

संख्या -D-21016/01/2021-Genl.

भारत सरकार/Government of India

सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

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सरदार पटेल भवन /Sardar Patel Bhavan

संसद मार्ग, नई दिल्ली/Sansad Marg, New Delhi,

दिनांक/Date: 02/06/2021

निविदाएं आमंत्रित करने हेतु नोटिस/NOTICE INVITING TENDERS

**Subject:- E-Tender Notice for Annual Contract for Supply and repairing of various Electric items in the Ministry of Statistics and Programme Implementation-reg.**

Ministry of Statistics & Programme Implementation invites online Tender under two bid system from registered and authorized firm for Supply and repairing of various electric items in the offices this Ministry located at various location in New Delhi as per ANNEXURE- I & II. **Manual bids shall not be accepted and Bids shall not be accepted also if Annexure- I, II & III are not properly filled in by the bidders.**

2. Bids shall be submitted online only at Central Public Procurement Portal (CPPP) website: <http://eprocure.gov.in/eprocure/app>. Tenderer(s)/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer(s) for the e-submission of the bids online through the CPPP for e-Procurement at <http://eprocure.gov.in/eprocure/app>'.

3. **CRITICAL DATE SHEET**

Published Date	04.06.2021
Bid Document Download start Date	04.06.2021
Clarification Start Date	04.06.2021
Clarification End Date	14.06.2021
Pre bid meeting	Not applicable
Bid Submission Start Date	04.06.2021
Bid Document Download end date	14.06.2021
Bid Submission End Date	14.06.2021
Technical bid opening date	15.06.2021
Financial bid opening date	Will be intimated later on CPPP

4. Tender documents can be downloaded either from Ministry's Website <http://www.mospi.nic.in> and/or CPPP portal and CPPP website i.e. <http://eprocure.gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and CPPP <https://eprocure.gov.in/eprocure/app> shall **not tamper/modify the tender document including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer will be liable to be banned for any future bid in the Ministry.

5. **EMD payment:-** In terms of Department of Expenditure's O.M. No.F.9/4/2020-PPD dated 12.11.2020, all the bidders will be required to submit Bid Security Declaration as per **Annexure-III**.

6. **Performance Security:-** Selected firm will be required to submit "Performance Security" of **Rs. 43,200/-** (Rupees Fourty Three Tousand Two Hundred Only) in the form of **Demand Draft/Security Deposit/Bank Guarantee @ 3%** of the Bid value of Rs. 14,40,000/- in terms of Department of Expenditure's O.M. No.9/4/2020-PPD dated 12.11.2020 in favour of Pay & Account Officers, Ministry of Statistics & Programme Implementation, New Delhi from any scheduled commercial bank within 7 days of award of the contract, failing which, the contract will be terminated and bid security shall be forfeited and will be banned for any future bid in the Ministry. Performance Security should be valid for a period of three months beyond the all contractual obligations period. In case of extension of the contract, the Performance Security is required to be extended accordingly. The performance security deposit will be returned after satisfactory completion of the contract period.

#### **Instructions for Online Bid Submission**

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 registering on the CPPP, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP. More information for submitting online bids on the CPPP may be obtained from: <http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the CPPP (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPPP which is free of charge.
2. As part of the enrollment 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 enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 DSC's 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.


### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

3. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
4. 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.
5. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. 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" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "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.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can 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.
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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 enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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 the uploaded bid will be rejected.
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. Data storage encryption of sensitive fields is done. 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.
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 (i.e. after Clicking "Freeze Bid Submission" in the portal), 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. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

### **Responsibilities of the Firm for executing the Contract**

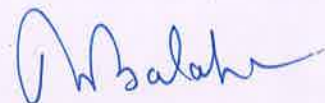
1. Timely repair/Supply is the essence of the contract. Accordingly, the firm whosoever selected or awarded the contract will be liable to depute at least three persons having the expert knowledge of the subject matter of the contract at various locations of this Ministry, the details of which will be provided at the time of awarding the contract. The persons whosoever is deputed in the Ministry will be bound to come to these offices on daily basis and will be available there for full office hours. However, they will be also bound to visit office as and when required by the Ministry beyond the office hours or on Saturday, Sunday or on any other public holiday. The Ministry will not provide any conveyance to the firm. It will be sole responsibility of the firm to



take all required precautions/preventive measures while executing the electric or any other electric related work however, if any accident happens with the person deputed by the firm, the Ministry will not take any responsibility of the same. Accordingly, the firm shall take all precautionary/preventive measures in order to ensure the Safety of their personnel (his representative, agent, workmen) working in the office while executing the work.

2. The contract will be given for a period of two year and may be extended on year to year basis after the satisfactory work of the firm and under mutual consent.
3. The maintenance contract is applicable to all the items/requirement mentioned in the financial bids in the ministry. The requirement are as under:-
  - i. Upkeep and maintenance of electric items in the Ministry to run smoothly.
  - ii. Repair to be carried out at the locations of the equipments. However after permission of the competent authority the faulty items can be taken out by the firm at their registered address and after repair of the item, the same must be returned to the Ministry. No extra cost will be paid to the firm other than the payment of scheduled items in the tender
  - iii. Standby arrangement to be made by the firm in case the equipments is to be taken out to workshop for repairs.
4. The faulty part of the equipment shall be replaced with new one of the Original equipment Manufacturer (OEM) make only. In case, if the faulty part is not replaced with the prescribed OEM makes part, the contract of the AMC shall be terminated and performance security deposit shall be forfeited without assigning any reason/notice in this regard.
5. If execution of the job/Supply of equipment is not in accordance with specifications and/or terms and conditions, *inter-alia*, the work liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the firm and/or any other penalty as deemed fit by the competent authority of Ministry of Statistics & Programme Implementation. In this regard the decision of Ministry shall be final and binding on the firm.
6. The finalized contract shall be interpreted under Indian Laws. In case dispute of any kind, the firm shall abide by decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
7. Subletting and assignment: The Contractor shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.
8. The contractor at his/her own cost will arrange all the equipment, materials and other things/service etc. necessary for work. The Ministry of Statistics & Programme Implementation will not provide any assistance in this regard.
9. The Contractor has to carry out/ initiate the repair or any other work specified in tender within one day of placing a complaint, failing in which the competent authority of Ministry of Statistics & Programme Implementation shall be entitled to exercise following option:-
  - (a) To cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the purchase of the materials/ tools etc. and/or.

- (b) To forfeit the security deposit and/or  
(c) To black list the firm and/or  
(d) Standard penalty of 10% deduction to the cost of repair.
10. The competent authority, Ministry of Statistics & Programme Implementation shall have the power to determine the scale of deduction/ penalty in such case and his decisions shall be final and binding on the contractor.
11. In case the Ministry has to get the work done elsewhere and by any other person or from any other source than the contractor, in such case, the amount of extra cost, if any, shall be paid by the firm or shall be managed from the bills of the firm or from the performance security deposit of the firm.
12. The contract may be awarded to the bidder who has quoted the lowest rates in the most of the items of different categories referred at Annexure-II. However, if there arises a situation when two or more bidders emerge as L-1 bidders, the decision of the competent authority of this Ministry would be final in this regard. The firm while quoting the rate for Manpower i.e. Site persons to attend maintenance call full time at various offices of the Ministry (item no. 16. of Annexure-II) may keep in mind of the minimum wages as prescribed by the Government otherwise, the tender of the bidder will be rejected, even after opening of financial bid, and will not be considered for deciding the L-1 bidder.
13. The electrician deputed by the firm will be employee of the firm and the Ministry will not be responsible for their Wages, PF, ESI and any other statutory requirements. Failing to implement these by the firm lead to cancel the contract.
14. The payment will be released on monthly basis after satisfactory completion of the work and on attendance basis of the persons deputed by the firm which should be duly verified by the concerned officer/official with official seal, if any. No advance payment will be released in this regard.
15. Ministry reserve the right to cancel the entire tender process and also award the contract to any firm as prevailed under GFR without assigning any reason.
16. Ministry may terminate the contract by giving a written one month advance notice to the service provider without assigning any reason thereof on any unsatisfactory work of the firm.



**(Shiv Balak Verma)**  
**Deputy Director (Genl.)**  
**Ph.No.011-23345596**  
**Email ID:-shiv.verma@gov.in**

To,

- i. Director, DIID (erstwhile Computer Centre), MoSPI, R.K. Puram, New Delhi for posting the Tender Notice on the website of this Ministry under intimation to this Office.
- ii. Chairman, TEC, MoSPI – for information.

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TECHNICAL BID

1.	Name of Firm/Company/Agency	
2.	Address of Firm/Company/Agency	
3.	Certificate of Registration of the firm/ Company to be enclosed	
4.	PAN Registration No. (copy must be enclosed)	
5.	GST/ TIN/ VAT Registration No. (copy must be enclosed)	
6.	Name of the Authorized Signatory	
7.	Specimen signature of the Authorized Signatory	
8.	Telephone number of the Authorized Signatory	
9.	Whether EMD declaration submitted as per Annexure-III on a Rs.50/-denomination Non-Judiciary stamp paper duly signed and stamped by the firm/agency	
10.	A detail of the Supply and repairing Contract with Ministries/ Departments/ Organizations/ PSUs etc. in which the firm is engaged in providing service for last 3 years. At least one order copy of each year received from Govt. offices must be enclosed with the tender document.	
11.	Whether proof/ copies of work order on items at s. no. 10 must be enclosed. (Yes/ No)	
12.	Income Tax Return for last two years (copy must be enclosed) (Yes/ No)	
13.	Undertaking/ acceptance of terms & conditions by the firm (separate sheet must be enclosed) (Yes/ No)	
14.	Undertaking on the firm's letter head that the firm is not in the list of agencies blacklisted by any other Govt. Offices must be enclosed. The letter should be ink-signed. (Yes/ No)	

2. I have fully read the terms and conditions of the tender documents and agreeable to me/us.

Yours faithfully,

Date:  
seal)  
Place:

(Signature of the Authorized person with

Name:



**BID SECURITY DECLARATION**

**(must be submitted on a ₹ 50 denomination Non-Judiciary stamp paper duly signed and stamped by the firm/ agency)**

With reference to the Tender Notice no. D-21016/01/2021-Genl. dated.....of Ministry of Statistics and Programme Implementation for '**Annual Contract for Supply and repairing of various Electric items in the Ministry of Statistics and Programme Implementation** I/We, the undersigned, declare that:

We understand that, according to the conditions of MoSPI, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your Ministry for the period of time of 01 (one) year, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of bid validity etc. specified in the Tender Notice; or
- (b) fail or refuse to execute the Contract, if required, or
- (c) fail or refuse to furnish the Performance Security as demanded in the tender document/ notice.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

**Signed:** *[insert signature of person whose name and capacity are shown]*

**In the capacity of** *[insert legal capacity of person signing the Bid-Securing Declaration]*

**Name:** *[insert complete name of person signing the Bid-Securing Declaration]*

**Duly authorized to sign the bid for and on behalf of:** *[insert complete name of Bidder/ firm/ agency]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Seal

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

**SWORN TO BEFORE ME  
ATTESTED BY THE NOTARY**





**ANNEXURE-II**

**Item:- Day to day electric repairs/ replacement of electrical items etc. in the Ministry of Statistics & Programme Implementation.**

Sl. No.	Details of work/Item	Qty.	Make/brand	Rates (Rs.) in figure (including taxes)	Rates(Rs.) in words (including taxes)
1.	Repair of fresh air fan (supply & fittings with labour charge)				
i.	Condenser	01	ISI		
ii.	Bearing	01	ISI		
iii.	Motor rewinding	01	ISI		
iv.	Shaft	01	ISI		
v.	Blade	01	ISI		
vi.	Servicing	01	ISI		
2.	Repair of Heat convector (supply & fitting with labour)				
i.	Motor bush	01	ISI		
ii.	Shaft	01	ISI		
iii.	Thermostat	01	ISI		
iv.	Knob	01	ISI		
v.	Element	01	ISI		
vi.	Blower	01	ISI		
vii.	Selector switch	01	ISI		
viii.	Replacement of Motor	01	ISI		
ix.	Indicator for heat convector	01	ISI		
3.	Repair of Hot case (supply and fitting with labour charges)				
i.	Thermostat	01	ISI		
ii.	Element	01	ISI		
iii.	Knob	01	ISI		
iv.	Indicator	01	ISI		
v.	Wire sleeves	01	ISI		
4.	Room Heater (Supply and fitting with labour charges)				
i.	ROD	01			
ii.	Switch	01			



iii.	Cotton wire 3 core 23/76 copper	01Mtr.			
iv.	Wire sleeves	01			
v.	Heater connector	01			
vi.	Reflector	01			
5.	Electric Wire & cables (per metre.) (supply & laying with labour charges)				
i.	Copper wire1.5sq.mm	Per Mt.	ISI		
ii.	Copper wire2.5sq.mm	Per Mt.	ISI		
iii.	Copper wire4.0sq.mm	Per Mt.	ISI		
iv.	Copper wire6.0sq.mm	Per Mt.	ISI		
v.	Copper wire10sq.mm	Per Mt.	ISI		
vi.	Copper wire16sq.mm	Per Mt.	ISI		
vii.	Copper wire0.75sq.mm	Per Mt.	ISI		
viii.	Copper wire23/76sq.mm	Per Mt.	ISI		
ix.	Copper wire23/76sq.mm	Per Mt.	ISI		
x.	Copper wire40/76sq.mm	Per Mt.	ISI		
xi.	Copper wire70/76sq.mm	Per Mt.	ISI		
6.	Calling bells & accessories per units (supply & fittings with labour charges)				
i.	Buzzer	01	ISI		
ii.	Fish	01	ISI		
iii.	Ding dong	01	ISI		
iv.	Bulbul	01	ISI		
v.	Parrot	01	ISI		
vi.	Remote bell	01.	ISI		
7.	Switches, MCBs & Accessories per unit (supply & fittings with labour charges)				
i.	Socket 5Amp	01	ISI		
ii.	Socket 15Amp	01	ISI		
iii.	Switch5Amp	01	ISI		
iv.	Bed Switch 5Amp	01	ISI		
v.	Switch 5Amp	01	ISI		

vi.	Switch 15 Amp (modular)	01	ISI		
vii.	Socket 5Amp(3pin)	01	ISI		
viii.	Switch 15Amp (3pin)	01	ISI		
ix.	Socket 15 Amp (Modular)	01	ISI		
x.	Regulator	01	ISI		
xi.	Plug 5Amp (2pins)	01	ISI		
xii.	Plug 5 Amp (3pins)	01	ISI		
xiii.	Plug 15Amp (3pins)	01	ISI		
xiv.	Call bell switch	01	ISI		
xv.	AC plug 20 AMP	01	ISI		
xvi.	A.C Box	01	ISI		
xvii.	MCB 32 AMP	01	ISI		
xviii.	Multi plug 5Amp	01	ISI		
xix.	Multi plug 15 Amp	01	ISI		
8.	Electrical fabricating Material & Accessories per unit (supply & fittings with labour charges)				
i.	i	PVC Baton 1/2"	1 feet	ISI	
ii.		PVC Baton 1"	1 feet	ISI	
iii.		PVC Baton 1.25"	1 feet	ISI	
iv.		PVC Baton 1.5"	1 feet	ISI	
v.		PVC Baton 2"	1 feet	ISI	
vi.		PVC Conduit pipe 1"	1 feet	ISI	
vii.		PVC Conduit Pipe 3/4"	1 mtr.	ISI	
viii.		Flexible pipe 3/4"	1 mtr.	ISI	
ix.		Flexible pipe 1"	1 mtr.	ISI	
x.		Flexible pipe 1.5"	1 mtr.	ISI	
xi.		Flexible pipe 2"	1 mtr.	ISI	
9.	Supply & Fittings with labour charges (Modular set with switch/ socket including box and cover plate.				
i.		3" X 3"	01	ISI	
ii.		4" X 3"	01	ISI	

iii.	8" X 3"	01	ISI		
iv.	8" X 6"	01	ISI		
v.	8" X 9"	01	ISI		
vi.	8" X 12*	01	ISI		
10.	Extension board (wooden with sunmica fiber sheet fiber sheet) with 3 Mtr. 23/76 three core with & plug 15 Amp (supply & Fittings with labour charges.				
i.	One Switch & socket (15AmP)	01	ISI		
ii.	Two Switch & socket (15AmP)	01	ISI		
iii.	Three Switch & socket (15AmP)	01	ISI		
iv.	Four Switch & socket (15AmP)	01	ISI		
11.	Repair of oil Heater				
i.	Element	01			
ii.	Thermostat	01			
iii.	Auto cut	01			
iv.	Fuse	01			
v.	Oil filling (full quantity)	01			
12.	Repair of Microwave oven				
i.	Minor Repair	01			
ii.	Replacement of PCB	01			
iii.	Replacement of Magnet Iron	01			
iv.	Replacement of motor	01			
v.	Replacement of Micro sensor	01			
13.	Repair of electric Kettle				
i.	Minor Repair	01			
ii.	Auto Cut Off	01			
iii.	Thermostat	01			
iv.	Replacement of wire 2Mtr.				
14.	Water Boiler Repair				
i.	Minor Repair	01			
ii.	Auto Cut Off	01			

iii.	Element(2000W)	01			
iv.	Replacement of water tap brass	01			
15.	Indicator Light				
i.	New light fitting	01			
ii.	Bulb (Green/Red)	01			
16.	<b>Manpower</b>				
	Site persons 03 nos. to attend maintenance call full time at various offices of the Ministry.	Per person per month			

- **Note : Rates quoted by the firm must be exclusive of GST. The firm will raise the bill levying GST as per applicable/ prevailing rates. The responsibility of depositing/adjusting/ taking GST in account with the concerned Government Department will solely lie with the firm.**

