

सत्यमेव जयते

e-Tender No. D- 31012/1/2018-GS

Dated: 16.08.2019

Annual Maintenance Contract of 03 nos. of DG sets installed in West Block-I, R. K. Puram, New Delhi with hiring of one DG set Operator.



Office of the Registrar General and Census Commissioner, India
Ministry of Home Affairs, Govt. of India,
1st Floor, A-Wing, NDCC-II Building,
Jai Singh Road, New Delhi-110001

OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs),
1st Floor, A-Wing, NDCC-II Building,
Jai Singh Road, New Delhi-110001

D-31012/1/2018-GS **Dated: 16.08.2019**

Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: http://eprocuregov.in/eprocure//app.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: http://eprocuregov.in/eprocure//app by clicking on the link "Online Bidder Enrollment" On the CPP Portal which 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 bidder 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/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 DSL's to others which may lead to misuse.
6. Bidder then long in to the site through the secured log-in by entering their user ID/Password and the password on the DSC / E-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the 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, where in the bidders may combine a number of search parameters such as Organisation 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 schedulers. 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 documents.
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

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 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.
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, manual 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 to 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instruction.
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 will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format in acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other calls should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. 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.
7. 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 confidentially of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid documents that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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 and bid summary will be displayed with the bid no. and the date & Time of submission of the bid with tall other relevant details.
10. The bid summery has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pas 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 of queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

DKumar
16/8/19

(Dhirendra Kumar)
Deputy Director (GS)
Ph: 011-23438277

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OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
1st Floor, A-Wing, NDCC-II Building,
Jai Singh Road, New Delhi-110001

No.D-13012/1/2018-GS **Dated: 16.08.2019**

Subject: Annual Maintenance Contract of 03 nos. of DG sets installed at office of Registrar General India, West Block-I R. K. Puram, New Delhi (02 nos./160 KVA & 01 no. 82.5 KVA) with hiring of one DG set Operator. – regarding.

Scope of work	Invitation of e-Tender for awarding the contract for AMC of 03 nos. of DG sets with hiring of one DG set Operator
Earnest Money Deposit to be submitted	Rs.15,000/- (Fifteen thousand only)
Date of Issue/Publishing	16.08.2019
Documents download start date	16.08.2019(05.30 PM)
Seek clarification start date	16.08.2019 (05.45 PM)
Seek clarification end date	22.08.2019 (4.30 PM)
Bid submission started	16.08.2019 ((06.00 PM)
Bid submission closing date	27.08.2019 (10.00 AM)
Date and Time of opening of Technical Bids	28.08.2019 (10.30 AM)

Interested firms / bidders may view and download their tender document containing the detailed terms & conditions, free of cost from the website http://eprocuregov.in/eprocure//app.

16/8/19

(Dhirendra Kumar)
Deputy Director (GS)
Ph: 011-23438277

OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs),
1st Floor, A-Wing, NDCC-II Building,
Jai Singh Road, New Delhi-110001

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File No. D-31012/1/2018-GS **Dated: 16.08.2019**

NOTICE INVITING E-TENDER NO. D-31012/01/2017-GS; DATED-

e-Tender Call Notice for Annual Maintenance Contract of 03 nos. of DG sets installed at office of Registrar General India, West Block-I R. K. Puram, New Delhi (02 nos./160 KVA & 01 no. 82.5 KVA) with hiring of one DG set Operator.

On line tenders are invited, for and on behalf of the President of India, from the reputed firms/contractors having wide work experience in the offices of Government of India/ State Governments/Public Sector Undertaking / any other reputed companies supervising day to day operation of DG Sets, DG sets electrical lines maintenance and related duties for outsourcing one DG Sets Operator for three numbers of DG Sets installed at office of Registrar General India, West Block-I R. K. Puram, New Delhi (02 nos./160 KVA & 01 no. 82.5 KVA).

2. Instructions to the tenderers

Tender documents are to be submitted online in two bid system (i) Technical Bid & (ii) Financial Bid. 'The Technical Bid' should contain full information as required in **Annexure- I.** The 'Financial Bid' should contain full information as required in BOQ. The participating firms are required to deposit **Earnest Money Deposit** for e-tender for "Annual Maintenance contract of 03 nos. of DG Sets at ORGI, West Block-I, R. K. Puram, New Delhi" of **Rs.15,000/- (Rupees Fifteen thousand only)** in the form of Account Payee Demand Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". All the interested firms may send their online application on or before **27.08.2019** till 10.00 AM. The Technical Bids will be opened on **28.08.2019** at 10.30 AM in presence of bidders (if any). Any offer received after due date and time of submission and without EMD shall not be considered. The EMD shall be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Earnest Money (EMD) of the unsuccessful bidder (s) will be discharged / returned as promptly as possible.

3. Period of Contract

The contract will be for a period of one year which can be extended further for one year subject to satisfactory performance of the contractor & approval of Competent Authority.

4. Eligibility Criteria, Terms & Conditions

(i) The firm will submit copy of work orders of similar type worth Rs.3.00 Lakh each year during the last three years of Government of India/State Governments/Public Sector/Undertakings.

(ii) The firm should submit scanned copy of PAN Card, GST registration document, Income tax return for last 3 years, PF, ESI Registration Certificate along with latest deposits of such contribution.

(iii) Interested firms should quote their rates and other details in the prescribed BOQ only. They should quote their rates, keeping in view the strict compliance of labour laws i.e. minimum wages, ESI facility, PF, taxes, etc.

(iv) The firm will deploy 01 no. of skilled and experienced DG Sets operator which will be equipped with tools, safety gears, vehicle and cellular phones for efficient working at West Block-I, R. K. Puram, New Delhi office for all working days including Saturday (and Sunday also as and when required) in office hours. The timing for worker shall be suitably decided by the office. The Operator shall remain available during the office hour (and beyond the office hours in case of need) to attend the maintenance and breakdown services.

(v) Selected firm should provide 01 number of DG Sets Operator for a minimum period of one year and the same may be extended for a further period of one year at the existing terms and conditions, subject to approval of Competent Authority. The deployment of number of Operator (s) may increase subject to the requirement for official work for another shift. The firm will be intimated accordingly and the wages as quoted by the firm shall be paid to the firm.

(vi) The firm should have at least three year's experience in the same field. The firm should also be registered with the concerned authorities in respect of ESI, PF, Taxes and PAN, etc. The firm should enclose the company's profile, ESI details, PF code numbers, copy of Service tax and income tax clearance certificate, etc.

(vii) Bidders shall quote their competitive price online in the BOQ (Financial Bid document). In the BOQ, only basic price is to be mentioned by the bidders. However, the payment will be made to the L1 bidder including taxes extra as applicable. **The payment against AMC will be calculated / paid as – Total amount without taxes (as per BOQ) + Taxes/GST extra as applicable.**

(viii) Proper indexing and page numbering of documents is essential for processing of any bid, in the event of failure of which tender may not be considered. No insurance charge is allowed unless otherwise specified and agreed to by us.

(ix) ORGI reserves the right to accept or reject any or all tenders without assigning any reason thereof.

(x) The tender is not transferable. Incomplete tender (s) or tender (s) received late or tender not confirming to terms and conditions prescribed in the tender document are liable to be rejected.

(xi) The rates quoted in the tender shall be valid for one year from the date of award of contract.

(xii) The successful firm shall be required to enter into an agreement on a non-judicial stamp paper of not less than Rs.150/- for the period of contract within 15 days of receiving the intimation/letter of intent and to start the work within 15 days of the signing of Deed/Agreement.

(xiii) The firm shall comply with all acts, law or other statutory rules, regulations, By-laws applicable with regard to the performance of the work included herein or such contract but not limited to Minimum Wages Act, 1948, Contract Labour (Regulation and abolition Act), 1970, Industries Dispute Act, 1947, workman Compensation Act, 1923, ESI Act, Provident Fund Act and from time to time take such steps as may be deemed necessary in this regard. The contract shall keep the ORGI indemnified against all penalties, claim and liabilities of every kind for any violations of such acts, laws or regulations by the bidder or its staff.

(xiv) Bidders must not furnish any false information/data and any suppression of facts will disqualify them even at a later stage.

(xv) In case of any dispute, the decision taken by ORGI management will be final and binding to the agency. The workers deployed by the contractor will have no right or claim for the permanent absorption in ORGI. In this connection, the agency has to submit an affidavit duly signed by all workers deployed at ORGI on a duly notorized stamp paper of Rs.10/-.

(xvi) The firm will ensure payment of minimum wages to technician / operator through bank account and the payment to the Firm will be made only after receipt of documents / proof for actual payment to the technician / operator.

(xvii) Bidders are requested to read and understand the terms and conditions of the contract as detailed out in this tender document before sending their e-tender, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by ORGI.

(xviii) Bidders shall submit Self-certificate duly signed by the agency that agency is not currently black listed either by ORGI or any other Central Govt. /State Govt. Deptt. / PSUs.

(xix) Bidder shall submit an Undertaking that no relative of the bidder is working in ORGI.

(xx) EMD should be submitted in original at General Section of this office before the closing date & time of the e-tender.

(xxi) Continuous unsatisfactory services by the firm or violation of terms & conditions contained in this tender call notice, during the contract period shall constitute sufficient ground for termination of contract before expiry and forfeiture.

5. The firms are required to upload copies of the following documents alongwith the Technical Bid for evaluation of bids:-

(a) Scanned copy of Earnest Money Deposit (EMD)
(b) Undertaking regarding currently not blacklisted and none of the relative working in ORGI.
(c) Scanned copy of PAN Card
(d) Scanned copy of IT return filed for the last 3 financial years i.e. 2015-16, 2016-17, 2017-18 **OR** 2016-17, 2017-18, 2018-19.
(e) Scanned copy of GST registration certificate.
(f) Scanned copy of ESI & PF Registration certificate and latest challan copy.
(g) Scanned copies of work orders for the similar items during the last 3 years (2015-16, 2016-17, 2017-18 **OR** 2016-17, 2017-18, 2018-19).
(h) Audited balance sheet for the last three years.

6. Evaluation of Bids:-

(i) An Evaluation Committee duly approved by the Competent Authority of ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified time and date fixed by the ORGI.
(ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.
(iii) The Evaluation Committee will first evaluate the Technical Bid submitted by the bidders on the basis of the parameters laid down in the tender document.
(iv) Financial bid of only those agencies that are found to be technically qualified will be opened on the specific date and time which shall be communicated to such agencies before opening of the financial bid. The financial bid will be evaluated based on the lowest quoted rates which means, the lowest acceptable rate quoted by the L1 firm after following the procedure of bid comparison. In case two or more parties quote same rates, the firm with higher average turnover shall be preferred.
(v) ORGI is not bound to accept all or any tender and reserve the right to accept one or more tenders in part. The decision of ORGI in this regard shall be final.

7. Performance Guarantee (Security Deposit)

The Successful bidder shall submit performance security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee from a commercial Bank amounting to 10% of the total contract value (rounding to next hundred) in favour of the Pay & Account officer (Census), New Delhi. Performance Security should remain valid for a period of one year beyond the date of completion of all contractual obligations of the supplier. The Securities Deposit will be refunded only after the expiry of 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 ORGI that the contractor firm may invite upon themselves due to any of the reasons specified above. No interest will be payable for "Performance Guarantee/Security.

8. Payment terms:

(i) The approved firm will submit the bill for payment on monthly basis alongwith Satisfactory Performance Certificate & attendance sheet duly signed by the Caretaker of the building & duly forwarded through the Building In-Charge/Concerned Officer, receipt of PF/ESI, Bank statement showing the transfer of minimum wages in the account of the workers.

(ii) In case of any changes in taxes & Minimum Wages, payment will be made accordingly on actual basis on production of supported documents.

9. Verification of documents:

For verification of documents, the firm shall be required to produce/show the original documents if required on receiving request from ORGI. The firm shall report with all originals to our office on specified date and time. Failure on the part of the firm to report on specified date and time may result in rejection of the tender submitted without further communication.

10. Safety Precaution & Penalty Clause:

(i) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement.

(ii) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractor's risk & cost.

(iii) Violation of applicable safety, health & environment related norms, a penalty of Rs.10,000/- per occasion may be imposed.

(iv) Violation as above resulting in any physical injury, a penalty of 1% of the contract value may be imposed (maximum of Rs.10,000/-) per injury in addition to Rs.10,000/- as mentioned above.

(v) In case of fatal accidents, a penalty of 50% of the contract value (maximum of Rs.5,00,000/-) per fatality may be imposed in addition to Rs.10,000/- as mentioned above.

11. Penalty Clause:

a. The AMC Agency would attend the complaints immediately within 8 hours/ same day, however if faults are not repaired upto 8 hours/same day Rs.1000/- may be deducted as penalty. If not restored within 24 hours, thereafter Rs.200/- per hour may be deducted from the monthly charges for the remaining period.

b. An amount of Rs.1000/- per day may be deducted from the monthly charges if any Operator remains absent or leave without providing substitute by the firm.

12 Details of Work / Job Description:

(i) The technicians will check functioning of changing alternator.

(ii) The technicians will check fan and alternator drive belts and tightened, if required.

(iii) The governor shall be checked and turned for proper functioning by the technicians.

(iv) The technicians will check for leaks, if any and shall be rectified.

(v) The technicians will check and repair the leakage of fuel, lubricating oil and coolant.

(vi) Servicing and repair of various types of fixture/fittings in all respects.

(vii) The technician will check wiring system and repairing/replacement as and when required.

(viii) In the event of any unsatisfactory services by the firm in building, double the proportionate amount due for the days (s) in respect of the building shall be deducted from the monthly charges as penalty.

(ix) Preventive check and running of DG Sets installed ORGI at West Block-I, R. K. Puram, New Delhi office.

(x) Providing preventive electrical maintenance and breakdown services for optimum running and safety of the office premises of ORGI at West Block-I, R. K. Puram, New Delhi office.

(xi) The firm will maintain Log-Book, diesel consumption, duration of non-supply of electricity, etc.

(xii) Diesel will be provided by this office as per requirement.

D Kumar
16/8/19

(Dhirendra Kumar)
Deputy Director (GS)
Ph: 011-23438277

Annexure –I

(Technical and Commercial Evaluation Criteria & Price Bid issues)

Tender Notice No. D-31012/1/2018-GS; dated- 16.08.2019

Technical Bid

Annual Maintenance Contract of 03 nos. of DG sets with hiring of one DG sets Operator for Office of the Registrar General, India, West Block-I, R. K. Puram, New Delhi

1. Name of Tendering Firm :
   (Attach certificate of registration)
2. Name of Director of Firm/Active Partner of Firm/Proprietor :
3. Full address of Registered Office :
   Telephone No. :
   Fax No. :
   e-mail address :
5. Banker of the Firm :
   Full address
   (upload copy of latest bank statement)
6. Details of Earnest Money Deposit
   DD/PO No. & Date :
   Drawn on Bank
   (uploaded copy)
7. PAN No. (upload copy) :
9. GST Registration No. :
   (Upload attested copy)
10. Give details of gross income of the firm as evident from the IT Returns for the last three years:

	2015-16	**2016-17**	**2017-18**
Gross Income			

OR

	2016-17	**2017-18**	**2018-19**
Gross Income			

11. Audited balance sheet for last three years i.e. 2015-16, 2016-17, 2017-18 **OR** 2016-17, 2017-18, 2018-19.
12. Copies of work orders for the similar items during the last 3 years (i.e. 2015-16, 2016-17, 2017-18 **OR** 2016-17, 2017-18, 2018-19).
13. ESI & PF Registration certificate and latest challan copy.
14. Self-certificate duly signed by the agency that agncy is not currently black listed either by ORGI or any other Central govt. /State govt./ PSUs.
15. Undertaking that none of the relative of agency is working in ORGI.

I agree to the terms and conditions as mentioned in the e-Tender Notice No. D-31012/1/2018-GS issued by the ORGI and submitted/uploaded all the required documents.

Signature of the bidder:
Name:
Name of the Agency:
Office Seal:

[redacted] Item Wise BoQ

Tender Inviting Authority: Deputy Director (GS)

Name of Work: Annual Maintenance Contract of 03 nos. of DG sets installed in West Block-I, R. K. Puram, New Delhi with hiring of one DG sets Operator.

Contract No: D.3401/2(12)/2018-GS

Name of the Bidder/ Bidding Firm/ Company :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE without tax in Figures To be entered by the Bidder in Rs P	TOTAL AMOUNT Without Taxes in Rs P	TOTAL AMOUNT in Words
1	2	3	4	5	6	15	17
1	Annual Maintenance contract of 03 nos. of DG sets installed at ORGI, West Block-I, R. K. Puram, New Delhi with hiring of one DG set operator						
1.01	180 KVA	[redacted]	2.00	Nos		0.00	INR Zero Only
1.02	82.5 KVA	[redacted]	1.00	Nos		0.00	INR Zero Only
1.03	Expenditure incurred on spare parts (OEM recommended) for the DG sets as per details given in Annexure-I of the Department NIT Date	[redacted]	1.00	Nos		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	