

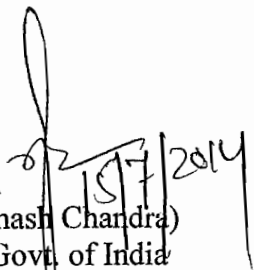
No.D-25013/5/2009-Genl.II
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi, the 15th July,2014

e-TENDER

Tender Enquiry No.	No.D-25013/5//2009-Genl.II dated 15 th July,2014
Name of the work	Online Tender for CAMC of Telephone and its related consumables in Planning Commission.
Earnest Money Deposit	Rs.70,000(refundable after finalization of contract) in favour of Pay& Accounts Officer, Planning Commission, New Delhi.
Bid Submission start Date	15.07.2014 onwards
Last date and time for Acceptance of bids	By. 2.30 PM on 08.08.2014.
Date and time for opening of Technical bids	At 3.30 PM on 08.08.2014

Note:The relevant details are available on web-site "<http://www.eprocure.gov.in/eprocure/app/>"


(Awinash Chandra)
Under Secretary to the Govt. of India
Tel :011-23096733

✓ Copy to; Soochna Dwar : Please up load the above e-tender notice at the official web site of Planning Commission.

No.D.25013/5/2009-General-II

Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, 15th July, 2014.

e- TENDER NOTICE

Subject : Invitation of online bids for Comprehensive Annual Maintenance Contract(CAMC) of Telephone and its related consumables in the Planning Commission. Reg.

Online bids under the two bid system are invited under Rule 181(b) of the GFR of the Gol from experienced and financially sound, Original Equipment Manufacturer (OEM) Authorised Service Providers for (a)comprehensive annual maintenance contract of Karel DS200 EPBAX System, different types of telephone instruments, plan telephone instruments (1+1 and 1+2) and key telephone systems and instruments of different make (b)services of two trained in-house full time technicians, to be stationed in the Planning Commission, Office (Yojana Bhawan) premises and (c)one time bulk supply of telephone related consumable items. Manual bids will not be accepted.

2. The contract will be initially awarded for a period of one year and may be extended, on a yearly basis, for a maximum of three years (initial one year + 2 more years), subject to satisfactory performance, requirement, on the same rates and terms and conditions.

3. The Technical information has to be submitted as per the format at Annexure-IV and the financial bid has to be submitted as per the format at Annexure-V. Scanned copy of Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy thousand only) must be uploaded with the tender and the EMD in original (in sealed cover superscribed with the expression "EMD-Tender for maintenance of telephones") is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan within the office hours w.e.f. 01.8.2014,(10.AM) to 08.08.2014 ,(upto to 2.30 P.M). No interest will be paid on the EMD.

4. All the required documents in support of the eligibility criteria must be duly signed and uploaded online alongwith the scanned copies of the tender documents. The bidders are advised, in their own interest, to submit all supporting documents as per checklist along with their bids. The bidders are also advised to submit their bids, by following "Instructions to Bidders" given in Annexure-VI. Incomplete bids will be declared non-responsive. **Financial bids of only technically qualified bidders will be opened.**

5. The last date and time for submission of bids is 08-08.2014 (upto 2.30 PM). The bids shall be opened online at 3.30 P.M on 08-08.2014 by the duly constituted Tender Opening Committee. One authorised representative per bidder will be allowed to participate in the tender opening.

15/7/2014
(अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

6. Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry shall be entertained after submission of the bids. In case of withdrawal of bid by any bidder, the EMD of the concerned bidder will stand forfeited.

7. The successful bidder will be intimated in writing and his consent sought for acceptance of the proposed contract. No enquiries will be permitted during the interim period.

8. The Terms and conditions of the tender are given at Annexure-II.

9. The tender document may be downloaded from the website of Central Public Procurement Portal "<http://eprocure.gov.in/eprocure/app>" or from the Planning Commission's website "<http://planningcommission.nic.in/news/tender>" with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender will also be available on the above mentioned websites.

(Awinash Chandra)
Under Secretary to the Government of India

15/7/2014
AWINASH CHANDRA
TA/23096/33
अवर सचिव / Under Secretary
आयोजना आयोग / Planning Commission
भारत सरकार / Govt. of India

Copy to: SO (CIT&I), for uploading the above tender on the Planning Commission's website, immediately.

General information & terms and conditions

1. It is proposed to award a comprehensive annual maintenance contract for (a)Karel DS200 EPBAX System, different types of telephone instruments, plan telephone instruments (1+2 and 1+1), key telephone systems and instruments, (b)hire the services of two trained full time inhouse technicians aged between 18 years to 50 yrs, to be stationed in the Planning Commission(Yojana Bhawan) premises and (c)one time bulk supply of telephone related consumable items. The services would be required at Yojana Bhavan, Vigyan Bhavan Annexe and the residential offices of VIPs.
2. The bidder should be an authorised service provider for Karel DS200 EPBAX System and telephone instruments, plan phones (1+1) and (1+2) and key telephone systems of different makes, viz., NEC, KAREL, Panasonic, Beetel and Samsung.
3. Scanned copies of authorization letters from the Original Equipment Manufacturer(OEM), addressed to the Under Secretary, General-II, Planning Commission, in respect of all the brands mentioned in para 2 above should be submitted along with the bid.
4. The maintenance contract should be comprehensive in nature, and should clearly state such items that cannot be covered under the contract. No reservation in this regard would be accepted later from the bidder selected through the instant tendering exercise.
5. The contract will be initially for a period of one year from the date of award of the contract. The contract may be extended on a yearly basis upto a maximum total period of 3 years subject to satisfactory performance, requirement and approval of the Competent Authority. However, the contract may be extended even on quarterly or half yearly basis, if so decided by the Competent Authority.
6. The firm selected through this tendering process will be required to depute two full time in-house trained service technicians aged between 18 yrs to 50 yrs. at Yojana Bhavan who would report for duty on all working days to the S.O. (General-II), these technicians will observe office timing as applicable to the Planning Commission employees and mark their attendance every day. Besides Yojana Bhawan, the technician(s) will be required to visit the residential offices of Deputy Chairman, MoS, Members and Secretary, Planning Commission, etc. For such visits, no extra payments would be made to the technician(s). The technicians should be well behaved/well-mannered and be able to take complaints and attend to all telephone-related complaints at Yojana Bhawan. If, at any point of time,

(अमिनीय चन्द्र)
 (AMINASH CHANDR)
 अवर सचिव/Under Secretary
 योजना आयोग/Planning Commission
 भारत सरकार/Govt of India
 नई दिल्ली/New Delhi

quality of the services of the technician(s) as provided by the firm is noticed to be unsatisfactory or not of the expected level in any manner, the firm will be liable to change the technician(s), immediately. If the technician(s) posted at Yojana Bhavan, has/have to proceed on leave, even for a day, a suitable substitute will have to be provided by the successful bidder. In case such a substitute is not provided even for a day, a penalty would be levied on the said firm @ Rs.500/- per day for the first two days and Rs.1000/- per day for the subsequent days, in addition to deduction from the contractual payment on pro-rata basis, the amounts being deductible from subsequent bills raised by the said firm or from the Performance Security to be obtained from the said firm at the time of award of contract.

7. If the technician(s) is / are found to be indulging in any corrupt practices, causing any pecuniary loss to the Planning Commission or causing any nuisance, the contract will be terminated and performance security will be forfeited. In extreme cases, the firm may even be blacklisted with due publicity as regards the act of blacklisting.

8. Any damage or loss caused due to negligence of the technician(s) will be borne the contractor.

9. The contractor will supply, within 15 days of finalisation of contract, the items indicated in the list of telephone related consumable items and submit the bill(s) thereof for processing of payment.

10. The payment in respect of the CAMC shall be made on a quarterly basis, at the end of each quarter, subject to satisfactory performance and due fulfillment of contractual obligations.

11. The contract will be initially awarded for a period of one year and may be extended, on a yearly basis, for a maximum of three years (initial one year + 2 more years), subject to satisfactory performance, requirement, on the same rates and terms and conditions. However, the extensions may be granted on quarterly/half yearly basis.

12. The contract can be terminated without assigning any reason therefor, at the discretion of Planning Commission, at any time, by giving one month's notice.

13. The Tender should be accompanied by an Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy thousand only) in the form of Demand Draft / Pay Order drawn in favour of "The Pay &Accounts Officer, Planning Commission, New Delhi". The EMD shall be returned to the unsuccessful bidders after finalization of the contract. The EMD of the successful bidder shall be returned after finalisation of contract. **The EMD will be returned without any interest.**


AWINASH CHANDRA
अवर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

14. Scanned copies must be clear, legible and easily readable. Strike-throughs, if any, in the bid application must be countersigned by the authorized signatory. Any bid received without EMD shall be rejected summarily. Incomplete or conditional bids shall also be rejected.

15. No bidder will be allowed to withdraw from the tendering process, after submission of the bids; otherwise, the EMD submitted by the bidder shall stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder shall stand forfeited and action to blacklist the firm will be initiated. The Planning Commission reserves the right to reject any/all of the bids in whole, or in part, without assigning any reason therefor. The decision of the Planning Commission in this regard shall be final.

16. The closing date and time for receipt of tenders will be 08.08.2014 at 2.30 P.M. The bids shall be opened by the Tender Opening Committee constituted by the Planning Commission, at 3.30 PM on 08.08.2014, at Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. Every such representative will have to be duly authorized by authorized the signatory of the concerned firm (who signed the bid document of the concerned firm.)

17. The successful bidder will have to deposit, towards Performance Security, an amount equivalent to 10% of the total annual value of the contract, in the form of a Fixed Deposit Receipt, hypothecated to the Pay & Accounts Officer, Planning Commission. The FDR should be valid for a period of three months beyond the initial one year period of contract. In case of breach of any terms and conditions contained in, or attached to, the contract that would be concluded with the successful bidder, the Performance Security Deposit of the agency will be liable to be forfeited, besides annulment of the contract.

18. The contractor will be responsible for payment of wages to the technicians engaged by them at the rates as applicable under the Minimum Wages Act of the Govt. of NCT of Delhi. The office reserves the right to ask for proof of such payment to the technicians

19. The Competent Authority in Planning Commission reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

20. All payments will be made to the contractor through ECS / RTGS only, and subject to the contractor having proper tax related details on the bills / invoices submitted by him.


(अविनाश चंद्रा)
(AWINASH CHANDRA)
अधर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Eligibility Criteria Conditions:

21. Only those bidders who fulfill the following eligible criteria conditions, shall be considered responsive.
22. The bidder should submit online bid under the two bid system, viz., the bidding system with Technical and Financial bids, as per proforma given in the tender document.
23. Financial bids of only those bidders will be opened who would qualify in the Technical bid round.
24. The bidder should have a Registered or Branch Office in Delhi/NCR
25. The bidder should have at least three years of experience in dealing with similarly configured systems in the relevant field of working, in Govt. Departments / Ministries as on the 31st March, 2014. Copies of current and past contract letters, satisfactory performance certificate, etc, should be enclosed with the Tender documents, as supporting documents. **The bidder should be registered with Employees State Insurance Corporation and EPFO. Supporting documents are to be attached with the bids.**
26. The bidder should submit an authorization letter from the OEM of the relevant brand, alongwith the bid document. The authorization letter should be valid at the time of submission of bid in response to the instant tender notice floated being invited by the Planning Commission. This Office would verify the authenticity of the authorization letter from the OEM, if necessary.
27. The declaration in the prescribed proforma given in this tender document should also be submitted alongwith the technical bid.
28. The Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay &Accounts Officer, Planning Commission, New Delhi" should be dropped in EMD Box kept at Reception Area and the scanned copy of the same may be uploaded with bids.
29. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly signed copy of the same should be uploaded with the bid submitted during the online bid submission. The firm should enclosed copies of PAN, TIN no VAT/Sale, Tax registration and latest copy of Income Tax return.

01/07/2014
(अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt of India
नई दिल्ली/New Delhi

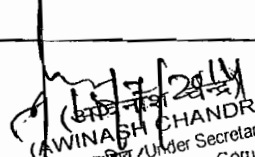
30. The bidder should upload duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the instant tendering process and accepted all the provisions of the Tender during online bid submission.

31. The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking and by Planning Commission for last three years.

32. Bid Evaluation Criteria:

(i) All terms and conditions stipulated in this tender document shall be considered at the technical stage for selection of the firm for signing the contract. Details regarding the criteria for selection and rejection are given below:

The bidder should submit online bid under the two bid system, viz., the bidding system with Technical and Financial bids, as per proforma given in the tender document.	Offline bids will not be accepted.
The bidder should be an authorised service provider for Karel DS200 EPBAX System and telephone instruments, plan phones (1+1) and (1+2) and key telephone systems of different makes, viz., NEC, KAREL, Panasonic, Beutel and Samsung. The bidder should submit an authorization letter from the OEM of the relevant brand, alongwith the bid document. The authorization letter should be valid at the time of submission of bid in response to the instant tender notice floated being invited by the Planning Commission. Scanned copies of authorization letters from the Original Equipment Manufacturer (OEM), addressed to the Under Secretary, General-II, Planning Commission, in respect of all the brands mentioned above should be submitted along with the bid. This Office would verify the authenticity of the authorization letter from the OEM, if necessary.	Bids unaccompanied by the OEM Certificates will be rejected.
The Tender should be accompanied by an Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy thousand only) in the form of Demand Draft / Pay Order drawn in favour of "The Pay &Accounts Officer, Planning Commission, New Delhi". Scanned copies must be clear, legible and easily readable. The EMD should be separately submitted in a sealed cover superscribed "EMD for AMC for Telephones" and dropped in EMD Box	Any bid received without EMD shall be rejected summarily. Incomplete or conditional bids shall also be rejected.


(AWINASH CHANDRA)
अवर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

kept at Reception Area by the stipulated date and time (01.08.2014 to 08.08,2014)	
The bidder should have a Registered or Branch Office in Delhi/NCR region. The Company/Firm/Agency have its own Bank Account,TIN Number,PAN Card. Duly signed copy of the should be uploaded.	Bidder who docs not have a registered or branch office in Delhi/ NCR region shall not be considered.
The bidder should have at least three or more years of experience in dealing with similarly configured systems in the relevant field of working, in Govt. Departments / Ministries as on the 31st March, 2014. Copies of current and past contract letters, satisfactory performance certificate, etc, should be enclosed with the Tender documents, as supporting documents.	Bidder with experience of less than 3 years will not be considered.
The bidder should be registered with Employees State Insurance Corporation and EPFO. Supporting documents are to be attached with the bids.	Bids without documents in support of ESIC and EPFO will not be considered.
Strike-throughs, if any, in the bid application must be countersigned by the authorized signatory.	If strike throughs are not countersigned, the bid will be rejected.
The declaration in the prescribed proforma given in this tender document should also be submitted alongwith the technical bid.	Bid submitted without the undertaking the bid will not be considered.
Bids once submitted cannot be withdrawn.	If any bidder withdraws, his EMD shall stand forfeited.
Financial bids of only those bidders will be opened who would qualify in the Technical bid round.	
The bidder whose total rates indicated at Sl. No.3 in the financial bid format, as given at Annexure-V of the tender document, will be declared as the successful (L-1) bidder. Bidders may please note that only lumpsum / aggregate figures are to be quoted at sl. nos. 1 and 2 of the Financial Bid Form.	

33. Bld Opening: The bid shall be opened by the Tender Opening Committee on the schedule date and time (at 3.30 PM. on 08.08.2014) in Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the representative of the Company/Firm/Agency, if any, who wish to be present at the time of opening the tender


 (AWINASH CHANDRA)
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 योजना आयोग / Planning Commission
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

ARBITRATION

33. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (Admn.) or any Joint Secretary level officer of the Planning Commission, New Delhi or to any officer nominated by him / her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. The decision of the Adviser(Admn.) or the officer nominated by him shall be final and binding on both the parties. The arbitration proceedings shall be held in the office of Planning Commission, New Delhi. The time limit for filing for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

34. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

35. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

(Awinash Chandra)
Under Secretary to the Government of India

15/7/2014
Tel: 23096733
(AWINASH CHANDRA)
अवर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Subject:- Online bids for Comprehensive Annual Maintenance Contract(CAMC) of Telephone and its related consumables in the Planning Commission.

DECLARATION

I, _____ Son / Daughter
of Shri _____ Proprietor /
Partner / Director / Authorized Signatory of
_____ am competent to sign this
declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the instant tendering process and are fully acceptable to me;

I hereby certify that our company has not been black listed by any Government Department / Ministry / PSU or Planning Commission.

I undertake to provide services, if required, beyond office hours and / or on holidays.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature:.....

....

Name.....

...

Company

Seal:.....

N.B.: The above declaration, duly signed and sealed by the bidder as acceptance of all terms and conditions should be submitted with the Technical Bid.

Contd..../-


(AWINASH CHANDRA)
अवर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Please give details in the following format on Company Letter Head
Technical Proposal

TECHNICAL BID FORM

1.	Name of Bidder		
2.	Full Address		
3.	Telephone & Fax No.		
4.	Details of Earnest Money Deposit : Rs. 70,000/- (Rupees Seventy thousand only)		
(a)	D.D / P.O. No. & Date		
(b)	Drawn on Bank		
(c)	Valid upto		
5.	Give details of the similar contracts awarded to the bidder by Central Government Departments / Ministries / PSUs during the last three years, as on 31.03.2014.		
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Details of the contract	Total Value of Contract (Rs.)
A.			
B.			
C.			
6.	Authorisation Letter from OEM	From (Name of company)	Valid for (the period)
(i)			
(ii)			
7.	Additional information, if any		

Signature:.....

.....

Name.....

Company

Seal:.....

15/7/2014
(अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

FINANCIAL BID FORM

Please give details in the following format on Company Letter Head

SL. NO.	Item Particulars	Qty./Unit	Firm and Fixed Rates including Taxes/Service Charges (in Rs.) for the all items under sl. no.1
1.0	KAREL DS 200 EPABX System with Hot Standby, CPU & PSU having a capacity of 1200 analog and 160 digital extensions, voice mail service and FCBC 48V (40A)	1	
1.1	Key Telephone Systems of different configuration	30	
1.2	Key Telephone instruments of different configuration	200	
1.3	Plan (1+1)and (1+2) telephone instruments	350	
1.4	Normal PBT telephone instruments	1500	
1.5	Cordless telephone instruments	20	
		Qty. require	Firm and fixed Rates including Taxes / Service Charges (in Rs.) for one time bulk supply off the all items under sl. no.2
2.0	Line cord for Plan telephones	100 pcs.	
2.1	Coil cord for Plan telephones	100 pcs.	
2.2	Line cord for intercom telephones	200 pcs.	
2.3	Coil cord for intercom telephones	200 pcs.	
2.4	Adapter for Plan telephones	50 pcs.	
2.5	Roset boxes for Plan telephones	50 pcs.	
2.6	Roset boxes for intercom telephones	200 pcs.	
2.7	Cable Two Pair	1500 mtr.	
2.8	Cable Five Pair	500 mtr.	
2.9	Cable Ten Pair	150 mtr.	
2.10	2"PVC Channel	125 mrs.	
3.0	Total of Sl.No.1 & 2		

Note:- The bidder whose total rates indicated at S.No.3.0 in financial bid form are the lowest among the bidders, will be treated as the L1 bidder

Signature:.....

Name.....

Company

Seal:.....


 (AWINASH CHANDRA)
 Under Secretary
 जबर लुचिव / Planning Commission
 योजना आयोग / Govt. of India
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

ANNEXURE-VI

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online

thro' the eProcurement site

<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.

15/7/2014
(अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.

(अविनाश चन्द्र)
(AWINASH CHANDRA)
उपरि सचिव / Under Secretary
योजना आयोग / Planning Commission
भारत सरकार / Govt of India
नई दिल्ली / New Delhi

- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at low resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) 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 eProcurement system. The bidders should follow this time during bid submission.
- 25) 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.
- 26) 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.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail cphp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

(अविनाश चण्डर)
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17/2014

ANNEXURE-VII

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 28 at Annexure-III).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (clause No. 2 at Annexure-II & Clause No.26 of Annexure-III).
3. Proof of authorization from the original service provided for NEC, Karel, Panasonic, Beetel and Samsung (clause No. 2 & 26at Annexure-II &III respectively)
4. Proof of own Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return. (clause No. 29 at Annexure-III).
5. Self attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted al the provisions of the tender(Clause 30 of Annexure-III)
6. Self attested copy of non-blacklisting certificate (clause No. 31 at Annexure-III).
7. A scanned copy of E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid (Point 3 of Tender Document)
8. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.
9. The certificate of registration with Employees State Insurance Corporation and EPFO (clause No. 25 at Annexure-III).
10. Three years certificate of experience in dealing with similarly configured systems in the relevant field of working(Annexure-III).

07/07/2014
(अविनाश चन्द्र)
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भारत सरकार /Govt. of India
नई दिल्ली /New Delhi