



**NORTH EASTERN REGIONAL INSTITUTE OF  
WATER AND LAND MANAGEMENT (NERIWALM)**

An Institute under the Ministry of Water Resources, River Development  
& Ganga Rejuvenation, Govt. of India  
(Registered under the Societies Registration Act, 1860)



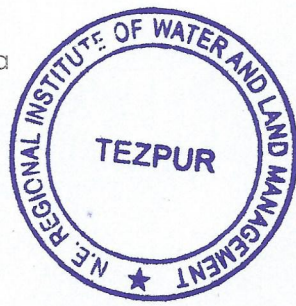
NO:NRWM/COMP/48/2016-17/ 4953

Dated 21.03.2018

**NOTICE INVITING e-TENDER FOR EMPANELMENT OF ARCHITECT & INTERIOR DESIGNER**

The Director, NERIWALM, Dolabari, Tezpur - 784027 invites ONLINE Tenders from reputed Architect/Architectural Firms for "Empanelment of Architect/Interior Designer for various construction activities to be undertaken by NERIWALM" in its campus at Dolabari, Tezpur, Assam. The detail Terms & Conditions are indicated below.

1. The tender should contain 2(two) parts, viz. Part-I (TECHNICAL) and Part-II (FINANCIAL) and shall be submitted ONLINE only addressed to The Director, NERIWALM, Dolabari, Tezpur - 784027 which will be received upto 3.00 PM of 01.05.2018. The tenders will be opened at 11.00 AM on 02.05.2018 in the Conference Room of the Institute in presence of the tenderer or their authorised representatives if any. In the event of 02.05.2018 being declared a holiday, the tender will be opened on the next working day at the same time and place.
2. The basic requirement of the project shall be as indicated by NERIWALM against availability of fund from time to time for various construction activities.
3. The FINANCIAL PART should specifically contain the rates of the following.
  - (a) Preparation of line plan and layout plan of the proposed building to scale as per IS CODE.
  - (b) Preparation of detailed architectural drawings.
  - (c) Preparation of structural design, drawings including supplying design calculation.
  - (d) Preparation internal electrification drawings.
  - (e) Preparation of internal water supply and sanitary installation drawings.
  - (f) Preparation of detailed estimate.
  - (g) Preparation of detailed Tender Documents.
  - (h) Supervision Charges.
  - (i) Charges for interior designing.
  - (j) Any other charges if any.
4. The Architectural Firm should be registered under Council of Architecture.
5. No payment to the schematic architectural drawing will be made to the tenderer.
6. The successful tenderer will have to enter into a CONTRACT for supervision of the works of the Contractor to be engaged by the Institute including certification of the works and bill.
7. The tender will not be accepted after the DUE DATE and TIME.
8. The tenderer should submit their credentials alongwith PART-I of the tender consisting of the following.
  - (a) Certificate of previous works of similar nature like design & estimation of buildings such Laboratory Building, Womens' Trainee Hostel, Gymnasium, etc.
  - (b) Certificate of Registration under Council of Architecture.
  - (c) Other related documents, etc.



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9. The TECHNICAL PART of the tender will be evaluated by a Committee, which will short-list the firms. The FINANCIAL BID will be opened only that of the shortlisted firms.
10. Decision of the Committee constituted for the purpose shall be final and binding in all cases.
11. For any queries and informations, the tenderer may contact the Assistant Engineer (Civil).
12. The Director, NERIWALM reserves the right either to accept or reject any or all tenders without assigning any reason thereof and it is not binding on the Director to accept the lowest rate.

*B. S. Sharma*  
*21/03/18*  
Deputy Director (Admin)

Copy to;

1. The Stenographer attached in the Director's Office for information of Director.
2. The Accounts Officer for information and necessary action.
3. The Asstt. Engineer (Civil) for information and necessary action.
4. File No. NRWM/CONSTN/276/2017-18/
5. NERIWALM Website [www.neriwalm.gov.in](http://www.neriwalm.gov.in)

## INSTRUCTIONS TO BIDDERS REGARDING ONLINE BID SUBMISSION



### **1. Bidding Methodology:**

Single-stage Two-Bid System (Technical Part and Financial Part to be submitted at the same time) shall be followed.

### **2. Broad outline of activities from Bidders perspective:**

- i) Procure Digital Signature Certificates (DSC) for users of the organization (if not procured earlier)
- ii) Register your organization on Electronic Tendering System® (ETS) Portal of TCIL (<https://www.tcil-india-electronictender.com>) if not already registered
- iii) Create Users and assign roles on ETS
- iv) Assign Tender to a department of your organization on ETS
- v) Download Official Copy of Tender Documents from ETS
- vi) Clarification to Tender Documents on ETS
  - Post query to TCIL (Optional)
  - View response to queries posted by TCIL
- vii) Online Bid-Submission on ETS
- viii) Attend Online Public Tender Opening Event (TOE) for Techno-Commercial Bid on ETS
  - Opening of Technical-Part
- ix) Post-TOE Clarification on ETS (Optional)
  - Respond to TCIL's Post-TOE technical queries
- x) Attend Public Online Tender Opening Event (TOE) for Financial Bid on ETS
  - Opening of Financial-Part

(Only for Technically Responsive Bidders)  
For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### **3. Digital Certificates**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to become compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### **4. Registration**

To use the Electronic Tender® portal (<https://www.tcil-india-electronictender.com>) the Bidder need to register on the portal. Registration of bidders organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link



under 'Registration' (on the Home Page), and follow further instructions as given on the site.

Pay Annual Registration Fee as applicable.

**Note: After successful submission of Registration details online and Annual Registration Fee (Rs. 6,000/- + Service Tax @ 14%) physically to TCIL, please contact e-Tendering Helpdesk (as given in Section 1), to get your registration accepted/activated. The Annual Registration Fee can be submitted by the following modes:**

i) DD in favour of "Telecommunications Consultants India Limited" is to be submitted to Sr. Manager (F&A-IT), TCIL, TCIL Bhawan, 6th Floor, G.K.-I, New Delhi-110048.

Or

ii) Fee Amount can be deposited in TCIL's Bank Account No. 000705005880 in ICICI Bank, Connaught Place Branch, IFSC Code: ICIC0000007 by electronic transfer and Transaction Details to be emailed to [ets\\_support@tcil-india.com](mailto:ets_support@tcil-india.com)

### 5. On-Line Submission

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of Acceptance/Rejection of General Terms & Conditions
- iii) Submission of Acceptance/Rejection of Special Terms & Conditions
- iv) Submission of particulars of EMD
- v) Submission of **Technical Part** as under:
  - Submission of Electronic Form (Mandatory)
  - Submission of Main Bid (Mandatory)
  - Submission of Bid Annexure (Optional)

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Duly filled in Bid Submission Form as per Section – 9
- b) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- c) Scanned copy of Documentary Evidence of Eligibility Criteria
- d) Technical Offer specifying Make & Model of the Offered Product
- e) Product Data Sheet/ Product Brochure
- f) Un-priced Bid Schedule as per Section-5
- g) Any other supporting documents the bidder wishes to submit as a part of Technical Offer
- vi) Submission of **Financial Part** as under:
  - Submission of Electronic Form (Mandatory)
  - Submission of Main Bid (Mandatory)
  - Submission of Bid Annexure (Optional)

Financial Part must contain the Price Bid Schedule as per Section-5.

The entire bid-submission as above would be online on ETS.

### 6. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) to Director, NERIWALM, Dolabari, P.O. Kaliabhomora, Tezpur - 784027 before the due



date & time of submission in a Sealed Envelope, the envelope shall bear, the No. & Description and the words 'DO NOT OPEN BEFORE' (due date & time):

- EMD/Bid Security (Original) for 2% of the estimated amount by Demand Draft in favour of "Director, NERIWALM, Dolabari, Tezpur – 784027" in the prescribed format from a scheduled bank.

- Pass Phrase for Technical and Financial Bid

### 7. Special Note on Security of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid

Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder

himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult

to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Online Public Tender

Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. A bid cannot be opened without a correct Pass-Phrase.

**It may also be noted that if a bidder fails to furnish the correct Pass-Phrase during the TOE of Technical Part, the bid shall be rejected. If the bidder fails to furnish the correct Pass-Phrase during the TOE of Financial Part, not only shall the bid be rejected but also the EMD shall be forfeited.**

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### 8. Online Public Tender Opening Event (TOE)

ETS offers a unique facility for 'Online Public Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Online Public

Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a

Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Online Public Tender Opening Event

(TOE)' has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Online Public Tender Opening Event (TOE)'.



ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by TCIL for each

Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency.

Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event

(TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

### 9. Other Instructions

For further instructions, the Bidder should visit the home-page of the portal (<https://www.tcilindia-electronictender.com>), and go to the **User-Guidance Center** The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on ETS
- ii) Register your organization on ETS well in advance of tender submission deadline on ETS
- iii) Get your organization's concerned executives trained on ETS well in advance of tender submission deadline on ETS
- iv) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

### 10. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7)
- Broadband Internet Connectivity.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)



### 11. Bidders Training Program

One day training (10:00 hrs. to 17:00 hrs.) is arranged on payment basis which scheduled as indicated in Section – 1 of this tender at TCIL Bhawan, Greater Kailash-I, New Delhi 110048. Training is optional. Bidders opting for Training shall have to pay Rs. 2,500 + Service Tax @14% by Demand Draft in favour of "Telecommunications Consultants India Limited" payable at New Delhi and are required to carry a Laptop with device for Wireless Connectivity to Internet as TCIL will not provide Internet connectivity to the trainees. Bidders are required to inform number of participants from their organization latest 2 working days prior to training schedule