



**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED**  
(A GOVERNMENT OF INDIA UNDERTAKING)  
Unit: **Engineering Project Division**

**TENDER DOCUMENT**

**NAME OF WORK: Supply, Installation, Testing and Commissioning of Fire Detection & Fire Fighting Systems at Hotel Kalinga Ashok, Bhubaneswar, Odisha**

**ESTIMATED COST: Rs.99,72,922.50**

**EMD: 199458.00**

**CLIENT:**

**India Tourism Development Corporation,  
Engg. Project Division  
Scope Complex, 6<sup>th</sup> Floor,  
Core 8, Lodi Road  
New Delhi-110003  
[www.itdc.co.in](http://www.itdc.co.in)**

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**Check List for Tender Submission**

S. No.	Name of Firm: - Pre- Qualification Documents	Attached	
		Yes	No
1.	Digitally signed Complete Tender Documents including Corrigendum(s) if any.		
2.	Proof of average annual financial turnover of firm during last 3 years ending 31 <sup>st</sup> March of the previous Financial year of 30% of the estimated cost duly certified by CA clearly mention the UDIN number. (As per format given in tender)		
3.	Proof of having successfully completed similar works during last 7 years ending last days of the month previous to one in which tenders are invited as per following.		
	a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost. Or c. One similar completed work costing not less than the amount equal to 80% the estimated cost.		
4	Copy of PAN Card		
5	Proof of Registration with ESI		
6	Proof of Registration with PF		
7	Proof of Registration under GST Law		
8	GST Annexure Form 2 and 2 (a)		
9	Copies of Similar work executed in last 3 years along with performance certificate and work order.		
10	History & Structure of Firm, Name of Directors/Proprietary/Partners with technical staff		
11	List of Machineries, Tools Plant & Equipments		
12	Audited Balance Sheets of Last 3 Years For the year 2020-21 With UDIN No. For the year 2021-22 -With UDIN No. For the year 2022-23 -With UDIN No.		
13	An Affidavit duly notarized on stamp paper of Rs. 100/- (non judicial) stated that:- <b>In case any ambiguity notice in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under the law.</b> Document is to be submitted along with techno-commercial bid and the original document is to be submitted at the office of the tender inviting authority as detailed in NIT document on or before the due date/extended due date of submission of the bids.		
14	Integrity Pact as per guidelines / instructions given in tender documents. Document is to be submitted along with techno-commercial bid and the original document is to be submitted at the office of the tender inviting authority as detailed in NIT document on or before the due date/extended due date of submission of the bids.		
15	All the above certificate / documents shall be digitally signed by the firm and original shall be produced for verification if required. Document Submitted Should have date of Origin on or before last date of Submission of tenders.		
16	EMD refund Form		
17	Undertaking of the following shall be furnished by bidder on their letter head a) No Blacklisted/debarred by any Govt. Dept. /Public Sector Undertaking. b) No Penalty is pending during the last 2 year from any Govt. Dept. /Public Sector Undertaking.		

**Note: All pages of the tender's documents are to be digitally signed and uploaded on website. Incomplete tenders are liable to be rejected.**

**India Tourism Development Corporation Limited**  
**Scope Complex, Core-8, 7<sup>th</sup> Lodi Road, New Delhi**  
**PRE-QUALIFICATION CUM E-TENDER NOTICE**

**NAME OF WORK: Supply, Installation, Testing and Commissioning of Fire Detection & Fire Fighting Systems at Hotel Kalinga Ashok, Bhubaneswar, Odisha**

1. E-Tenders are invited on behalf of India Tourism Development Corporation Ltd. New Delhi for **Supply, Installation, Testing and Commissioning of Fire Detection & Fire Fighting Systems at Hotel Kalinga Ashok, Bhubaneswar, Odisha**
2. **Manual tender shall not be accepted.**
3. Estimated Cost (TS) : **Rs. 99,72,922.50**  
(This estimate however, is given merely as a rough guide).
4. EMD : **199458.00**
5. Cost of Tender Document : **Nil**
6. The work is to be completed within **Six Month** from 7<sup>th</sup> day after the day on which Project Engineer issues the written order to commence the work or from the date of handing over the site, which is later.
7. Tender document can be downloaded from the ITDC website, [www.itdc.co.in](http://www.itdc.co.in) (for reference only) and Central Public Procurement Portal i.e. CPPP Site <http://etenders.gov.in/e procure/app up from 15.11.2023 to 30.11.2023>. The online bids will be received up to **30.11.2023** till **16.00** Hrs. and the Technical Bids will be opened on **01.12.2023** at **16:00** Hrs electronically.
8. Pre-bid Meeting: A pre-bid meet is scheduled on 21.11.2023 at 11:00 Hrs (both online and offline ) online and also the ITDC conference Hall, 6th floor, Scope Complex, Core-8, 7 Lodhi Road, New Delhi-110003. Interested parties are requested to be present during the above pre-bid meeting for the brief and any clarification to be addressed. No Clarification after the pre-bid meeting will be entertained. Parties are expected to send their queries in advance by email before the date of pre bid meeting. In case any of the suggestion of those present in pre-bid meeting are accepted, same would be uploaded on site and intimated to all those who attended the pre-bid meeting.
9. Bid submission: The tender shall be submitted online only at Central Public Procurement Portal i.e. CPPP website: [tender.nic.gov.in](http://tender.nic.gov.in) or <http://etenders.gov.in/e procure/app>. The applicant is expected to examine all instructions, forms, terms and conditions in the documents. Failure to furnish all information/document as desired in the NIT or submission of a Bid not substantially responsive to the NIT in every respect will be at bidder's risk and may result in rejection of its Bid.
10. The applicant's are advised to follow the instructions "Instructions/Guidelines for NIC e-tendering portal provided in Annexure-1 for online submission of Bids
11. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned documents.
12. The bidders who are desirous of participating in e-tender shall upload their bids in the format prescribed in tender document. **The bidders should upload the relevant digitally signed documents, certificates etc. and tender documents including corrigendum's if any. If the bidder has failed to do so the bid shall be out rightly rejected.** The bidder shall digitally sign all the documents, certificates etc. owning the responsibility for their correctness / authenticity. Bids shall be submitted online only at website: <https://etenders.gov.in/e procure/app>.
13. The bids are required to be uploaded as per guidelines indicated for e-procurement as given in website: <http://etenders.gov.in>.

14. The EMD (Refundable) of **Rs. 1,99,458.00** need to be deposited through RTGS/NEFT or DD as per instructions given in website: - <http://itdc.eproc.in>. The cost of money transfer (including Payment Gateways Commission and taxes etc) has to be borne by the bidder. It is therefore, advised that the bidder should consider the time to process the payment electronically (i.e. NEFT/RTGS, Net banking, credit/debit cards) to ITDC or DD in favour of ITDC payable at New Delhi into consideration before submitting the bid. The ITDC will not be liable for delay/non-payment. Bank details of ITDC for EMD payment through NEFT/RTGS:-

- i) **Name of Bank: State Bank of India**
- ii) **Branch Name :Scope Complex Lodi Road, New Delhi**
- iii) **IFSC Code :SBIN0020511**
- iv) **Bank A/c No. :52091765999**

No interest will be payable on EMD. In the case of successful bidder, earnest money deposit will be adjusted towards the security deposit or it may be forfeited in case the successful bidder refuses to accept the award of supply or fails to complete the required formalities within the specified and permitted time The earnest money is refundable to the unsuccessful bidders only after the finalization of the tender. Tenders without EMD will be summarily rejected.

15. Exemption from submission of EMD for MSME Units: The MSME Units shall be exempted from submission of EMD on production of requisite proof in respect of valid registration certificate from the MSME. Firms in the process of obtaining of MSME registration will not be considered for the EMD exemption. Only MSE's are exempted from payment of Earnest Money Deposit (EMD).

16. Minimum system requirement for e-tendering are also contained in Annexure – A

17. For any clarification with regard to tender enquiry, you may contact e- tendering helpdesk nos. 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. Intending bidders in their own interest may approach the e-tendering helpdesk well in advance to ascertain the requirements to participate in the tender.

18. The prices are to be quoted / documents to be uploaded as per Part-II (Price Bid). Bidders are required to quote & upload their rates in Price/Financial Bid Only which should be submitted uploaded separately and financial bids of Technically at Par agencies will be opened. Technical Bids containing Price Bids will be rejected out rightly.

19. The process as defined by the ASP for e-tendering is to be followed (details would be provided to the registered tenderer by ASP at the time of registration. The applicant's are advised to follow the Instructions/guidelines for NIC E-Tendering portal provided in Annexure-1 for online submission of bids.

20. Bidders are required to have Class 3 Digital Certificate (if they do not have) from authorized digital certificate issuance authority. Details regarding DSC are contained in Annexure-1 under head "Frequently Asked Questions on Digital Signature Certificate".

21. Proof of having Successfully Completed "**Similar works**" (*Similar Works means "Supply, Installation, Testing and Commissioning of Fire Detection & Fire Fighting Systems Work "*) during last seven years.

- a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

OR

- b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

OR

- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

**Note: The contractors participating in tenders are required to submit copy of work order, BOQ/ Schedule of Quantities & rates, and Completion Certificate with date of completion and final amount of Work done. Firms showing work experience certificate from private sector organization should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**

22. Copies of similar works executed in last three years along with copy of work order and performance certificate issued by the previous clients showing the nature of work and their value.
23. Copy of PAN Card.
24. Copy of Registration under GST Law.
25. Copy of Registration with PF, ESIC Authority.
26. Audited Balance Sheet for the last three Financial Years and i.e.  
a) For the F.Y 2020-21 with UDIN No.  
b) For the F.Y 2021-22- with UDIN No.  
c) For the F.Y 2022-23- with UDIN No.
27. Proof of average annual financial turn over during last three years ending 31<sup>st</sup> March of previous financial year should be at least 30% the estimated cost. Format of annual turnover given in tender as per the Audited Accounts should be enclosed in this regard.
28. History and Structure of firm, Name of Director(s)/ Partner(s)/ Proprietor with technical staff.
29. List of Machinery, Tools, Plants & Equipment.
30. An affidavit on stamp paper of Rs. 100.00 (non- judicial) be submitted along with the technical bid stating that “In case any ambiguity is noticed in the documents (listed out documents) submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under the law”. This should be notarized. Since the mode of submission of document is through e-tendering the affidavit as specified above shall be considered valid legally for tender evaluation and the same original affidavit will be submitted by the bidders on or before opening of the technical bid in the office of DGM (Engg), India Tourism Development Corporation, Engg. Project Division, Room no. 529, 5<sup>th</sup> Floor, Core-8, Scope Complex, Lodhi Road, New Delhi.110003 Tel No. 011-24307529/508
31. E-tenders are invited for the subject work Normally contractors whose names are borne on the approved list of contractors of PWD/ MES/ Railways/ PSUs of (Either with State or with Central govt.) may be permitted to E- tendering according to their financial category. However in the present case eligibility criteria are given in the Para 20 to 29. The details of items are indicated in the Schedule of work/ quantity upload herewith. The tenderer should carefully pursue the clauses mentioned as here under before submitting their tender, require clarificationif any, may be sought prior to submission of tender. No request for clarification will beentertained once the tender is submitted.
32. Original documents if required may be asked from the tenderers after opening of Technical bid for cross verification.
33. All the above certificates/documents shall be submitted by the firm should be digitally signed including corrigendum's if any.

34. The tender has to be submitted through [tender.nic.gov.in](http://tender.nic.gov.in) or <http://etenders.gov.in/eprocure/app> on or before the Last Date & Time for Submission.
35. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to the risks, contingencies and other circumstances which may influence or effect their tender. A tendered shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstandings or otherwise shall be allowed.
36. Submission of a tender by a tendered implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of the conditions and rates at which stores, tools, plant, etc. will be issued to him by the Corporation and local conditions and other factors bearing on the execution of the works.
37. A tendered shall quote in figures as well as in word(s) for rate(s) tendered. The amount for each item should be worked out and the requisite totals give. Special care shall be taken to write rates in figures as well as in words and the amounts in figure only in such way that interpolation is not possible. The total amount shall be written both in figures and in words, in case of figures, the words Rs. Should be written before the figure of rupee and the work” Paisa after the decimal figure, e.g. Rs. 2.15 P and in case of words “Rupees” should precede and the word “Paisa” 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 placed of decimal.
38. a) All rates shall be quoted on the tender form and shall include all material, labour, transportation, all taxes, duties, testing, commissioning, supervision, tool, plants, wastage, sundries, scaffoldings as required mobilization, demobilization, transportation etc. and nothing extra shall be payable on any account. However, shall not include the GST & GST Cess (if applicable) herein after termed as GST and shall not include ESI/EPF which is reimbursed separately.  
b) GST or any other tax paid/payable by vender on materials if procured by the vender in respect of this contract shall be payable by the contractor and the corporation will not paid/payable by vender entertain any claim whatsoever in the said regard.
39. a) The rates quoted by the tenderer shall be exclusive of GST and employer’s ESI/EPF contribution. Supplier shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note/revised tax invoice by the supplier shall be released separately to the supplier only after supplier files the outward supply details in GSTR-1 on GSTN portal and Reconciliation of Inward supply is done by ITDC with corresponding details of outward supply of supplier and supplier accept the changes made by ITDC and has paid the GST at the time of filling the monthly return. ESI/EPF shall bereimbursed separately (Wherever applicable) after receiving claim of the contractor duly supported with ESI/EPF deposit challans in respect of associated manpower.  
  
b) The contractor shall be solely responsible for complying with all the provisions of EPF, miscellaneous provisions Act 1952 and ESI act relating to manpower engaged for this contract and in the event of any liability on ITDC by virtue of its being the principle employer. Due to failure of the contractor to comply with the said acts, the contractor shall indemnify and reimburse the amount payable by ITDC on this account.
40. As per law of land, statuary deduction like income tax/TDS under GST (as & when applicable) etc shall be made from the contractor’s bill as applicable.
41. In case of item rate tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected.

42. The tender for the works shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same works. Failure to observe this condition shall render the tender of the contractor tendering as well as of those witnessing the tender liable to rejection.
43. The General Terms & Conditions of Contract or any special condition of the contracts attached with tender will form integral part of the contract. The tenderers are required to sign each and every document with digital signed as token of acceptance.
44. A tenderer shall submit the tender that satisfies each and every condition laid down in this notice, failing which, the tender will be liable to be rejected. The tenderer shall upload all the pages of tender document digitally signed as acceptance of tender.
45. India Tourism Development Corporation does not bind themselves to accept the lowest or any tender or to give any reason for the decision.
46. India Tourism Development Corporation Ltd., reserves to it selves the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates.
47. This notice of tender shall form part of the Contract Documents.
48. The validity of the tender(s) shall be up to 90(Ninety) days from the date of opening of tender(s).
49. In case it is found during evaluation or at any time before signing of contract or after its execution and during the period of subsistence there of that one or more of the eligibility conditions have not been met by the applicant, or the applicant has made deliberate misrepresentation or has given any deliberately incorrect or false information, the applicant shall be disqualified forthwith, if not, yet appointed as the contractor/supplier and if the applicant has already been issued the LOA or has entered into the contract, as the case may be, the same shall , notwithstanding anything to the contrary contained therein be liable to be terminated along with forfeiter of earnest money deposit(EMD)/ performance security by a communication in writing by the corporation being liable in any matter whatsoever to the applicant and without prejudice to any other right or remedy with the corporation may have under the bidding documents the contract or under applicable law. Besides the corporation reserves the right to blacklist the applicant for any future dealing along with the initiation of any appropriate penal action as per the applicable law.
50. The rates of the contractor shall be inclusive of labour cess @ 1% or as applicable and necessary recovery of labour cess shall be made from each RA bill by the ITDC to be deposited with the labour board of the concerned state. In case the labour board is not established in the state, recovery made by ITDC on account of labourcess shall be retained under suspense and will be deposited with the labour board at the later date as and when the labour board is established in the state.
51. All the corrigendum/extension regarding this tender will be published on the mentioned website only.
52. The vendors shall pass the benefits accrued due to the GST to the ITDC. In contingency of any legal proceedings/action taken by the tax authorities for non-compliance of anti-profiteering clause by the vendor. The vendor shall indemnifies on stamp paper or on letter head the ITDC from any losses monetary or otherwise suffered on account of non-compliance of anti-profiteering clause by the vendor.
53. The vendor shall indemnify the ITDC from any direct or indirect losses suffered by the ITDC due to non-compliance on part of vendor under GST Act, which may effects the GSTN rating of ITDC.

54. In case of any non-compliance by the vendor which results into losses of input tax credit under GST Law to ITDC, the vendor shall pay ITDC an amount equal to lost input tax credit along with interest/penalties or any other monetary loss suffered because of such non-compliance under GST Act.
55. Vendor shall indemnifies the ITDC against any loss monetary or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ITDC in respect of the recourse action in case of “BLACK LISTING” under the “Compliance Rating Score” mechanism due to non-compliance/default by vendor.
56. In case of any new tax/levy/duty etc becomes applicable after the date of Bidder’s offer but before opening of the price bid, the Bidder/contractor must convey separately its impact on his price duly substantiated by documentary evidence in support of the same before opening of price bid. Claim for any such impact after opening the Price Bid will not considered by ITDC for reimbursement of tax or reassessment of offer.
57. Low rated and high rated items would be identified while awarding the contract with immediate effect further, for abnormally high rated items, the running account payments in respect of such items would be restricted to estimated rates/justified rates plus or minus the percentage quoted above or below the overall estimate/justified cost. The rates so restricted would only be released after 90% work in respect of abnormally low rate items are executed by the vendor.
58. The Intending tenderers are advised to visit the I.T.D.C. website:- [www.itdc.co.in](http://www.itdc.co.in), <https://etenders.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum /amendment. The quoted item should strictly comply with our requirement given in the tender document. Incomplete/conditional offeror tender without EMD will be rejected out rightly. The tender completed in all respect must be applied online before the last date and time of tender submission. The Techno Commercial Bid will be opened on the scheduled date and time of opening online bids. Financial Bids of only technically qualified tenders shall be opened at a later date which will be intimated to only technically qualified bidders. The Management reserves the right to accept/reject any of all bids in part or all without assigning any reason thereof.
59. All document submitted by the bidder shall have date of origin on or before the last date of submission of tender.
60. **The tenderer shall have to obtain the fire NOC for the hotel from Odisha state fire prevention office after getting their works inspected by the state fire prevention officer. Expenditure for any fees or duties towards statutory requirements the same shall be reimbursed to the contractor on submission of the original receipt. Only after the receipt of fire NOC from the state fire prevention office 10% payment of total work done amount at final bill shall be processed as per terms and conditions of Payments.**
61. The bidders should be uploaded complete set of tender document including corrigendum(s) if any, which shall be digitally signed.
62. Mode of submission of E-Bank Guarantee only electronic bank guarantee (eBG) shall be submitted by the bidder wherever is applicable.
63. Conditional bids shall not be considered & will be out rightly rejected.
64. Quantities of items in item rate tenders for which the contractor quotes abnormally high or low rates & should not vary by more than 5% Subject to ensuring at the same time that there is no reversal of contract. In case variation beyond 5% Plus side for abnormally high/low rates items is unavoidable in the interest of the work, the Engineer-in-charge shall take prior approval in writing from competent Authority giving full justifications while awarding the work the acceptance as far as possible should be taken from the successful tenderer for the accepting the lowest quoted rates of among all the tenderers- for abnormally high rated items for execution beyond 5% of schedule tendered quantities.

For & on behalf of the  
India Tourism Development Corporation Ltd.  
Signature: \_\_\_\_\_  
DGM (Engg)  
ITDC  
Room No.529, 5<sup>th</sup> Floor, Scope Complex, Core – 8,  
Lodhi Road, New Delhi – 110003  
Ph: 011-24307529/508