

INSTRUCTIONS TO BIDDERS

1. COST OF BIDDING

1.1 The bidder shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, and BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

2. BID DOCUMENT

2.1 The services required, bidding procedures and contract terms are prescribed in the Bid Document.

2.2 The bidders are expected to examine all instructions, forms, terms & specifications in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document to the satisfaction of the BIRAC in every respect will be at Bidder's risk and responsibility and may result in the rejection of its Bids.

3. CLARIFICATION ON BID DOCUMENT

3.1 A bidder requiring any clarification of Bid Document should notify BIRAC in writing at the address provided in the forwarding letter. Clarifications, if any, shall in no case be sought later than 5 days prior to the deadline prescribed herein for the submission of Bids. However, BIRAC may at its discretion provide clarifications on any relevant or crucial issue regarding the bid document and such clarifications shall not automatically cause any extensions of prescribed dates unless otherwise notified by BIRAC in writing within the original prescribed dates. In case no such extension of time is notified by BIRAC in writing then the original prescribed dates shall deem to apply.

4. AMENDMENT OF BID DOCUMENT

4.1 At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidder modify the Bid Documents by notifying any such amendment as may be drafted / incorporated to the original bid documents.

4.2 The amendment, if any will be hosted on website of BIRAC. All the bidders are hereby requested to regularly visit the website of BIRAC for any amendments with regard to the tender document.

4.3 In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be conveyed to all the bidders.

5. LANGUAGE OF BID

The bid prepared by the bidder and all correspondence and documents exchanged between the bidder and BIRAC relating to the Bid submitted shall be in English language. However, printed literature furnished by the bidder may be in any other language so long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

6. DOCUMENTS COMPRISING THE BID

6.1 The bid should be prepared and submitted under the two-bid system. The bid should comprise of "Technical Bid" and "Price Bid" separately.

6.1.1 The "Technical Bid" should comprise the following components:

- (i) All documentary evidences establishing the eligibility of the bidder to bid and its qualification to perform the contract, if its bid is accepted.
- (ii) All exceptions the bidder wishes to take to any of the conditions specified in the general and special conditions contained in any of the bid documents other than those contained in the Bid Evaluation Criteria (BEC). Any requests for deviation from BEC will not be entertained by BIRAC.
- (iii) Any other information / documents mentioned in the terms of reference and Bid Evaluation Criteria (BEC).
- (iv) The (Bid Matrix) Check List for Compliance to Bid Conditions at Annexure-VII to be submitted in the prescribed format.

6.1.2 The Price bid in the prescribed format at Annexure-IV to be furnished in the bid document and completed in manner detailed in clause 7 below.

6.1.3 BIRAC will evaluate the technical bid first. Price bids of only the technically qualified bidders will be opened and evaluated subsequently.

7. BID PRICES

7.1 Prices quoted by the successful bidder shall be held firm during its performance of the contract and will not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price quotations are to be strictly in accordance with price bid. Conditional bid is liable to be rejected.

7.2 All duties, taxes and other levies payable as per the statute should not be included in the price bid. The price shall be quoted exclusive of the above mentioned aspects.

8. PERIOD OF VALIDITY OF BIDS

- 8.1** Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- 8.2** In exceptional circumstances, BIRAC may solicit the bidder's consent to an extension of the period of validity. In case of agreement to the request, the bid Bond provided as per above-mentioned para shall also to be suitably extended. The bidder will not be permitted to modify its bid within the extended validity period.

9. FORMAT AND SIGNING OF BID

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney / board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

10. SUBMISSION OF BIDS

10.1 Covering Letter – As provided in Annexure-VIII

10.2 Compliance Checklist - As provided in Annexure-VII

10.3 Sealing and Marking of Bids:

The bid would be processed according to **two Bid procedures**. Offers should be submitted in two parts viz., Technical bid and Price Bid each in separate envelopes

10.3.1 The envelope containing the Technical Bid should be in a sealed cover bearing the following information on the right hand top corner:

- Envelope No. 1 Technical Bid
- Bid No.:
- Bidder's Name:

10.3.2 The cover containing the price Bid should be in a separate sealed cover bearing the following information on the right hand top corner:

- Envelope No. 2 Price Bid
- Bid No.:

- Bidder's Name:

10.3.3 The Technical and Price bids should then be put together in another (larger) envelope bearing the following details and the address of BIRAC:

- Bid No.:
- Bidder's Name:

10.3.4 Price bid should be in accordance with technical bid. The technical bid shall not contain any reference to any price / price schedule, directly or indirectly. However, the Price Bid Format as per Annexure-IV shall be submitted along with the technical bid. The offer should contain complete specification, details of service and equipment's/accessories offered.

10.3.5 The Price Schedule with the quoted price should not be put in the envelope containing the Technical Bid.

11. DELIVERY OF THE BIDS

11.1 Bid should be delivered at the following address so as to reach not later than 1400 hrs. of the closing date of the bid:

**SENIOR MANAGER
(HR & ADMINISTRATION)
BIRAC, 1st Floor, MTNL Building
9, CGO Complex, Lodhi Road
New Delhi-110003**

11.2 Timely delivery of the bid is the responsibility of the Bidder. Bids must reach BIRAC not later than the closing date & time specified in the forwarding letter. Any bid received by BIRAC after the closing date and time, will be rejected and/or returned unopened to the Bidder. BIRAC will not be responsible for the loss of bid or for any delay during the postal transit or otherwise.

11.3 The bid papers shall be complete in all respects and submitted together with requisite information and annexure, if any. It shall be complete and free from any ambiguity, changes or interlineations.

11.4 Bidders shall indicate their complete postal and fax/e-mail address along with their present telephone contact at the time of quoting against this bid.

11.5 The conditions of the contract to enter into with the successful bidder would be based on various sections of this Bid document. Bidders are requested to state their compliance on these terms in their technical offer itself, in addition to **Compliance Statement at Annexure-VII.**

12. BID OPENING AND EVALUATION

12.1 Opening of Technical Bids by BIRAC:

BIRAC will open the Technical Bids first in the presence of Bidders, or their authorized representative, who choose to attend at the date, time and place mentioned in the forwarding letter. **However, the Bidder's representative must produce an authorization letter** from the Bidder at the time of opening of Bids.

12.2 The Price Bids of those Bidders, whose Technical Bids are found to be qualified as will be further considered. The date, time & venue of opening the price bid shall be communicated to the technically qualified Bidders.

13. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the BIRAC may, at its discretion, ask the Bidders for certain clarifications. The request for clarifications and the response shall be in writing.

14. BIRAC'S RIGHT TO ACCEPT OR REJECT BID

The BIRAC reserves the absolute right to accept or reject all Bids, at any time, prior to the award of Contract, without assigning any reason.