

No. F. 4-20/2014-S&S
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
(S&S Section)

New Delhi, dated the 3rd March, 2015

TENDER DOCUMENT

TENDER FOR ANNUAL CONTRACT FOR SUPPLY OF ELECTRICAL APPLIANCES TO
THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, SHASTRI BHAWAN, NEW
DELHI,

Date of issue of Tender Document	:	4 th March, 2015
Last Date & time for submission of Tender Document	:	25 March, 2015 upto 3.00 P.M.
Date & time of opening of Tender Document		
Technical Bids	:	25 March, 2015 at 3.30.P.M.
Financial Bids of eligible Tenders	:	Would be indicated later.

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No. F. 4-20/2014-S&S
Government of India
Ministry of Human Resource Development
(Department of Higher Education)

Shastri Bhawan, New Delhi
Dated the 3rd March, 2015

1. e-TENDER NOTICE
(TENDER FOR SUPPLY OF ELECTRICAL APPLIANCES TO THE MINISTRY
OF HUMAN RESOURCE DEVELOPMENT)

e- tenders are invited by the Ministry of Human Resource Development (MHRD) in two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid) from reputed and experienced firms loacted in Delhi, New Delhi/ NCR having annual turnover 15 lakhs or more, each year during the last three years for supply of electrical appliances.


2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 4.3.2015 to 26.3.2015 (upto 3.P.M).

3. The interested suppliers may submit the tenders online in two-bid system (i.e. Part-I: Technical Bid and Part-II Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "http://eprocure.gov.in/eprocure/app." All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along-with the Tender Documents, Tenders sent by any other mode will not be accepted. For any clarification, the intending tenderers can contact Section Officer, S&S-II in Room No. 123-C, Shastri Bhawan, Ph. No. 23384590 during working hours.

4. Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks in an acceptable, drawn in favour of Pay & Accounts Officer(Education), Shastri Bhawan, New Delhi – 110001, must be submitted on or before last date/ time to Section Officer, S&S-II, Ministry of HRD, Room No. 123-C, Shastri Bhawan, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenders after finalization of the Contract.

5. The Technical Bids will be opened online on 26th March, 2015 at 3.30 P.M. in Room No. 123-C- Wing, Shastri Bhawan, New Delhi. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee. At the second stage, the Financial Bids will be opened of only those bidders who qualify in the technical bid.

6. The Ministry of HRD reserves the right to accept or reject any tender, in whole or in part thereof, without assigning any reason thereof. The Ministry also reserves the right to renew the contract for two years, one year at a time, taking into account, the performance of the contractor during the currency of the contract.


(Sanjeev Shrivastva)
213/15
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele. No. 23073109

2. Eligibility Conditions :-

2.1 The participating firm is required to have the following and has to upload copies of the documents in support of its claim:

- (i) PAN No.
- (ii) VAT No.
- (iii) Minimum experience of 3 years in supply of electrical appliances to at least 3 Govt. Ministries/ Departments/ attached/ subordinate/ autonomous organisations/PSUs. Certificates signed by officer of the level of not less than Section Officer are to be uploaded with the tender.
- (iv) Annual turnover of the firm with proof (Minimum annual turnover of Rs. Fifteen lakh per year during last 3 years, viz., 2011-12, 2012-13, 2013-14). Chartered Accountant Certificate or Balance Sheet of the firm to be uploaded.
- (v) Income Tax return for last 3 years, viz., 2011-12, 2012-13, 2013-14.
- (vi) Copy of EMD amount (Original to be submitted before last date/ time to Section Officer- S&S-II, Ministry of HRD, Room No. 123-C, Shastri Bhawan, New Delhi)

2.2 The above information must be furnished in Techno-Commercial Bid as at **Annexure- I**.

2.3 The participating firms are cautioned that the price bids are to be submitted only online in the BOQ and quotations of any firm submitting the Price Bids in the technical Bid stage will be summarily rejected.

2.4 It must be noted that in order to be eligible to participate in the bid a tenderer must quote rates for all the items mentioned in the Price Bid, failing which bids will be rejected. Part tenders will not be permitted.

Sanjay
3/2/15

3. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS:

- (i) The successful tenderer will be required to supply electrical appliances as per list at Annexure-II, as and when required by Ministry of HRD during the period of one year and extended period, if any.
- (ii) This Ministry, however, reserves the right to terminate the contract at any time, if the services of the successful tenderer are not found to be satisfactory.
- (iii) The decision of the Ministry will be final and binding on the firm in this regard.
- (iv) If for any reason, the firm is not able to supply the required electrical appliance, it shall be procured by Ministry of HRD from some other firm/or from open market at the cost of the approved contractor, and the difference of the expenditure in purchasing the product from market and approved rate shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.
- (v) The firm awarded the work will be required to depute at least one electrician /service mechanic, who will remain available in the premises of this Ministry, in order to install/ shift the equipments supplied by the contracting firm. The electrician is required to be available **on all working days throughout the period of contract from 9.00 A.M. to 6.30 P.M.** Should any eventuality arise, the Ministry shall be within its competence to requisition the services of the electricians/ engineers/mechanics deputed by the contractor, outside the working hours, including on Saturdays/Sundays/holidays. **No payment of any additional remuneration shall, however, be made for this purpose.**
- (vi) It shall be the responsibility of the contractor to make all the gadgets work satisfactorily during the warranty period to the satisfaction of the Ministry.
- (vii) Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this Ministry and set off against any claim to this Ministry for the payment of a sum of money arising out of the contract with this Ministry.
- (viii) The contractor shall be responsible to complete the job of installation/subsequent installation, etc. within 24 hours, failing which the Ministry will impose a penalty of Rs. 100/- per day for delay beyond 24 hours. A complaint if not attended to within 3 days, would attract a penalty of Rs. 500/- per day and any recurrence of the same would entail further penalty of Rs. 500/- per day for each such lapse.
- (ix) No advance payment will be made. Subject to the satisfactory performance of the contractor, the payments for the jobs of supply/fixing of electrical accessories/installation, etc. of the electrical gadgets will be made on the basis of the pre-receipted invoices required to be submitted after successfully carrying out the jobs/works as per the instructions of this Ministry. The pre-receipted invoices required to be submitted for claiming the payments should invariably be accompanied with the 'certificates obtained from the user- sections/officers' in token/support of the successful accomplishment/ supply of the electrical appliance. **The payment will be released through ECS System.**
- (x) Bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their quotation, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Ministry.
- (xi) Rates per unit, etc. are required to be quoted in the financial bid as per enclosed proforma (Annexure-II). Tenderers are cautioned that if price is disclosed in the technical bid, then their bids will be summarily rejected.
- (xii) This Ministry reserves the right to accept or reject any tender, in whole or in part thereof, without assigning any reason thereof. The Ministry also reserves the right to renew the contract for a period of two years, one year at a time, taking into account, the performance of the contractor during the currency of the contract.


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4. Evaluation of Bids

- (i) The Techno Bid will be evaluated first.
- (ii) The Price Bid will be evaluated only if the tenderer's Techno Commercial Bid is found satisfactory in all respects by the tender committee. The tenderer will have no rights whatsoever to insist that his Price Bid be evaluated in the event of the tender committee rejecting his Techno Bid as unsatisfactory.

5. **Earnest Money Deposit : Earnest Money Deposit of Rs. 30,000** (Rupees Thirty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks in an acceptable, drawn in favour of Pay & Accounts Officer(Education), Ministry of Higher Education, Shastri Bhawan, New Delhi – 110001, must be submitted to the Section Officer, S&S Section, Ministry of HRD, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of Bid submission, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.

6. **Performance Guarantee (Security Deposit):** The successful bidder shall give performance security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a nationalized bank, Bank Guarantee from a Commercial bank amounting to Rs. 50,000/- (Rupees Fifty Thousand only), in favour of the Pay & Account Officer, Ministry of Higher Education, Shastri Bhawan, New Delhi-110001. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Security Deposit will be refunded only after the expiry of all warranty obligations under the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Ministry that the contractor firm may invite upon themselves due to any of the reasons specified above.


(Sanjeev Shrivastva)
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UNDER SECRETARY TO THE GOVT. OF INDIA
Tele. No. 23073109

Copy to :-

1. Programmer, CMIS, M/O HRD, with the request that this may be placed appropriately on the official website of the Ministry.
2. All Notice Boards.
3. All Ministries & Departments of Govt. of India.
4. Central Public Procurement Portal.

TECHNO- COMMERCIAL BID

Sl. No.	Description	Documents attached	Page No.
1.	Name of the firm		
2.	Business address of the firm		
3.	Telephone No.		
4.	Mobile No.		
5.	PAN No. (Copy to be uploaded)		
6.	VAT No. (Copy to be uploaded)		
7.	Minimum experience of 3 years in supply of electrical appliances to at least 3 Govt. Ministries/ Departments/ attached/ subordinate/ autonomous organisations/PSUs. Certificates signed by officer of the level of not less than Section Officer are to be uploaded with the tender.		
8.	Annual turnover of the firm with proof (Minimum annual turnover of Rs. Fifteen lakh per year during last 3 years, viz., 2011-12, 2012-13, 2013-14). Chartered Accountant Certificate or Balance Sheet of the firm to be uploaded.		
9.	Income Tax return for last 3 years, viz., 2011-12, 2012-13, 2013-14.		
10.	The earnest money deposit of Rs.30,000/- (Rs. Thirty thousand only) through Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee		

**Name & Signature of the
Authorised Signatory of the Firm
(with Seal of the Agency affixed)**

Sanjay
31/3/15

**PROFORMA FOR SUBMISSION OF FINANCIAL BID
SUPPLY/SERVICING/REPAIR OF ELECTRICAL APPLIANCES**

**Period of contract: THE CONTRACT WILL BE INTIALLY FOR ONE YEAR
EXTENDABLE ON A YEAR TO YEAR BASIS SUBJECT TO MAXIMUM OF TWO
EXTENSION**

Sl. No.	Description of the item/report	Rate per unit (in Rupees) (To be indicated both in figures & words and brand name also wherever applicable)
EMERGENCY LIGHTS		
01.	Replacement of old 'battery with new battery (dry) of different capacity in any type of emergency lights.	
02.	New Emergency Light 2' (Single tube)* * May be of brand -Bajaj/Philips	
03.	New portable Emergency Light (Double tubes)* * May be of brand -Bajaj/Philips.	
CALL BELL/REMOTE BELLS		
04.	Call Bell (Electric)	
05.	New Call bell/buzzer (without wire) ISI Mark	
06.	New Dingdong Bell (ISI Mark)	
07.	Wireless remote Calling Bell (ISI Mark)	
WIRES/CABLES		
08.	3 Core (23/76) Copper wire (ISI Mark)	
09.	2 Core wire (23/76) copper wire (ISI Mark)	
SOCKETS		
10.	Socket 5 ampere (Piano type) (ISI Mark)	
11.	Socket 15 ampere (ISI Mark)	
12.	Wall Socket 5 ampere (ISI Mark)	
13.	Wall Socket 15 ampere (ISI Mark)	
SWITCHES		
14.	Switch 5 ampere (Piano type) (ISI Mark)	
15.	Switch 15 ampere (Piano type) (ISI Mark)	
16.	Wall Switch 5 ampere (ISI Mark)	
17.	Wall Switch 15 ampere (ISI Mark)	
PLUGS		
18.	Special Plug for MCB (ISI Mark)	
19.	3 Pin Plug 5 ampere (ISI Mark)	
20.	3 Pin Plug 15 ampere (ISI Mark)	
21.	New Multi-plug 3 pins (power) (ISI Mark)	
22.	New Multi-plug 3 pins (light) (ISI Mark)	
TUBE LIGHTS		
23.	Total Charges for supply/fixing of new complete tube light fitting (may be of brand-	

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	Philips/Bajaj)	
24.	Replacement of choke of tube light(ISI Mark)	
25.	Tube rod replacement along-with fixing (ISI Mark)	
26.	T-5 Special Type 14 (Watt.) along-with fixing(ISI Mark)	
27.	T-5 Chowke 14 (Watt) along-with fixing(ISI Mark)	
28.	MCB Box complete (ISI Mark)	
BULBS/CFL		
29.	Color Bulb each (for engagement light)	
30.	Philips bulb (25W CANDLE CL.)	
31.	Philips focus bulbs	
32.	New CFL Bulb (8 W) (ISI Mark) Philips/Wipro/ Bajaj.	
33.	New CFL Bulb (14 W) (ISI Mark) Philips/Wipro/ Bajaj.	
34.	New CFL Bulb (21 W) (ISI Mark) Philips/Wipro/ Bajaj.	
35.	Special tube for table lamp (12") – Philips/ Bajaj/ or good Brand.	
BOARDS		
36.	Sheet Bakelite (per inch) (ISI Mark)	
37.	Indicator on board each (ISI Mark)	
38.	Fuse of board each (ISI Mark)	
39.	Supply of special electric extension board with: 3/4 Multi-pin sockets & switches (15- Amp.), with Fuse, Indicator. (Reputed brand like Anchor/Rider)	
ENGAGEMENT LIGHT		
40.	Supply & fixing of one Engagement Light (Red & Green light bulbs) (ISI Mark)	
ELECTRICAL APPLIANCES		
41.	New Wall mounting fan with installation. (May be of brand- (ISI Mark) Usha/Orient/Khetan/Crompton)	
42.	New Pedestal fan (ISI Mark) (May be of brand Usha /Orient /Crompton)	
	Exhaust Fan New Exhaust fan with installation (ISI Mark) (May be of brand-Usha/Orient)	
43	Exhaust Fan Size - 9" (ISI Mark)	
44	Exhaust Fan Size -15 " (ISI Mark)	
45	Exhaust Fan Size 18 " (ISI Mark)	
New Desert Cooler with Installation		
46	Size - 24" (Exhaust kit) (ISI Mark)	
Electric Kettle ((ISI Mark)		
47	Electric Kettle Quantity: 1.5 lit. (ISI Mark)	
48	New Heat Blower ((ISI Mark))	
49	Mini Circuit Breaker (ISI Mark)	

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New Room Heater ((ISI Mark))	
50	Room Heater Double Rod(ISI Mark)
51	Room Heater Halogen Double Rod(ISI Mark)
52	New Oil Heat Radiant(ISI Mark) (may be of Philips/Usha.)
New Hot Case with Installation ISI Mark : (Philips/Murphy/Bajaj)	
53	Big Size Hot Case
54	Small Size Hot Case
MISCELLANEOUS ITEMS	
55	Microwave Oven (LG/ IFB etc.)
56	Water Dispenser (Hot & Cold) (Voltas/Blue Star)
57	Batten per sq. feet
58	Fixing of batten per sq. feet
59	Supply of fixopen per sq. feet
60	Fixing of fixopen per sq. feet

Note :

- Rates are exclusive of Sales Tax/Vat (no transportation charges etc. are payable)
- Rate of Sales Tax/Vat to be charged as per law.
- Rates are valid during the currency of the contract.
- All the works will be of high standard and only genuine & good quality products are to be used failing which payment may not be released and suitable penalty may be imposed
- All the items will have a minimum warranty of one year.

Name & Signature of the
Authorised Signatory of the Firm
(with Seal of the Agency affixed)

Date :

Handwritten signature and date: 31/3/15

Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

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30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to cppp-nic@nic.in.

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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

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