

Corrigendum-2

Date: 03.12.2019

Ref. Tender No. EOT/COM/19-20/00068 Dated: 19-11-19

INSTRUCTIONS TO BIDDERS

1. Interested Bidders are required to submit their proposals in 1 sealed envelope(s) as per the instructions given below.

2. **Preparation of Tender**

Tender shall be submitted in accordance with the following instructions:

Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict

between the words and the figures, the figure shall govern.

All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.

Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.

Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.

Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.

Each and every page of the tender document must be signed with date and company seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

3. **Instruction to mark the techno-commercial bid envelope**

The firm shall seal and mark the Techno Commercial Bid in one envelope super scribed with words:- "Techno Commercial Bid for "Tender Ref. No. & Date."

4. **Instruction to mark the price bid envelope**

The firm shall seal and mark the Price Bid in one envelope super scribed with words:- "Price Bid for "Tender Ref. No. & Date."

5. **Instruction to mark the both techno-commercial and price bid envelope**

All the envelopes shall be sealed in a covering envelope super scribed with words Techno Commercial Bid & Price Bid for "Tender Ref. No. & Date." The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the Mr. Pratul Show, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him. No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

The Techno Commercial Bid should consist of the following documents:

6. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures.
7. This proposal Submission letter should bear the reference no. and date, without which the bid will be treated as non-responsive.
8. Bid Form duly filled and signed as per format on the letterhead of the bidder.
9. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions Laid down in the tender document.
10. Technical Brochures of items quoted. Printed and published Brochure and / or Web site reference essential (made to order statement on OEM letterhead or likes not acceptable).
11. Details of Service arrangement of bidder/ASP/OEM: Mentioning location wise (Dist. Of W.B.) number of service centers, Availability of call center details with escalation matrix and Number of service engineers with mobile no.
12. The company should operate in the same name and style at least for the last 3 years
13. EMD & Tender Document Fees (if downloaded from the web site) in separate envelope.