

The offer which meets the NIT requirements, technically (including pre-qualification criteria) and commercially, shall be eligible for further consideration. Before opening of the Price Bids, offers of all techno-commercially acceptable tenderers shall be at par.

Price bids shall be opened of participants who fulfil the pre-qualification criteria and techno-commercial requirement of NIT. The offers will be evaluated as per the evaluation procedure given in BOQ (Price Bid sheet). Please read instructions given below before submission of Price Bid i.e. BOQ (spread sheet).

Note: e-Procurement system does not allow submission of documents after due date of tender. Incomplete form or non-submission of documents to verify details shall results into rejection of your offer and no communication shall be done for submission of documents.

NON ACCEPTANCE OR DEVIATION TO RCF'S STANDARD TERMS AND CONDITIONS MENTIONED IN THIS ENQUIRY DOCUMENTS WILL LEAD TO REJECTION OF OFFER.

A. Bids should be submitted as per following instructions only:

1. PART-I : TECHNO-COMMERCIAL BID : i.e. Un-priced Bid should contain following :-

Packet:1: Signed & Stamped copy of “Instruction for bidders”

Packet:2: Scanned copy of “Process compliance statement” (**Annexure-I**) printed on bidder’s letter head with duly signed by appropriate authority.

Packet:3: Signed & Stamped copy of “Pre-qualification Details” (**Annexure-II**).

Packet:4: - Signed & Stamped copy of self-attested supporting documents against **Pre-qualification criteria (as per Annexure II)**

Packet :5: Signed & Stamped copy of dully filled “Terms & Conditions” (**Annexure-III**).

Packet :6: Signed & Stamped copy of “scope of work ” (**Annexure-IV**)

Packet :7: Signed & Stamped copy of “**DISCIPLINARY MEASURES**” (**Annexure-V**)

Packet :8: Signed & Stamped copy of “General terms and Conditions” (**Annexure-VI**)

Packet :9: Signed & Stamped copy of “**INTEGRITY PACT**” (**Annexure-VII**)

Packet :10: Scanned copy of EMD payment acknowledgement slip or EMD Exemption Certificate as per **Clause 1.02**

2. PART-II: PRICED BID:-

Price Bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system)

Kindly quote your offer on blank fields in uploaded BOQ sheet. Please note that lowest bidder (L1) will be decided based on quoted amount shown at the end of BOQ sheet.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

B. OTHER IMPORTANT DOCUMENTS :

Documents required for verification of details submitted in Prequalification Criteria (Annex-II) to be submitted in your 'My Space' option as per instructions given below. Bidders can take help from RCF's e-Procurement Helpdesk (022-25522760) in uploading of documents.

1. **Miscellaneous Docs:** Please submit scanned copy of 'PAN Card, Provident Fund Registration document (PF No.), Employee State Insurance Corporation (ESIC No.), GST Registration Certificate & Company Registration Certificate as applicable. Please upload each scanned certificate in respective folder under 'Certificate details' of My Space Documents.

1.03 **Taxes & Duties:** Rates mentioned in the BOQ are excluding of GST.

1.04 **Statutory Variation Clause:** Any variation in statutory levies/taxes within the contract period shall be to RCF's account and beyond contract period to contractors account.

1.05 **Payment Term:** Payment shall be made on 30th day from the date of submission of quarterly invoice along with service report to **Contract Cell** after completion of quarter with deduction of income tax, as per actual quantum of work executed.

Please note that RCF will not accept any payment term deviation in your offer (BOQ) and Evaluation of your offer shall be done considering 30 days payment term only. Advance payment term is not acceptable and will lead to rejection of offer.

INSTRUCTION FOR PRICE BID – (BOQ) SUBMISSION

Please read following instructions before filling & submission of BOQ sheet.

1. Please note that e-procurement system accepts Microsoft Excel 97-2003 format only, any modification in file format or changing name of file will results into non-acceptance of your offer by e-Procurement System.

2. **Kindly fill data in fields of 'BOQ Sheet' as per following Instruction only:**

Bidders Name: Kindly put complete name of bidding firm/company

Basic Price: Kindly put the 'Basic rate per unit' e.g. Rs. 500 per Item in white cell in front of each item.

Taxes & Duties: Rates mentioned in the BOQ are excluding of GST. The Contractor shall submit the tax invoice/ Bill showing tax elements separately. Income Tax shall be deducted at source from Contractor's bill as per Government rules.

Please save your BOQ sheet (Price bid) without changing name and format and upload this completed BOQ sheet in Finance Envelope (Part-II).

3. **For any queries and help please contact RCF Helpdesk Number-022-25522760 or contacts given on first page of Tender document.**

Note –

1 CHARACTER AND ANTECEDENTS VERIFICATION (BEFORE ENGAGEMENT) OF CONTRACT WORKERS

It is mandatory that character and antecedents verification must be made of each and every vendor worker prior to giving permission to enter RCF premises. Vendors shall submit a certificate of character and antecedents for each workers to be engaged inside the factory and no person / contract labour shall be employed without a valid character certificate and antecedents. The character and antecedents form duly filled and authenticated through police station shall be submitted to CISF for giving permission to enter RCF premises. Even valid passport holder need to be police verification by appropriate authority.