

**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 prescribed mode 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) *Commitment of Compliance to HSE requirements during contract execution as per V*
- 5) Documents related to credentials as mentioned below under "important note"

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

**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) *PAN & Copy of IT returns filed with IT authority (letter) for last three years.*
- 2) *Service tax registration certificate*
- 3) *List & Details of similar works executed and under execution (As per PQR)*
- 4) *Audited Balance sheet for last three years (As per PQR).*
- 5) *List of available Technical Manpower (As per NIT format)*
- 6) *List of Tools and Plants available for deploying at Site for the present scope (As per NIT format)*
- 7) *Any other documents for further assessment*

## **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.