

## INSTRUCTIONS TO TENDERERS FOR E-TENDERING

### **1. GENERAL**

- 1.1 DMRC has invited online Bids from eligible Bidders in terms of eligibility criteria as specified in this document.
- 1.2 The information submitted in the document will form the basis for evaluating the Bidders. The Bidders may participate in the Bid process as per the instructions given in this tender document.
- 1.3 From amongst the Bidders fulfilling the Eligibility Criteria, as laid down in this tender document, the DDC consultancy work shall be offered to the Selected Bidder on the basis of the consultancy Fee quoted by the Selected Bidder.
- 1.4 The intending Bidder must read the terms and conditions carefully.
- 1.5 Information and instructions for tenderers posted on website shall form part of tender documents.
- 1.6 The Tender Documents can be seen and downloaded from website [www.tenderwizard.com/DMRC](http://www.tenderwizard.com/DMRC). Tender document can only be obtained online after registration on the website [www.tenderwizard.com/DMRC](http://www.tenderwizard.com/DMRC).
- 1.7 Tender Document can only be submitted after uploading the mandatory scanned documents towards cost of Bid Documents such as Demand Draft or Pay Order or Banker's Cheque from a branch in India of a scheduled foreign bank or from a scheduled commercial bank in India acceptable to DMRC and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a branch in India of a scheduled foreign bank or from a scheduled commercial bank in India acceptable to DMRC and other documents as stated under Tender Document.
- 1.8 Those tenderers who are not registered on the website mentioned above shall be required to get registered beforehand. If needed they can be imparted training on 'online tendering process' as per details available on the website.
- 1.9 The authorized signatory of intending tenderer as per Power of Attorney (POA) must have valid **class-III** digital signature. The complete Tender Document shall only be uploaded using Class-III digital signature of the authorized signatory.
- 1.10 On opening date, the tenderer can login and see the tender opening process. After opening of tenders they will receive the competitor bid sheets.
- 1.11 Tenderer can upload documents in the form of **JPG** format and **PDF** format.
- 1.12 Tenderer must ensure to quote rate in financial proposal.
- 1.13 Each Tenderer shall submit only one tender. If a Tenderer submits more than one Tender, all the tenders in which he has participated shall be considered invalid.

### **2. Downloaded Tender Documents:**

- 2.1 The complete bid document can be downloaded from the website of [www.tenderwizard.com/DMRC](http://www.tenderwizard.com/DMRC) and a non-refundable fee Rs. 21,000/- (inclusive of 5% of DVAT) towards the cost of the Bid document shall be submitted upto the date and time specified in NIT in the office of Chief Engineer/Property Development, failing which the Bid shall be rejected out-rightly. No tampering, alteration or changing of the contents of the Bid documents is permissible. The DMRC shall not be responsible for any printing error while downloading the documents.