

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सं० _____

No. _____

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

नई दिल्ली-110107

New Delhi-110107

Dated 23rd April, 2015**Notice Inviting Tender**

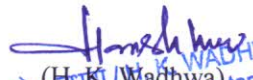
Subject: To invite Online Bid for Comprehensive AMC of NEC make Aspila Ex-KTS Exchange installed in the Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financial sound companies/firms/agencies for award of **Comprehensive AMC of NEC make Aspila Ex- KTS Exchange installed in the Ministry of Steel** for the period of one year 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	-	Term and Condition	
Annexure-II	-	Proforma for Technical Bid Submission	
Annexure-III	-	List of Items (Proforma for Financial Bid Submission)	
Annexure-IV	-	Details of Bank Account	
Annexure-V	-	Instructions for Submission of e-Tender	
4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	-	23.04.2015 11.30 AM
✓ Bid/Document Downloading Start Date	-	23.04.2015 12.00 PM
✓ Bid Submission Start Date	-	24.04.2015 09.00 AM
✓ Bid/Document Downloading End Date	-	22.05.2015 03.00 PM
✓ Bid Submission End Date	-	22.05.2015 03.00 PM
✓ Bid Opening Date	-	22.05.2015 03.30 PM
5. **The Bid should invariably be accompanied by a Demand Draft of Rs. 2,000/- (Two 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 superscripted with 'Comprehensive AMC of NEC make Aspila Ex- KTS Exchange installed in the Ministry of Steel' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhawan, New Delhi on or before 22nd May, 2015 by 03.00 P.M.**
6. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.nic.in).
7. 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.
8. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(H. K. Wadhwa)
Under Secretary to the Govt. of India
अधिकांश सचिव, भारत सरकार
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
Phone:-23061243


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 will be valid for a period of 12 months w.e.f. award of the contract. However, the contract may be further extended as per the requirement of the Ministry for a period of six months 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 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 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-IV
 - (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.
3. The contract shall be on a **Comprehensive Maintenance Service Basis** and no extra charges for any general wear and tear/spare parts, etc. shall be made by the Ministry of Steel. During the contract period it will be the responsibility of the company to keep the equipment in perfect working condition.
4. The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop. In such cases the standby arrangement shall have to be made by the company and in no way the working of KTS shall be held up for want of any standby arrangements.
5. The payment towards Comprehensive Annual Service Maintenance Contract shall be made in four installments each after the successful completion of three months/each quarter on production of satisfactory reports from the concerned users. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. Bidder should furnish details of bank accounts in Annexure-IV along with the other requisite documents.**
6. The firm intending to submit the quotation should be an authorised service provider of KTS . The Original Equipment Manufacturer (OEM) certificate should be enclosed with the quotation.
7. Overwriting or correction in any of the tender document is not permissible.
8. The firms are required to furnish their standing and goodwill through a certificate/documentary proof of Ministry/Departments with complete address and telephone numbers/Income Tax/ST/CST Number. List of present contracts having in three Government Departments may also be enclosed with the quotation.
9. The firm must have valid TIN/PAN/VAT/Service Tax Nos.

...2/-


 उद्योग क० विभाग/H. K. WADHWAN
 अवर सचिव/Under Secretary
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 उद्योग भवन, नई दिल्ली
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10. The firm should have a minimum 3 years experience in the operational area. Its financial position and standing should be reflected in its turnover.
11. No bidder is allowed to withdraw the tender. In case of withdrawal the EMD shall stand forfeited besides action being taken to black list the bidder.
12. This Ministry reserves the right to accept/reject any or all of the quotations without assigning any reason thereof.
13. The successful Agency/Firm will have to provide Comprehensive Service Maintenance Contract in respect of the Key Telephone System installed in the Office of the Hon'ble Steel Minister.
14. The Agency/Firm shall not appoint any sub-contractor for the work under any circumstances.
15. The Agency/Firm shall ensure that their technicians/workers are polite, courteous, well behaved and honest. The Agency shall be responsible for the conduct/integrity of persons deputed for Comprehensive Service Maintenance Contract works in the Government premises and will also be responsible for any act of omission or commission on their part. The Agency will vouch for their character and integrity.
16. The Agency/Firm's technicians/workers shall not indulge in any unlawful activity in the premises and shall have good moral character. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds/ damage done by its technicians/workers.
17. The Ministry shall have the right to impose cash penalty on the Agency/Firm or deduct such amounts as deemed appropriate from its Security Deposit/Quarterly Bills in the event of this Ministry being put to any financial loss directly or indirectly by any act of omission/commission or negligence on the part of the Agency's technicians/workers.
18. Insurance and accident risks of the technicians/workers will be the sole responsibility of the Agency/Firm.
19. The Ministry reserves the right to order any technician/worker of the Agency/Firm to leave its premises if his/her presence at any time is felt undesirable.
20. The Agency shall supply and use the parts/materials of the standard/branded types only. Ministry's decision to accept/reject a particular part/item shall be final and binding on the Agency/ Firm. The Agency/ Firm shall be responsible to supply/ replace any of the required items to the full satisfaction of this Ministry at all times during the validity of the contract.
21. The contract can be terminated by giving two month's notice in writing by either party.
22. While ~~submitting~~ ^{uploading} the tender each and every page of NIT will be signed by the authorized signatory of the Firm/Agency and submitted alongwith the tender.
23. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Court.

एच.के. वाधवा H. K. WADHWA ...3/-
अवर सचिव/Under Secretary
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उद्योग भवन, नई दिल्ली
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Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of Rs. 1.50 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.
2. *Earnest Money Deposit (EMD) of 2,000/- (Two Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'Comprehensive AMC of NEC make Aspila KTS Exchange installed in the Ministry of Steel' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 22nd May, 2015 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. 3,000/- (Three Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit 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.*



(Harish Kumar Wadhwa)

Under Secretary to the Govt. of India

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	List of at least three Govt. Ministries/Departments showing experience in the field (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. 1.50 lakhs Per annum.	Year	Annual Turn Over (in Rs.)
		2011-12	
		2012-13	
		2013-14	
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 in India.

Further it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender No 25013/2/2015-Ad (G) dated 23rd April, 2015 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 the certificate dully signed with 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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Financial Bid

**Annual Maintenance of KTS Exchange of NEC make Model Aspila EX with 18 digital instrument
(Model No. 24 TSXH large & small)**

Name of Item	In Rs.
1 .Annual Maintenance(KTS) NEC Aspila EX Key 8 P&T 24 digital & 8 Analog extension System .	
2. Annual Maintenance Digital Telephone Instrument	
i) 24TSXH Small display-13 No.	
ii) 24TSXH large display- 10 No.	



(H.K. Wadhwa)

Under Secretary to the Govt. of India

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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.


 एच० के० वधवा / H. K. WADHWA
 अवर सचिव/Under Secretary
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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, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.


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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 other 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 and either details of the instruction.
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 given in Annexure-III) alongwith the other requisite document 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 superscripted with ‘Comprehensive AMC of NEC make Aspila Ex-KTS Exchange installed in the Ministry of Steel’ 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 PAN Card
- (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 un-responsive 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.


(H. K. Wadhwa)

Under Secretary to the Govt. of India

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