and super scribed name of the particular price schedule.

IMPORTANT NOTE

Following documents as already specified in the tender terms & conditions must be enclosed along with other documents in technical bid envelope.

- 1) *Copy of IT returns filed with IT authority (letter).*
- 2) *List & Details of similar works executed and under execution.*
- 3) *List of available Technical Manpower*
- 4) *List of Tools and Plants available for deploying at Site for the present scope.*
- 5) *Audited Balance sheets for last three years.*
- 6) *Commitment of Compliance to HSE requirements during contract execution as per Annexure (HSE) enclosed.*

Offers without the above documents are liable to be rejected as "Techno Commercially Non Complying Offers:"

ANNEXURE (HSE)

The Contractors submitting their offer against this tender are required to furnish the following & commit compliance to Health, Safety and Environment [HSE] requirements during contract execution.

- 1) Organisational Structure and position of Safety.
- 2) Submission of **Site Safety Plan** documented which is followed by the organisation.
- 3) No. of qualified Safety officers permanently employed.
- 4) Competence to executed the work as per the regulatory requirement.
- 5) Record of valid licenses to do such works.
- 6) ESI Registration of the organisation.
- 7) HSE performance for the last three years.
- 8) Accident/ Incidence record for the last three years.
- 9) Amount of compensation paid for the last three years.
- 10) Any legal case pending against the organisation.
- 11) Any HSE awards received during last three years.
- 12) Provision of PPEs (personal protective eqpt) and status, list of items stocked.
- 13) First Aid measures / facility / Trained persons with the organisation.
- 14) Emergency Fire Fighting system available.