

INSTRUCTION TO BIDDERS

Clause no	Description
1	Firms interested to participate can view the complete tender documents under column Current Tenders along with terms and conditions on our website http://etenders.gov.in To participate in the above e-tenders, firms need to get themselves enrolled in our website under column Vendor Enrolment with Engine Factory, Avadi.
2	The Contractor shall possess a valid Class III Digital Signature for participating in the online Tender.
3	There shall not be any tender fees for the work and the earnest money deposit (EMD) for each work shall be submitted in the form of Fixed Deposit Receipt (FDR) drawn in favour of <u>“The Chief General Manager, Engine Factory, Avadi”</u> from any Nationalised Bank payable at State Bank of India, Heavy Vehicles Factory, Avadi Branch, which shall be taken after the date of publication of the advertisement. The scanned copy of the FDR shall be uploaded during the time of submission of application in the website. The FDR shall be submitted to the Engineering Office (Civil) section of Engine Factory, Avadi, along with the covering letter on firm's letter head, either directly or through speed post on or before the last date of submission of tender application forms. This office will not be responsible for any late receipt of documents due to any reason like postal delay etc. Tender applications submitted will be summarily rejected/disqualified, if the EMD is not received till the closing date of application.
4	The firm shall upload scanned copies of their Registration Certificates, Solvency Certificates, Experience certificates, FDR and other related papers during submission of tender applications online as documentary Proof of their eligibility. Also completion certificates in respect of executed/Completed works shall be uploaded.
5	The eligibility criteria mentioned in the tender advertisement will be strictly adhered to, for selection of eligible firms/ deciding eligibility of firms.
6	Chief General Manager/Engine Factory, Avadi reserves the right to accept/reject any application without assigning any reason.
7	The firm representative can visit the site before quoting of the tenders with prior appointment from the competent authority.
8	Changes or amendments if any in the tender enquiries will be uploaded as corrigendum on to the website (http://etenders.gov.in) Any typographical/printing error in advertisement is regretted.
9	No other mode of application other than electronic mode shall be entertained.
10	Application without complete and relevant information is liable to be rejected.
11	The applicant may note their eligibility carefully before applying for tender online, as the price bid of firms, who are technically qualified only will be opened.