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No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107 Dated 15 February, 2017

Notice Inviting Tender **New Delhi-110107**

Subject: Online Bid for award of Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler and C-Dot EPABX exchange for two years from date of signing of award.

Online Bids are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of **Annual Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories**, supply of Cooler and C-Dot EPABX exchange in the Ministry of Steel for the period of two years from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

Annexure-I	-	Terms and Conditions
Annexure-II	-	Proforma for Technical Bid Submission
Annexure-III-VII	-	List of Items (Proforma for Financial Bid Submission)
Annexure-VIII	-	Details of Bank Account
Annexure-IX	-	Instructions for Submission of e-Tender

4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	- 17.02.2017 12.00 PM
✓ Bid/Document Downloading Start Date	- 17.02.2017 12.30 PM
✓ Bid Submission Start Date	- 18.02.2017 09.00 AM
✓ Bid/Document Downloading End Date	- 07.03.2017 03.00 PM
✓ Bid Submission End Date	- 07.03.2017 03.00 PM
✓ Bid Opening Date	- 08.03.2017 03.30 PM

5. The Bid should invariably be accompanied by a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover super scribed 'Maintenance contract for Minor electrical repair and supply of electrical fittings/accessories', supply of Cooler and C-Dot EPABX exchange' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 08th March, 2017 by 03.00 P.M.

6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

7. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.

(K. Murali)

Under Secretary to the Govt. of India

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Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Terms and Conditions

1. The contract for **minor electrical repair and supply of electrical fittings/accessories work, supply of Cooler and C-Dot EPABX exchange** will be valid for a period of 2 years w.e.f. date of award of the contract. However, the contract may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one weeks' notice to the selected firm.
2. The 'Technical Bid' should contain company's profile, authenticated documents to prove the eligibility of all conditions and documents to show the competency of the firm. The firm/agency should also upload the copy of PAN in the Technical Bid and a copy of the Demand Draft by which Earnest Money Deposit of Rs. 10,000 (Rupees ten thousand only) has been submitted.
3. The repair work is to be carried out in the premises of the Ministry of Steel, Udyog Bhawan, New Delhi.
4. The firms are required to upload copies of the following documents along with the Technical Bid (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:
 - (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
 - (b) Scanned copy of Bank Draft by which Earnest Money Deposit (EMD) has been submitted.
 - (c) Scanned copy of PAN Card
 - (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
 - (e) Scanned copy of work experience certificate
 - (f) Scanned copy Annexure-IV (details of bank account of firm)
 - (g) Scanned copy of cheque from account furnished in Annexure-VII
 - (h) Scanned copy of financial statements of accounts of firm like Balance Sheet, Profit & Loss Account, etc.
5. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case. Bidder should furnish details of bank accounts in Annexure-VII along with the other requisite documents.
6. Overwriting or correction in any of the tender document is not permissible. The rates should be quoted both in figures and words.
7. Any loss or damage of any item during repair work within the premises of the Ministry of Steel shall be the liability of the contractor and the Ministry of Steel at its discretion can deduct total cost of such item or any part thereof from the Bill of the contractor.

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8. The contractor shall depute at least one licensed electrician and one full time resident engineer for C-Dot EPBAX System to the Ministry every day (9.00 AM to 5.30 PM) for doing day to day electric repair work. If any eventuality arises, Ministry of Steel shall within its competence requisition the service of electrician/ resident engineer for C-Dot EPBAX System on Sunday/Holiday and beyond office hours without payment of any additional remuneration. The contractor shall also keep sufficient stock of spare parts which may be required for repairing/maintenance in the event of the electric items becoming non functional or defective during the currency of the contract.
9. The contractor shall be responsible for payment of wages/settlement of dues of workers engaged by the firm as per the prevailing labour/wages laws in force in NCT of Delhi and the Ministry of Steel shall not be the party to any dispute between the contractor and the worker.
10. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made by the Ministry. The same will be the responsibility of the firm.
11. The contractor shall use the material conforming to ISI standards wherever applicable for supply of electric items.
12. The contractor shall undertake repair work only after receiving a written order signed by the SO(GA). Any work undertaken otherwise shall be treated as unauthorized work and the cost of such work shall not be paid by the Ministry.
13. The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
14. The successful contractor shall be required to do the work during the entire period of contract at the rates as approved on the basis of the quotation. If for any reason, the firm is not able to do the work, the same shall be got done from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from the Bill of the contractor.
15. The conditional bid will not be accepted under any circumstances.
16. The firm must have valid TIN/PAN/VAT/Service Tax Nos.
17. The firm should have a minimum 3 years experience in the operational area. List of present contracts of the firm in three Government Departments may also be enclosed with the quotation.
18. In case more than one bidder quotes the same rates resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last 3 years.
19. The successful tenderer will have to deposit a Security-cum-Performance Guarantee of Rs. 25000/- (Rs. Twenty five thousand only) in the form of Bank Draft/Pay Order/Banker's cheque from any Nationalized Bank in favour of the "Pay and Accounts Officer, Ministry of Steel, New Delhi". The security money is returnable on successful completion of the contract period after deducting dues, if any. The security amount will be forfeited in case the

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services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract.

20. No increase in amount shall be considered during the period of Annual Contract. No other charges like transportation/fare etc., will be payable.
21. If the firm commits breach of any of the terms and conditions or is not able to complete the work in time or the quality of work is not of the desired level, the contract will be cancelled and security deposit shall be forfeited.
22. This Ministry reserves the right to terminate the contract any time without assigning any reason therefor.
23. The firm should not have been black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.
24. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action can be taken to black list the bidder.
25. The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information.
26. Each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.

Arbitration Clause

29. Arbitration: In the event of any dispute or disagreement in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment thereof including the rules framed there under.

30. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three years, ending 31st March of the previous financial year should be at least Rs. 15 lakh per annum. Documentary evidence to

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this effect i.e. copy of financial statement of account^y of firm like Balance Sheet, Profit & Loss Account^y etc. should be submitted alongwith the other requisite documents.

2. Earnest Money Deposit (EMD) of 10,000/- (Rupees Ten Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover super scribed **'Maintenance Contract for minor electrical repair and supply of electrical fittings/accessories work, supplyⁿ Cooler and C-DOT EPABX exchange in the Ministry of Steel'** in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before ^{08th} ~~March~~ ^{March} 2017 by 03.00 P.M.

3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Maintenance Contract (AMC). No interest will be paid on EMD amount.

4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. Successful bidder shall submit the performance security of Rs. 25,000/- (Rs. Twenty five thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract after deducting dues, if any. No interest will be paid on performance security deposit.

5. No exemption will be given to any firm with regard to deposit^{cb} Earnest Money Deposit (EMD). However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.



(K Murali)
Under Secretary to the Govt. of India

Annexure-II

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

Sl.NO.	Particulars	To be filled by the Bidder									
1.	(a) Name of the Firm										
	(b) Address of the Firm										
	(c) Name of the Proprietor										
	(d) Telephone No.										
	(e) Mobile No.										
	(f) Email Address										
2	PAN Number (copy to be enclosed)										
3	TIN Number (copy to be enclosed)										
4	Service Tax Registration Number (copy to be enclosed)										
5	Copies of agreement with at least three Govt. Ministries/Departments with whom the firm has contract (copy to be enclosed)										
6	Annual Turn over (In Rs.) (copy of financial statement of account like balance sheet, profit and loss account etc. to be enclosed) (Average Annual Turn Over during last three financial years should be at least of Rs. 15 LAKH Per annum.	<table border="1"> <thead> <tr> <th>Year</th> <th>Annual Turn Over (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>2012-13</td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> </tr> </tbody> </table>	Year	Annual Turn Over (in Rs.)	2012-13		2013-14		2014-15		
Year	Annual Turn Over (in Rs.)										
2012-13											
2013-14											
2014-15											
7	Details of EMD (i) Amount (ii) DD No (iii) Date (iv) Issuing Bank										
8	Whether terms and conditions of the tender is acceptable?										

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 31016(3)/2016-AD(G) 15th February, 2017 and will abide by them till the completion of the contract period.

(Signature of the authorized person)

Date:

Name;

Place:

Designation

Seal

Note: Any bid received without all the details and/or without the certificate signed and/or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

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List of Electric Items

S. No.	Item	Rate in (Rupees)	VAT in %
1	Bulb(Philips,Surya)		
	100W		
	60W		
	40W		
	15W(Red & Green}		
2	Tube Light (Osram, Bajaj,Philips,Surya,ECE)		
	Tube light 2feet white/yellow		
	Tube light 4feet white/yellow		
	Round shape tube		
	Choke ord.		
	Chock Elect.		
	LED Divider (Chock)		
	Starter		
	Repairing of tube light fitting		
	Single tube light fitting without tube		
	Double tube light fitting		
2(a)	LED Tube Light Fitting		
	1 ft		
	2 ft		
	4 ft		
3	Bulb and Tube light spare		
	Side holder		
	China Holder		
	Brass holder		
	Repair of light		
4	Supply of Readymade Extension Board- ISI Mark		
	15 Amp. 2 switch & socket board		
	5 Amp. 2 switch & socket board		
	15 Amp. 3 switch & socket board		
	5 Amp. 3 switch & socket board		
	15 Amp. 5 switch & socket board		
	5 Amp. 5 switch & socket board		
	All size of repair board		
5	Supply of Call Bell(Shivam,Parkash)		
	Call Bell Musical		
	Call Bell Musical		

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	Call Bell Ordinary		
	Remote Bell		
	Call Bell repair		
	Call Bell Switch		
	Call Bell Musical Imported		
	Call Bell remote Imported		
6	PVC Channel		
	½" PVC Channel		
	1" PVC Channel		
	1&1/2" PVC Channel		
	2" PVC Channel		
	Loose wire fixing		
7	M.C.B.		
	12Amp.		
	25Amp.		
	32Amp.		
	Change of MCB		
	Repair of MCB Box		
	Modular MCB 32 AMP		
8	Fan(Usha,Crompton)		
	Ceiling Fan		
	Pedestal Fan		
	Wall Fan		
	Exhaust Fan		
	Fan fitting		
	Fan repairing		
9	Spear of Fan		
	Motor		
	Condenser		
	Bush		
	Ball Bearing		
	Blade		
	Regulator		
10	Motor Binding		
	Wall Fan		
	Ceiling Fan		
	Pedestal Fan		
	Exhaust Fan		
11	Switch & Socket		
	5 Amp.Three pin plug top		
	15 Amp.Three pin plug top		
	5 Amp.Three pin plug Socket		

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	15 Amp.Three pin plug Socket		
	5 Amp.Switch		
	15 Amp.Socket		
	5 Amp.Multi plug		
	15 Amp Multi Plug		
11(a)	Switch & Socket (Modular)		
	5 Amp. 3 pin plug top		
	15 Amp. 3 pin plug top		
	5 Amp. 3 pin plug Socket		
	15 Amp. 3 pin plug Socket		
	5 Amp. Switch		
	15 Amp. Switch		
11(b)	Modular Plate		
	4 Module		
	6 Module		
	8 Module		
	12 Module		
12	PVC Wire		
	Three core flexible70-76 (per mtr.)		
	Three core flexible40-76 (per mtr.)		
	Three core flexible23-76 (per mtr.)		
	Two core flexible23-76 (per mtr.)		
	Hard Wire3-20 (per mtr.)		
	Hard Wire7-20 (per mtr.)		
	Earth wire(per mtr.)		
13	New Emergency Light(BPL,Philips)		
	Emergency Light repairing		
	Emergency Light battery		
	Emergency Light Tube		
14	New Table lamp		
	Table lamp Philips		
	Table lamp repairing		
	New Halogen light		
	Four fit decorative surface without tube light fitting		
15	Energy Saver LED Bulb (Havels, Philips, Crompton, OSARAM)		
	3 W		
	5 W		
	8 W		

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	10 W		
	18 W		
	Decorative round LED Fitting		
	Decorative 2x2 LED Fittings		
	2 Ft. LED Tube		
	4 Ft. LED Tube		
	4 Ft. LED single fittings		
	4 ft. LED Double fittings		
15 (a)	Energy saver Tube/Bulb (Havel, Philips, Crompton)		
	11W		
	15W		
	18W		
	20W		
16	Stabilizer 0.5KV (Blue Star, Beekey, Logistic)		
	Stabilizer 1KV		
	Circuit Plate		
	Condenser		
	Relay		
	Transformer		
	Light indicator		
	Servicing & Maintenance		
17	Heater (Bajaj, Usha, Khaitan & Thermoking)		
	New Sunflow Heat convector		
	New Sunflow (Delux) Heat convector		
	New Single Rod Heater		
	New Double Rod heater		
	Sunflow Element		
	Reflector		
	Thermostat of sunflow		
	Motor of subflow		
	1000W Rod element		
	2000W Rod element		
	Heater		
	Sunflow repairing		
	Halogen Heater		
	Radiant Heater 9fin		
	Radiant heater 13fin		
18	Hot Case		
	Repairing of hot case		

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	Element of hot case		
	Thermostat of hot case		
	Iron Plug		
	China Plug		
	Jali for heater		
	Repairing of geyser		
	Element of geyser		
	Thermostat of geyser		
19	AC metal Box		
	AC metal Plug		
	Modular AC metal plug		
20	New meeting indicator light		
	Repairing of indicator light		
21	PVC Pipe size ½" per ft.		
	PVC Pipe size ¾" per ft.		
	PVC Pipe size 1" per ft.		
	PVC Pipe size 2" per ft.		
	Metal Pipe size ½" per ft.		
	Metal Pipe size ¾" per ft.		
	Metal Pipe size 1" per ft.		
	Metal Pipe size 2" per ft.		
	PVC pipe band ½" per ft.		
	PVC pipe band ¾" per ft.		
	PVC pipe band 1" per ft.		
	PVC pipe band 2" per ft.		
	PVC metal pipe band ½" per ft.		
	PVC metal pipe band ¾", per ft.		
	PVC metal pipe band 1" per ft.		
	PVC metal pipe band 2" per ft.		
22	Electric Kettle		
	Philips & Murphy		
	Warmax & Inalsa		
	Fixing Charges for all electric item		

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List of Telephone accessories/ repairing & channeling of telephone work and purchase of telephone instrument

S.No.	Items	Rate in (Rupees)	VAT in %
1.	Line Card+Coil Card		
2.	Green Foil/Hard PCB		
3.	Piezoelectric Transmitter/Receiver		
4.	Ringer Beetle/Tata		
5.	Holding Piece Upper		
6.	Cradle Switch		
7.	Plan Lead		
8.	Plan Box/Rozzett Box		
9.	Key Pad		
10.	IC1240, 2560, 91611,4013, 2418,3726, 1060		
11.	Connector		
12.	Volume knob		
13.	Cabinet		
14.	Preset100K		
15.	Capacitor1.5, 2.5V		
16.	Flash Key		
17.	Redial key		

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18.	Rubber Pad		
19.	Key Housing		
20.	Extra Ringer		
21.	Music on hold		
22.	Parallel Disconnecter		
23.	Cordless Battery		
24.	Power supply plan set/cordless		
25.	Hybridge		
26.	Line card(LCC)C-Dot EPABX		
27.	Line card digital Panasonic		
28.	Trunk line card digital Panasonic		
29.	Line analog Panasonic		
30.	Power supply(FCBC)C-Dot		
	PVC CABLE		
1.	Single pair		
2.	Three pair		
3.	Five pair		
4.	Ten pair		
5.	Twelve pair		
6.	Twenty pair		
7.	Cable Installation		

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	PVC CHANNEL		
1.	PVC Channel1"		
2.	PVC Channel2"		
3.	PVC Channel Double Lock		
4.	PVC Channel grey colour double lock		
5.	Channel Installation		
	TELEPHONE INSTRUMENT		
1.	Beetel B 15		
2.	Beetel B 11		
3.	Beetel Caller ID Phone M59		
4.	Beetel1+1Planset		
5.	Beetel1+2Planset		
6.	Beetel1+1speaker plan set		
7.	Beetel1+2speaker plan set		
8.	Panasonic KX-TS-500		
9.	Panasonic KX-TS-2375		
10.	Panasonic KX-TS-2378		
11.	Panasonic KX-TS-880		
12.	Beetel M 78 plan set		
13.	Panasonic KX-TC-3600		
14.	Panasonic KX-PG-4312		

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15.	Panasonic KX-TC-3412		
16.	Panasonic KX-TG-2480		
17.	Panasonic KX-PG-3821		
18.	Beetel Combo		
19.	Panasonic KX-TC-3651 Cordless		
	D.P.BOX		
1.	10pair		
2.	20pair		
3.	30pair		
4.	50pair		
5.	Krone module 10pair		
	SERVICING		
1.	Telephone		
2.	Cordless		
3.	Planset		
4.	Colour I.D. Telephone		

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Hiring of Coolers and filling of the water in the Coolers installed in the Ministry of Steel

S.No.	Item of work	Rate in (Rupees)	VAT in %
1.	Hiring charges, maintenance & water filling of Desert Cooler full season(April2016 to September2016)		

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AMC for C-DOT EPBAX

S.No.	Item	Rate in (Rupees)	VAT in %
1.	AMC of C-Dot256port EPBAX system with full time resident engineer		

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ANNEXURE-VII**DETAILS OF BANK ACCOUNT**

(Real time Gross Settlement (RTGS) National Electronic Fund Transfer (NEFT) facility
for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of the Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date:

Name:

Place:

Designation

Seal

Note Please attach a photocopy of the cheque.



Instructions for Submission of e-Tender(in two bids system-Technical Bid and Financial Bid)

As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at www.eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable.

4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids (rate of sanitary items given in Annexure-III) alongwith the other requisite documents in .pdf. format.***

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.

9. ***The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).*** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bids will be accepted as e-Tender only i.e. the bidders

will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.

10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscribed with **'Rate Contract for maintenance for minor electrical repair and supply of electrical fittings/accessories work, supply of cooler and C-DOT EPBAX exchange** in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PANCard
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as unresponsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.

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- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-VII (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-VII
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

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