

Jammu and Kashmir Housing Board

OFFICE OF THE DEPUTY GENERAL MANAGER HOUSING UNIT-II JAMMU

NOTICE INVITING e-TENDERS

e-NIT No.01 of 2011-12 Dated 18.01.2012.

The Deputy General Manager, Housing Unit-II, Jammu on behalf of the Managing Director, J&K Housing Board Jammu, invites **e-tenders** on item rate basis from reputed, well established, experienced registered contractors/ Manufacturers or the authorized dealers having specialized expertise and experience for air conditioning works.

Name of Work:- “Supply, Installation, Testing & Commissioning of air conditioning system in Auditorium at Govt. girls high school Gandhi Nagar, Jammu”.

1. The Bidding documents can be downloaded from the website <http://jktenders.gov.in> from **10.00 AM** on **19.01.12** to **14.02.12 (04.00 PM)**.
- 2(a) The bids shall be deposited in electronic format on the website <http://jktenders.gov.in> from **11.00AM** on **19.01.12** to **03.00 PM** on **17.02.12**. The bids received will be opened at 01.00 PM on 18-02-2012. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
- 2(b) The complete bidding process will be **on line**.
- 2(c) Technical bids of bidders shall be opened **on line** in the office of Managing Director, J&K Housing Board Jammu on 18.02.12 after **01.00 PM**.
3. Bid documents can be seen at and downloaded from the website <http://jktenders.gov.in> bid documents contain qualifying criterion for bidders, specifications, bill of quantities, general terms and conditions and other details.
4. The site for the work is available.
5. Bids must be accompanied by bid security as specified payable at Jammu pledged in favour of Director Finance, J&K Housing Board Jammu. Bid security will have to be in any one of the forms as specified of bid. The cost of downloaded tender document in form of DD and bid security shall be in separate envelop with cover marking cost of document.
- a. The original instruments in respect of cost of bid documents & EMD must be delivered to the Managing Director, J&K Housing Board Jammu at A/D Block Green Belt Park, Gandhi Nagar, Jammu on or before **04.00 PM** on **14.02.12** along with hard copy of the Technical Bid in sealed envelop. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received on the next working day at the same time and venue.
6. The bids for the work shall remain open for acceptance for a period of **90 days** from the date of opening of bids. If any bidder/ tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited.
7. A bidder shall not be permitted to bid for works in the jurisdiction of officer responsible for award and execution of contract in which his or his spouse's near relative (defined as first blood relations, and their spouses) is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Assistant Engineer (both inclusive).

8. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the State Government is allowed to work as a contractor for a period of two years after his retirement from Government service, without Government permission. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government as aforesaid before submission of the tender or engagement in the contractor's service.
9. Other details can be seen in the bidding documents.

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**Deputy General Manager,
Housing Unit-II,
Jammu.**

10. Instruction to bidders regarding e-tendering process.

- a) (i) The interested bidder can download the bid from the website <http://jktenders.gov.in> .
(ii) Bidders are advised to download bid submission manual for the help of Bid Submission Process from the “Downloads” option as well as from “Bidders Manual Kit” on website <http://jktenders.gov.in>.
- b) To participate in bidding process, bidders have to get ‘Digital Signature Certificate’ card as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital signature certificate card from any approved vendors. The bidders, who already valid Digital Signature Certificates card, need not to procure new Digital Signature card.
- c) The bidders have to submit their bids online in electronic format with Digital Signature. The bids proposed without digital signature will not be accepted.
- d) Bids will be opened online as per time schedule mentioned in Para 2 (c).
- e) Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
- f) The department will not be responsible for delay in online submission due to any reasons.
- g) All the required information for bid must be filled and submitted online. **The bidder should recheck his online document before submission online otherwise damaged/corrupt file/corrupt document shall not be considered in any case.**
- h) **The original instruments in respect of cost of bid documents & EMD must be submitted to the Tender Inviting Authority by Registered post as per time schedule specified otherwise bid shall be treated non responsive out rightly.**
- i) The details of hard copies of original instruments in respect of cost of bid documents & EMD specified in the tender documents should be the same as submitted online otherwise tender will summarily be rejected.
- j) Bidders can contact the undersigned or concerned Executive Engineer for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
- k) Bidders are advised to use “My Documents” area in their user on jktenders.gov.in, e-tendering portal to store important documents (in clause 2 of SBD) of which are used in all

tenders like Experience certificate, Balance sheet, VAT Certificate, Sales Tax Clearance Certificate, IT certificate, Manufactures authorization and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.

- l) Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same as it contains.
11. **Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, JPEG Scan properly, convert scanned images to PDF.**
12. The guidelines for bidders to submit bid online can be downloaded from website <http://jktenders.gov.in> (download option).