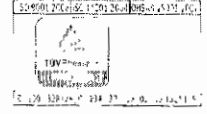




**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**



FAX/SPEED POST

NO.CWC-CD/IX-H&T/Policy/2016-17

DATE: 15.02.2017

CIRCULAR NO-181

The Regional Manager,
Central Warehousing Corporation,
Regional Office,

**AHMEDABAD, BANGALORE, BHOPAL, BHUBANESHWAR, CHENNAI,
CHANDIGARH, DELHI, GUWAHATI, HYDERABAD, JAIPUR, KOCHI,
KOLKATA, LUCKNOW, MUMBAI, NAVI MUMBAI, PANCHKULA, PATNA,
RAIPUR.**

**SUBJECT: Correction in MTD circulated vide circular no. 178
dated 02.08.2016- reg.**

Sir,

While going through the Model Tender Document (MTD) circulated vide circular no. 178 dated 02.08.2016, it has been observed by Corporate Office and also noticed by our Regional Offices that there is a need to relook clause 11 (at page no 27 of MTD) in respect of seeking clarification. Accordingly matter has been relooked into by Corporate Office to make the said clause of MTD to be in conformity with respective clauses of all the tender documents of the Corporation.

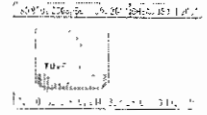
To overcome this situation and to enlarge the scope of competition, with the approval of Competent Authority, it has been decided to replace Clause-11 (SUBMISSION OF TENDER) with the new proposed clause as suggested below while floating tender enquiry for appointment of H&T contractor, with immediate effect.

- 11. SUBMISSION OF TENDER:-** Tenderer shall submit their offer in electronic format on the www.tenderwizard.com/CWC, website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by Central Warehousing Corporation will be out rightly rejected. If the bidder have not been able to submit tender cost & EMD online than the bidder will have to submit tender cost and EMD by couriers or personally in the form of Demand Draft / Banker's Cheque / Pay Order issued by any Scheduled Bank drawn in favour of Regional Manager, Central Warehousing Corporation payable at..... as per the above mentioned scheduled date and time.

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The instructions to be followed for submitting the tender are set out below:

I. Information about tenderers :

The tenderers must furnish full, precise and accurate details in respect of information asked for in Appendix I & II attached to the form of tender. Same should be scanned and uploaded.

II. Uploading/Signing of tenders :

Person or persons uploading/signing the bid shall be authorised to do so as per **Appendix-VI**. The bid should be uploaded by the authorised signatory as defined in Appendix-VI under his own digital signature.

The bidder shall sign and stamp each page of the Tender Document as token of acceptance and as part of contract in the event of award of contract to him.

Tenderer is required to submit Annexure-VIII in lieu of tender document along with other documents required under eligibility criteria. He shall sign and stamp each page of the Tender Document as token of acceptance and as part of contract in the event of award of contract to him.

The Tenderer can be asked to give clarification and missing documents, to be submitted within a specified period of time and in case of failure of tenderer to give such clarification and missing documents, his technical bid is liable to be rejected.

11.1 Preliminary scrutiny of bids

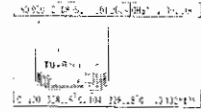
The Corporation will scrutinize the bids received to see whether they meet the basic requirements as incorporated in the bid document. The bids which do not meet the basic requirements shall be treated as unresponsive and ignored. The following are grounds due to which a bid may be declared as unresponsive and will be ignored during the initial scrutiny:

- (i) The bid is unsigned (where the bid documents have been uploaded using the digital signatures of the person authorized to sign, the same shall be treated as duly signed);
- (ii) The bid is not legible;
- (iii) Required EMD and cost of tender has not been received;
- (iv) The bid validity period mentioned by the bidder in the bid document is for a shorter period than the period required and stipulated in the bid document.
- (v) The bidder has not quoted for all the items, as specified in Financial Bid.
- (vi) The bidder has not agreed to the essential conditions i.e. scope of supply, warranty/guarantee clause, liquidated damages / penalty clause, security deposit / performance bank guarantee and dispute resolution mechanism.

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Only the bids which are not unresponsive shall be taken up for further evaluation.

11.2 Further evaluation of Stage: I Technical Bid

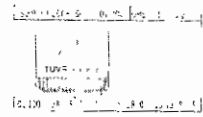
- (a) Corporation shall evaluate the technical bids to determine whether they are complete, whether the required documents as asked for have been submitted and whether the technical bid is generally in order as per the qualifying conditions of the tender.
- (b) The Corporation, if necessary may ask the tenderer for any specific information/ clarification relating to qualifying document/condition or can seek missing document(s). The required clarification and missing documents must be uploaded within specified time subject to maximum of 15 days on the same portal as per the procedure prescribed below i.e. in clauses 11.3.

The missing documents to be submitted should not be of a date later than the date of submission of original bid, however Net Worth Certificate as per Appendix-V, Affidavit of Proprietary Firm as per Appendix-VII, Compliance of bid requirement as per Appendix-VIII, Affidavit regarding certification of genuineness & authenticity of documents as per Appendix-IX and Pre-contract Integrity Pact as per Appendix-XII submitted as missing documents can be of a date after the date of submission of original bid. The missing documents sought is allowed to be submitted only by uploading on the tender website through which same has been asked.

- (c) Corporation well within its rights to waive minor infirmity or non-conformity or irregularity like spelling mistake(s), signature missing on any page which does not constitute a material deviation.
- (d) The tenderer has the option to respond or not to respond to these queries.
- (e) The request for clarification and missing document(s) by the Corporation and the response of the bidder shall be in writing and no change in price or substance of the tender shall be sought, offered or permitted.
- (f) If the tenderer fails to respond, within the stipulated time period or the clarification(s) and missing document(s) submitted is non-conforming to requirement of tender conditions, no further time will be given for submitting the same and the tender will be summarily rejected.
- (g) All the responses to the clarifications and missing documents will be part of the Proposal of the respective tenderer and if the clarifications and missing documents are in variance with the earlier information in the proposal, the information provided in later stages will also be the part of the evaluation process for technical qualification.



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11.3 Procedure to be followed for obtaining missing documents and specific clarification:

- (a) An Icon for clarification and missing documents shall appear on "Bid details" page (in front of each of the bidder's name) at Corporation's end after opening of Technical / Financial Bid.-
- (b) Corporation shall click on clarification and missing documents icon for the desired bidder and enter the details of clarifications and missing documents sought within the prescribed time.
- (c) After entering the details of clarification and missing documents sought by the Corporation, same icon is to be clicked at bidder's end for replying to the particular clarification and missing documents sought by the Corporation. The system will also send the alert to the bidder at his registered e-mail address about the clarification and missing documents sought by the Corporation.
- (d) Bidder will click on clarification icon and will reply to the same and upload the required clarification and missing document (optional) in support of clarification sought and also submit missing document, if any, within the prescribed time. Bidder cannot ask for any clarification from the Corporation.
- (e) Once the prescribed time expires, the reply button of clarification and missing documents screen from bidder side shall also disappear automatically.
- (f) After expiry of prescribed time, Corporation shall download the clarification and missing documents submitted by the bidder.
- (g) Bidder to refer clarification and missing document manual available on e-portal (www.tenderwizard.com)/CWC or seek assistance from the Help desk.

This for your information and immediate necessary compliance please.

Yours faithfully,

Mritunjoy Kr. Verma
**(Mritunjoy Kr. Verma)
GEN. MANAGER(COM.)**

Copy to:-

1. GM (F&A), CWC, CO, New Delhi.
2. GM (System), CWC, CO, New Delhi. . . *with a request to arrange uploading the same on this website.*
3. GM (Inspection), CWC, CO, New Delhi.
4. DGM (IA), CWC, CO, New Delhi.
5. Master File

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