

**REQUEST FOR QUALIFICATION (RFQ)**

**FOR**

**RENOVATION OF COMPANY OWNED FLATS AT**

- 1. FLAT NO. 402, RAMU TOWERS, NEAR INCOME TAX TOWERS, A. C. GUARDS, HYDERABAD**
- 2. FLAT NO. 710, DIVYA SHAKTI APARTMENTS, AMEERPET, HYDERABAD**
- 3. FLAT NOs. 5, 6 & 7, P.S. NAGAR, NEAR INDIRA NAGAR, VIJAY NAGAR COLONY, HYDERABAD**

**FOR**

**THE NEW INDIA ASSURANCE CO. LTD.**

**SEPTEMBER, 2017**

**CLIENT: -**



**Consultants: -**



**The New India Assurance Co. Ltd.  
Hyderabad Regional Office,  
7<sup>th</sup> Floor, Surya Towers,  
S P Road, Secunderabad– 500003,  
Phone no. 27811871/27810365&  
27890209**

**Sriven Engineering Consultants  
Plot No. 19/2, 1<sup>st</sup> Floor,  
Saptagiri Nagar colony,  
Mehdipatnam,  
Hyderabad – 500 028  
Phone no.  
9347522023/23522023  
Email: Sriven2005@gmail.com**

*Surya S.*

**SCHEDULE – F**

**SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

1. Tender document with detailed terms and conditions is available on our Website <https://newindia.eproc.in>. Interested parties may download the same and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender shall have to be submitted online through the e-Procurement system on <https://newindia.eproc.in>.
2. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class IIB (with both signing and encryption component) and above as per Indian IT Act from the licensed Certifying Authorities (For ex. N-codes, Sify, E-mudra etc.) operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the vendor. In case any vendor so desires, he may contact our e-Procurement service provider M/s. C1 India Pvt. Ltd., Mumbai for obtaining the Digital Signature Certificate.
3. Corrigendum/amendment, if any, shall be notified on the site <https://newindia.eproc.in>. In case any corrigendum / amendment is issued after the submission of the bid, then such vendors, who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email (In case of open tender corrigendum / amendment will be on the public dash board and no mail will be fired for the vendor who has not participated by that time). It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
4. Vendors are required to complete the entire process online on or before the due date of closing of the tender.
5. The Commercial/Price bid of only those vendors shall be opened whose Technical bid is found to be acceptable to us. The schedule for opening the price bid shall be advised separately.
6. Directions for submitting online offers, electronically, against e-Procurement tenders directly through internet:
  - i. Vendors are advised to log on to the website (<https://newindia.eproc.in>) and arrange to register themselves at the earliest.
  - ii. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
  - iii. Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system well before the closing date and time of bid. If the vendor intends to change/revise the bid already entered, he may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.

- iv. Once the entire process of submission of online bid is complete, the vendors are required to go to option own bid view through dashboard and take the print of the envelope receipt as a proof of submitted bid.
  - v. Bids / Offers shall not be permitted in e-Procurement system after the due date / time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.
  - vi. No manual bids / offers along with electronic bids / offers shall be permitted.
8. Once the Commercial/Price bids are opened, vendors can see the rates quoted by all the participating bidders by logging on to the portal under their user ID and password and clicking on other bid view.
  9. No responsibility will be taken by and/or the e-Procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date /time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as New India Assurance officials.
  10. New India Assurance and/or the e-Procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.
  11. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies /personnel:

S.N	Particulars	Company Name	Contact Details
1	For E-Tendering Support	M/s.C1 India	022-66865600 newindiasupport@c1indi
2	For Tender related Queries	The New India Assurance Co. Ltd	040-27890209 & 27811871