

NATIONAL SECURITY GUARD
(MINISTRY OF HOME AFFAIRS)
GOVERNMENT OF INDIA

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE.

The Squadron Commander, National Security Guard, 29 SCG Kolkata, 700155 invites online item rate bids for & on behalf of the President of India from approved and eligible qualified Electrical Contractor/ specialized agency in the field of maintenance of Air Conditioners for the work of:- **Annual operation, repairs & maintenance of electrical installations at 29 SCG NSG Kolkata during 2017-18 (SH: Comprehensive maintenance of split, window type Air Conditioners & water cooler).**

Sl. No	NIT No.	Name of Work and Location	Estimated Cost Put to Tender (In Indian Rupees)	Earnest Money (In Indian Rupees)	Tender Sale cost (In Indian Rupees)	Time/ Period of completion	Last date & time of submission of bid.	Date and Time of opening of tender	Period during which EMD, and other Documents shall be submitted in the office of SC(Civil), 29 SCG NSG , Kolkata
1	09/ SC(Civil)/ 29 SCG/NSG / 2017-18	Annual operation, repairs & maintenance of electrical installations at 29 SCG NSG Kolkata during 2017-18 (SH: Comprehensive maintenance of split, window type Air Conditioners & water cooler).	230640.00	4613.00	500.0 (Should be deposited one day before the due date of opening of tender up to 13.00 hr)	12 Months	Up to 11.00 Hrs on 21/08/17	After 11.30 Hrs on 22/08/17	Within a week after date of opening of tender.

1. The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from CPP Portal (<http://eprocure.gov.in/epublish/app>) & NSG official website (<http://nsg.gov.in>) free of cost.
4. But the bid can only be submitted to SC(Civil), NSG by uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call receipts or Fixed Deposit Receipts and Bank Guarantee of any scheduled bank towards EMD in favour RPAO,NSG (MHA), Kolkata and other documents as specified.
5. On opening date, the contractor can login and see the bid opening process. After opening of bids he may receive the competitor bid sheets.
6. Contractor can upload documents in the form of JPG format and PDF format.
7. Contractor must ensure to quote rate of each item. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
8. ***The reimbursement of EPF & ESI contributions paid by the contractor on the part of employer is to be made on submission of documentary proof of payment provided the same is in order. Similarly, the reimbursement of service tax paid by the contractor on behalf of employer is to be made on submission of documentary proof of payment provided same is in order.***
9. List of Documents other than financial instruments to be scanned and uploaded within the period of bid submission:
 - i) Demand Draft/ FDR/ Bank Guarantee of any scheduled Bank against EMD.
 - ii) Original Demand Draft for cost of tender shall be deposited in the office of the SC(Civil), 29 SCG NSG , O/o G.C., Regional Hub, Badu road, Madhaymgram, Kolkata-700155 on one day before the due date of opening of tender bids up to 13:00 Hrs.
 - iii) Enlistment Order of the Contractor/proof of specialized Agency.
 - iv) Certificate of Registration for VAT/PAN/GST (as applicable).
 - v) An undertaking that "The physical EMD shall be deposited by me/us with the SC(Civil), 29 SCG NSG , Kolkata calling the tender, in case I/We become the lowest tenderer within a week of the opening of the financial bid otherwise Department may reject the tender and also take action to withdraw my/our enlistment."