



## INSTRUCTIONS TO BIDDERS

1. The submission of the bid is subject to the provisions/criteria mentioned in following annexure to Tender Notice:

Sl. No.	Description	Annexure No.
1	Scope of work	Annexure - 1
2	Standard Terms of the contract	Annexure - 2
3	Financial Terms of the contract	Annexure - 3
4	Financial Bid	Annexure - 4
5	Application Form for Photocopying Work	Annexure - 5
6	Checklist for Documents to be submitted along with the bid.	Annexure - 6
7	Letter of Authorization for Attending Bid Opening	Annexure - 7
8	General Conditions of Contract	Annexure - 8
9	Safety Instructions	Annexure - 9

Prospective bidders can inspect the site between 1400 hrs to 1600 hrs on any working day with prior approval from the Assistant Personnel Officer (R) over telephone (Tel No. 022-24586411/6409) subject to adhering to pre-requisite security procedures.

2. The request for issue of Tender Document should be addressed to P&AO, HWB, V.S. Bhavan '0' floor, Anushaktinagar, Mumbai 400 094 along with cost of tender document. Tenders can also be obtained by Post by paying through crossed Demand Draft of ₹600/- to cover postage and other charges. Bids also can be submitted by post but the prospective bidders are advised to take into account the time required for postal transit. The dates of various activities mentioned above will be strictly adhered to and the department will not accept any responsibility for delay in postal transit.
3. In case the last date of sale and/or the date of receipt and opening of tender are declared as Holiday, the respective dates shall be treated as postponed to the next working day, correspondingly.
4. The time allowed for carrying out the work shall be **06** (Six) months calculated from the commencement date mentioned in the Letter of Intent (LOI) issued by HWB. However it may be extended by HWB on mutual consent for a further period of 6 months, subject to satisfactory performance on the same rates, terms and conditions.
5. The tenderers should quote the rates in figures as well as in words. The rates quoted should be inclusive of GST. All corrections shall be attested by the dated initials of the tenderer. When a tenderer signs a tender in an Indian language, the total amount tendered should also be written in the same language. In the case of illiterate contractors, the rates or the amounts tendered should be attested by a witness.
6. The Earnest Money Deposit (E.M.D.) amounting to ₹16,500/- shall be deposited in the form of Crossed Demand Draft or Fixed Deposit Receipt (F.D.R.) from any of the Scheduled Banks, drawn in favour of Pay & Accounts Officer, HWB, DAE, Mumbai. Earnest Money for the work shall be deposited as indicated in the NIT. Tenders not accompanied by the Earnest Money Deposit (E.M.D.) are liable to be rejected. Cheques and Bank Guarantee for the EMD will not be accepted. The F.D.R. shall be accepted only if it is (a) Valid for six

months or more from the date of opening of Financial Bids, (b) It is drawn in favour of Pay & Accounts Officer, HWB, DAE, Mumbai.

7. The tenderer, whose tender is accepted will be required to furnish by way of Performance guarantee @5% of tendered amount within 15 days from issue of letter of intent and Security Deposit (SD) for the due fulfillment of his contract as specified in NIT. This period may be further extended at the written request of the contractor for a maximum period ranging from 1 to 15 days with late fee @ 0.1% per day, of performance guarantee amount. The tenderer should have responsible and responsive office with adequate powers to take speedy decisions during the entire period of execution at the work place.
8. GM (HRD & P), HWB, on behalf of President of India, does not bind herself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all the tenders received, without the assignment of a reason. All tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or put forth any condition by the tenderer, including that of conditional rebates, shall be summarily rejected. However, tenders with unconditional rebate will be acceptable.
9. GM (HRD & P), HWB, on behalf of President of India, reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing shall be liable to rejection.
10. Special care shall be taken to write the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and word. In case of figures, the words “ ₹ ” should be written before the figures of rupees and word “P” after decimal figures, e.g. ₹2.15P. and in case of words Rupees should precede and the word Paise should be written at the end. Unless the rate is in whole rupees followed by the word ‘only’ it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word ‘only’ should be written closely following the amount and it should not be written in the next line.
11. On acceptance of the tender, the name of the authorized representative(s) of the contractor, who would be responsible for taking instructions from the Assistant Personnel Officer (R), shall be communicated to the Assistant Personnel Officer (R).
12. The tenderer shall not be permitted to tender for works in the Department in which his near relative is posted as equivalent to Accounts Officer or as an officer in the capacity of grades Scientific Officer/C and above. He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any Gazetted Officer in the Department of Atomic Energy.
13. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department. The tenderer shall give a list of Gazetted and Non-Gazetted employees in DAE, who are related to him.
14. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government services, without the previous permission of the Government of India. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor’s service.
15. The tender for works shall remain open for acceptance for a period of 90 days for single bid tender, from the date of opening of financial bids of tenders/depositing of EMD. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money absolutely. It will be obligatory on the part of the tenderer to sign

all the pages of the tender documents affixing his stamp. All rates shall be quoted on the proper form of the tender alone.

16. Rates quoted by the tenderers in item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. However,
  - i) If a discrepancy is found, the rates that correspond with the amount worked out by the contractor, shall be taken as correct,
  - ii) If the amount of an item is not worked out by the tenderer, or it does not correspond with the rate written either in figures or in words, then the rates quoted by the tenderer in words will be taken as correct, not the amount.
  - iii) Where the rate quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, then the rates quoted by the contractor will be taken as correct, not the amount.
17. If a contractor has any query regarding the bidding conditions, bidding process and/or rejection condition, he may bring out the same in his covering letter to the undersigned.
18. The tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
19. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium submit more than one bid, the bids are liable to be rejected.
20. Following documents shall be attached while submitting the bid :
  1. Bid Security (Earnest Money Deposit) for an amount of ₹16,500/- (Rupees Sixteen Thousand & Five Hundred Only) in the form of or Fixed Deposit Receipt from any of the Scheduled Banks, drawn in favour of Pay & Accounts Officer, HWB, Mumbai.
  2. Self-attested copy of Pan Card no. issued under Income Tax Act.
  3. Self-attested copy of Valid registration no. of the Agency / Firm.
  4. Self-attested copy of GST registration no.
  5. Self-attested copy of Valid Provident Fund registration no., if applicable.
  6. Self-attested copy of valid ESIC registration no., if applicable.
21. The Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall within 15 days from the stipulated date of start of the work, sign the contract agreement consisting of: The Notice Inviting Tender, all the documents including all terms and conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.



**Administrative Officer-III**  
Heavy Water Board,  
Department of Atomic Energy  
For and on behalf of the President of India

**Scope of work:**

To meet the photocopying requirement, Heavy Water Board propose to hire 04 nos. of photocopier machines on zero rentals alongwith operator and with paper for taking 6.50 Lakhs copies (Six Lakhs and Fifty Thousand copies) approximately. The contract shall be subject to the following terms & conditions:-

- i) Photocopier machine should be of High Speed (minimum 60 copies per minute) Canon or equivalent make. The machine should have back-to-back copying facility of making sets automatically.
- ii) Contractor should make sets of documents by stapling as per requirement of HWB.
- iii) Paper to be used should be A4 size of good quality (80 GSM).
- iv) The service, maintenance, spare parts, toner, operators and transportation will be the responsibility of the contractor.
- v) The wastage in photocopying arising out of error of machine or operator etc. shall be borne by the contractor.
- vi) Electricity and Space will be provided by Heavy Water Board (C.O.), Mumbai free of cost.
- vii) The validity of the contract shall be for **6 months** from the date of issue of work order. The photocopying work has to be done in a phase manner as and when required by Heavy Water Board, Mumbai. However it may be extended by HWB on mutual consent for a further period of 6 months, subject to satisfactory performance on the same rates, terms and conditions.
- viii) The work is purely confidential in nature and hence the machine operator/personnels must be trustworthy with credible antecedents.

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