

## **INSTRUCTIONS TO THE TENDERER**

1. E-Tender is invited for on and behalf of the President of India website: [www.ireps.gov.in](http://www.ireps.gov.in) for the work mentioned against the tender notice number available in the website. Tenderers are required to bid online only, in the above mentioned website. All mandatory fields marked with(\*) have to be filled in, by the tenderer.No manual offer is acceptable, against this tender number. No tender document in hard copy will be sold, against this tender number. Please read the instructions to Tenderer for E-tendering, Standard General Conditions of Contract April- 2022,(GCC) before filing the E-tender, online.
2. E-tender forms are not transferable and the same is to be submitted with digital signature by personnel already registered with the site.
3. The submitted e-tender forms will be considered as digitally signed by the tenderer as a confirmation from the tenderer that the tenderer has read, agreed and accepted all the conditions that are laid down in the documents, as well as schedule of tender, General and Special conditions.
4. The tender offer, complete in all aspects and with all documents are required to be submitted online,by e-tendering process through the website [www.ireps.gov.in](http://www.ireps.gov.in) before the closing time/date of this tender,as mentioned in the NIT(Notice inviting Tender)/Tenderer can revise the bids any number of times, till the closing time/date of the tender. No manual offers shall be accepted.
5. The Railway may of its own or in response to any clarification requested/suggested by any person including that from the tenderer, may modify the tender document at its sole discretion, 15 days prior to opening of tender, by issuing corrigendum.
6. Corrigendum as required may be issued 15 days prior to opening of tender. These corrigenda of this tender, if any, as issued time to time, will be available on website at least 15 days prior to opening of the tender. The tenderers are requested to check the website before submitting their offer whether any such corrigendum to the tender have been issued or not and revise the offer, if required, accordingly.
7. This document is the standard Tender Document which consists of the instruction to the Tenderers, Tender Form, General Conditions of the Tender,

Special conditions of the tender & various Annexure, etc. All the above mentioned documents taken together if not scored off, shall constitute the complete tender document hereafter referred to as “Tender Document” have to be read together and acted upon accordingly. No part of the tender document can be relied upon or acted upon in isolation.

8. The Railway and the website will have no responsibility for incorrect evaluation of cost and thereby incorrect cost of work and ranking of tenders, if the schedule is not filled in correctly and unambiguously for each item. No claim or clarification of a tenderer regarding applicability, inclusion or exclusion of any element of tax or duty or any other change in the offer subsequently (after opening of the tender) will be entertained. For this, the tenderer are advised to read the instructions carefully before submission of tender.

9. In case of any problem with the portal is faced while filing the e tender, tenderers are advised to contact with the Helpdesk of IREPS portal, which will render all help and assistance related with the website and portal, except that related with the details of the tender. Railway will not take any responsibility for non-participation in the e-tender online, for the reasons related to the website and portal or server etc., beyond the control of Railways.

10. All documents uploaded or information furnished in the website are digitally signed by the competent authority.

11. All document as required and prescribed, should be submitted along with Tender Form.

12. The tenderers are advised to visit the site of work in their own interest and acquaint themselves with the site conditions and expected quantum of work.

13. If the date of receipt and opening of tenders happens to be declared as holiday on a later date, the tenders will be opened on the next working day.

14. While uploading tenders the tenderer/tenderers should furnish list of works on hand, Agreements number, date and value and payment made against each agreement along with their tender.

15. All terms and conditions in the tender documents are binding on the tenderers.

16. Railways reserve the right to accept or reject any, or all the tenders and to award the work in whole or in part, without assigning the reason for any such action.

17. For experience of Similar nature of works, please refer clause 10.1 of G.C.C

18. The tenderer/s are required to furnish the details of the allied/sister concerns and partners, if any .

19. Tenderers must fill-in the techno-commercial offer form (consisting of eligibility criteria, terms and conditions, performance statement, checklist & special conditions etc.), financial offer form and attach scanned copy of necessary documents.

20. The tender will be opened in the office of the Divisional Railway Manager (works), Southern Railway, Salem-636 005 at the date and time mentioned.

21. The Conditions of NIT /Tender documents on Internet, if any change/addition/deletion with malafide intention is made by the bidder and same is detected at any stage even after award of the tender, all necessary action including banning of business would be taken. In addition, it is also liable to be prosecuted as per the law.

22. Tenderers must look out for NIT for as soon as it is available in IREPS website and upload their offer well in advance without waiting for closing date and time, so as to avoid last minute hassles in their own computer system or communication line. Railway will not be responsible for non-participation of vendors due to any technical problems on the day of tender closing time.

23. Only bids uploaded or submitted on the Web Site [www.ireps.gov.in](http://www.ireps.gov.in) will be considered.

24. The e-procurement system does not permit submission of any offer after the closing date and time of that e-Tender. Hence, there is no scope of any Late/Delayed offers in the online bidding process