## **Event Details**

Select Buyer Select Category

SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD

Repair and Maintenance Services

\* Only categories included in published tenders are displayed

Event Number	Description Event	Bidding Period	Status	
SPMCIL/Security Paper Mill Hoshangabad/Purchase/36/22- 23/ET/250[ARC of submersible pump repair]	ARC of submersible pump repair	17-10-2022 17:15:00 to 19-11-2022 15:00:00	LIVE	Event Details

**Tender Number: 6000017816** 



## SECURITY PAPER MILL, NARMADAPURAM - 461005 (M.P), INDIA

(A Unit of Security Printing and Minting Corporation of India Limited) (Wholly owned by Government of India)

(Miniratna Category-I CPSE & ISO 9001:2015 & ISO 14001:2015 CERTIFIED)

Website: <a href="http://spmnarmadapuram.spmcil.com">http://spmnarmadapuram.spmcil.com</a>

E-Mail:gm.spm@spmcil.com

CIN: U22213DL2006GOI144763 GSTIN: 23AAJCS6111J3ZE Ph.No:91-7574-255259, Fax No: 07574-255170

PR Number	PR Date	Indenter	Department
11009917	09.06.2022	EL	Electrical

Not Transferable

**Security Classification: NON-SECURITY** 

## TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR SUBMERSIBLE SEWAGE PUMP REPAIR

Tender Number: 6000017816/EL/ARC/984, Dated: 17.10.2022

This Tender Document Contains 37 Pages.

Tender Documents is issued to:

M/s	

Details of Contact person in SPMCIL regarding this tender :-

Name, Designation : Vikas Kumar, Manager (Material)

Address : SPMN (Security Paper Mill, Narmadapuram)

Phone No. : 07574-286842

Email : kumar.vikas@spmcil.com



## Section1: Notice Inviting Tender (NIT)

6000017816 /EL/ARC/984 17.10.2022. (SPMCIL's Tender SI No.) (Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Sch d. No.		rief Description f Goods/services	Quantity (with unit)		rnest Money Rupee)		Rema	ırks	
ARC of submersible 1 sewage pump repair			1.000 AU	0.0	OINR				
	1	Repair of 3 HP submersible pump	10.000AU						
	2	Repair of 5 HP submersible pump	10.000AU						
	3	Repair of 7.5 HP submersible pump	10.000AU						
	4	Repair of 10 HP submersible pump	10.000AU						
	5	Repair of 20 HP submersible pump	4.000AU						
	6	Repair of 25 HP submersible pump	4.000AU						
		Tender (Two Bid/ PQB/ EOI/ Fization/ Disposal of Scrap/ Secul		nent/	TWO-BID  National Competetive	Bid			
Date	s o	f sale of tender documents:			As per MSTC e-procur	ement p	ortal		
Plac	Place of sale of tender documents				MSTC e-procurement	portal			
Clos	Closing date and time for receipt of tenders				As per MSTC e-procur	ement p	ortal		
Place of receipt of tenders					MSTC e-procurement	portal			
Time and date of opening of tenders				As per MSTC e-procur	ement p	ortal			
Place of opening of tenders					ADMIN. OFFICE NARMADAPURAM	SECU	RITY	PAPER	MILL,
Nominated Person/ Designation to Receive Bulk Tenders (Clause 21.21.1 of GIT)					VIKAS KUMAR Manager(Material)				

Abbreviation : \_

#### 'AU" MEANS ACTIVITY UNIT,

- 2. Eligibility to participate as per Government of India#s Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division#s Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
- 3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India#s Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
- 4. Interested tenderers may obtain further information about this requirement from the above office selling the



documents. They may also visit our website mentioned above for further details.

- 5. Tenderer may also download the tender documents from the web site https://spmnarmadapuram.spmcil.com or https://www.mstcecommerce.com/eproc/ and submit its tender by utilizing MSTC E-procurement Portal.
- 6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on MSTC Govt. e-procurement portal and the website is www.mstcecommerce.com/eproc/.
- 7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
  - 8. The tender documents are not transferable.
  - 9. The bidder, their affiliates, or subsidiaries # including subcontractors or suppliers for any part of the contract # should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country#s laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
  - 10. EMD: NOT APPLICABLE.
  - 11. GeM :- Undersigned confirms that the required goods mentioned above are not available on GeM as per #GeM Availability Report and Past Transaction Summary# (GeM AR&PTS). This unique ID i sGEM/GARPTS/15062022/B1D23ZK1UEZ6

It is not possible to extract GeM - AR&PTS report due to urgency or non-functioning of GeM at that time or due to non-availability of internet connection.

- 12. Procurement Preference for MSE
- (i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by GoI4 in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.
- (ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME), indicated below:
- (a) District Industries Centres.
- (d) Khadi and Village Industries Commission.
- (e) Khadi and Village Industries Board.
- (f) Coir Board.
- (g) National Small Industries Corporation.
- (h) Directorate of Handicraft and Handloom; and



- (i) Any other body specified by the Ministry of MSME.
- (iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.
- (iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.
- (v) As per MSME Act, 2006 and Government of India#s stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest. Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/ Buyer-Seller Meets for SCs/

STs entrepreneurs.

- (vi) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:
- (a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women
- (b) In case of partnership MSE, the SC/ST or women partners shall be holding at least 51% shares in the unit (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE. This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

(13) In case of order material in your favour for Rs. 2,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (03% of the ordered value) before supply of material after issue of Purchase order by SPM, Narmadapuram in favour of The Security Paper Mill payable at Narmadapuram. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

#### (14) Safety Conditions

- -----
- 1) The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.
- 2) You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.
- 3) It will be sole responsibility of the contractor to insure yours workmen against risks of accident and injury while at



work as required by the relevant rules and to pay compensation, if any to them as per workmen#s compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

4) The contractor shall assign to his workmen task commensurate with their experience and state health condition.

#### Encl:

- 1. Check list (Annexure-I)
- 2. Declaration (Annexure-II)
- 3. Declaration (Annexure-III)
- 4. Declaration (Annexure-IV)

Yours faithfully,

(Vikas Kumar) Manager (Material) For Chief General Manager E-mail: kumar.vikas@spmcil.com PHONE: - (07574) 286842 & 286587

#### **CORRESPONDING ADDRESS**

THE CHIEF GENERAL MANAGER SECURITY PAPER MILL NARMADAPURAM-461 005 (M.P.) Website: http://spmnarmadapuram.spmcil.com

FAX:- (07574)-255170



# Section II: General Instructions to Tenderers (GIT) Part 1: General Instructions Applicable to all type of Tenderers Kindly refer https://spmcil.com/uploaddocument/GIT/new.pdf for further details (GIT contains 61 pages)



# Section II: General Instructions to Tenderers (GIT) Part II: Additional General Instructions Applicable to Specific type of Tenderers Kindly refer https://spmcil.com/uploaddocument/GIT/new.pdf for further details (GIT contains 61 pages)



Section III: Specific Instructions to Tenderers (SIT)
The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	3	Eligible Tenderers	Applicable
02	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
03	6.1	The tender documents includes:	Applicable
04	8	Pre-bid Conference	Not Applicable
05	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMN in writing or by fax/e-mail/telex. SPMN will respond in writing to such request provided the same is received than fourteen days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding document.
06	10.1	The Technical bid to be submitted by Tenderer shall contain the	following documents, duly filled in, as required: Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not applicable
13	16.2 a) to c)	Documents Establishing Tenderer#s Eligibility and Qualifications	Not applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	NOT APPLICABLE
15	19	Tender Validity	120 days from opening date of quotation.
16	20.4	Number of Copies of Tenders to be submitted	One copy in original
17	20.8	Two Bid System	Applicable
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Not applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers	Not applicable



Sr No	GIT Clause No.	Торіс	SIT Provision
		and Preferential schemes	
21	43	Parallel Contracts	Not applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not applicable
24	45.1	Notification of Award	Applicable
25	50	Applicability of additional GIT for rate Contracts	Not applicable
26	51	Applicability of additional GIT for PQB Tenders	Not applicable
27	52	Applicability of additional GIT for Tenders involving Samples	Not applicable
28	53	Applicability of additional GIT for EOI Tenders	Not applicable
29	54	Applicability of additional GIT for Tenders for Disposal of Scrap	Not applicable
30	55	Applicability of additional GIT for Development/Indigenization Tenders	Not applicable
31	28.1,28.2,28.3	Discrepancy in Prices	Applicable
32	Special Condition	GST Returns	Supplier Should file the GST returns in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.
33	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q	SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021
34	Special Condition	Sec. 206AB of IT Act	Vendor has to submit declaration in specified format for the compliance of section 206AB of Income tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.



## Section IV: General Conditions of Contract (GCC) Kindly refer https://spmcil.com/uploaddocument/GCC/new.pdf for further details (GIT contains 36 pages).



Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

SI.No	GCC Clause No.	Topic	SCC Provision
01	1.2	Abbreviations:	Not applicable
02	6.1, 6.3 & 6.5	Performance Bond/ Security	Applicable
03	8.2	Packing and Marking	Not applicable
04	9	Inspection and Quality Control	Not applicable
05	11.2	Transportation of Domestic Goods	Not applicable
06	12.	Insurance	Applicable
07	14.1	Incidental Services	Applicable
08	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not applicable
09	16.2, 16.4	Warrantee Clause	The agency should stand guarantee for the workmanship for a period of six months from the date of despatch of job from firm workshop to SPM
10	19.3	Option Clause	The Chief General Manager Security Paper Mill Narmadapuram may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonablenotice even though the quantity ordered initially hasbeen supplied in full before the last date of Delivery Period.
11	20.1	Price Adjustment Clause	Applicable
12	21.	Taxes and Duties	Applicable
13	22.	Terms and Mode of payments	Payment will be made on actual weight basis after suitablity and production of all required documents submitted by supplier through RTGS/NEFT only.
14	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM N'puram shall, without prejudice to other rights and remedies available to SPM, N'puram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services along with applicable GST of 18% on the LD amount, for each week of delay or part thereof until actual delivery or
15	24.1	Quantum of LD	performance, subject to a maximum



SI.No	GCC Clause No.	Topic	SCC Provision
			deduction of the 10% ( plus GST on the LD amount) of the delayed goods or services#
16	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not applicable
17	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMN and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consulation withing 21 days of its occurrence, then,unless otherwise provided in the SCC, either SPMN or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.



## **Section VI: List of Requirements**

No.	Breif Description of goods and services (Related Specifications etc.are in Section-VII)	Accounting Unit		Amount of Earnest Money	Remark
1	ARC of submersible sewage pump repair	AU	1.000	0.00INR	

NOTE: THIS IS THE TENTATIVE REQUIREMENT, IT MAY INCREASE OR DECREASE DURING THE CONTRACT PERIOD.

SUBMISSION OF TENDER: The bid is to be submitted in two parts are as follows:

(1) Bid: TWO BID (In Two Parts)

PART-A: TECHNO-COMMERCIAL BID:

- (1) Consisting of all technical specification as per section VII of this Tender document & commercial conditions. It should not have any price /price elements of the item being offered.
- (2) EARNEST MONEY DEPOSIT (EMD): NOT APPLICABLE
- (3) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section: XI of this document.
- (4) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
- (5) Place of work: SPM, Narmadapuram.
- (6) Period of Work: 12 months (1 year) from the date of issue of purchase order/NAC whichever is earlier.
- (7) Attend the complete: To ensure availability of manpower on 24 hour basis for timely job completion to maintain plant availability.
- (8). Taxes: If any Please strictly incorporate in our NIT Section XI.
- (9) Payment Terms: 100% payment shall be released on actual service after suitability and on production of all required documents by the contractor thereof through NEFT/RTGS only.
- (10) Warranty: The agency should stand guarantee for the workmanship for a period of six months from the date of dispatch of job from firm workshop to SPM.
- (11) No Deviation Certificate: Bidder should confirm in their quotation, "We acceptance of all terms and condition with technical specification of tender document without any deviation".
- (12) Submit Manufacturer authorization form/ Authorized Dealership certificate Not Applicable
- (13) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.





(14) Submit the declaration duly seal and signed by Competent Authority on your letter head as per Ministry of finance Dept. of Expenditure, Public Procurement Division OM No. F.No. 6/18/2019-PPD dated 23.07.2020 as follow (Refer GIT Cluase no. 3.5).

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that M/s.....(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s.....(firm's name) fulfills at requirements in this regard and is eligible to be considered."

#### PART # B: PRICE BID:

The bidders shall quote the price and other elements of price as per the format given as Section # XI of this tender documents. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

#### **EVALUATION CRITERIA FOR L1 BIDDER:**

The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder & be decided taking into consideration of total offered price as per Section # XI (Price schedule) of this tender document.

NOTE: #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#



## **Section VII: Technical Specifications**

Repair of Submersible Seewage pumps (Rating as per price schedule)

Pumps will be opened in SPM by contractor to ascertain the repair.

Overhauling of pumps includes replacement of bearings, bearing bushes, oil seals, terminal glands and insulating oil with new ones, lead repairs, minor shaft and mechanical repairs, minor body repairs along with replacement of hardware like missing nuts, bolts and wire mesh, hooks, painting of pumps etc.

Rewinding means replacement of windings with new Super enameled copper wire confirming to IS13730 or PVC wire as installed in submersible pump which shall be of reputed make, conforming to relevant IS specification with latest amendments.

Cost of repair includes cost of materials, machine charges, labour charges, establishment charges, transportation charges etc. and other charges expensed for repair.

Winding should be done with exact size, type and grade of wire as per original design unless specified by SPM.

Contractor should check for availability of wire mesh/ stainer provided at suction area. If mesh is not in good condition/not available, contractor should provide new suitable mesh.

Contractor should check for availability of hooks provided for handling the pump. If hooks are not in good condition/ not available, contractor should provide / weld suitable hooks for handling.

Damaged parts(which are replaced by the party on free of cost) not required to be returned to SPM like winding wire , bearing , terminl plates etc

Painting of submersible pumps is in the scope of contractor.

As the job will be carried out outside SPM premises transportation of pumps from and to SPM for repair and rewinding or during defect liability period is in the scope of contractor.

The Agency should stand guarantee for the workmanship for a period of six months from the date of despatch of job from firm workshop to SPM

After completion of above said jobs, reassembly of the complete pump and its complete alignment for vibration free operation of the pump testing and balancing.

Providing necessary items like nuts, bolts, adhesive and packing to prevent leakage of oil during operation of the pump.

In case of failure within six months period the Agency will repair free of cost at his own risk. In case of non-fulfillment of this the equal bill amount of the BOQ item will be deducted.

Makes to be used for overhauling

- 1. Bearing :- SKF /FAG/Timken/NTN
- 2. Mechanical Seal :- chem seal, Leak proof or equivalent.
- 3. Winding wire :- Milan, Shrayansh, apple or equivalent.
- 4. Oil Seal: SKF/Sun or equivalent.
- 5. Insulation varnish = Dr Beck



#### **Essential Conditions**

- 1. Firm should have motor repair and rewinding workshop of their own which may be verified if required
- 2. Firm should have experience of repair of submersible pump of atleast 25 HP OR HIGHER RATING SUBMERSIBLE PUMP. Documentary evidence may be attached for the same like purchase order, work order etc
- 3. Transportation includes TO and FRO pump transport from SPM to firm workshop and return.
- 4. Detailed Check sheet of pump to be filled before and after repair to be provided to SPM.
- 5. Invoice of installed Bearing and Seals to be provided after repair for each pump along with invoice for the jobs completed.



## **Section VIII: Quality Control Requirements**

Not Applicable.



## Section IX: Qualification/Eligibility Criteria

Not Applicable.



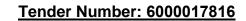


## **Section X: Tender Form**

Date	
То,	
(Complete address of SPMCIL)	
Ref: Your Tender document No dated dated	
We, the undersigned have examined the above-mentioned tender enquiry do including amendment No, dated (If any), the receipt of which is confirmed. We now offer to supply and deliver (description of goods and service conformity with your above referred document for the sum shown in the price schedule(s), a herewith and made part of this tender.	s hereby /ices) in
If our tender is accepted, we undertake to supply the goods and perform the services as meabove, in accordance with the delivery schedule specified in the List of Requirements.	entioned
We further confirm that, if our tender is accepted, we shall provide you with a performance of required amount in an acceptable form in terms of GCC clause 6, read with modification in Section V – "Special Conditions of Contract", for due performance of the contract.	•
We agree to keep our tender valid for acceptance for a period upto, as require GIT clause19, read with modification, if any in Section-III - "Special Instructions to Tenderer subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide tender upto the aforesaid period and this tender may be accepted any time before the expir aforesaid period. We further confirm that, until a formal contract is executed, this tender reyour written acceptance thereof within the aforesaid period shall constitute a binding between us.	rs" or for e by this ry of the ead with

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

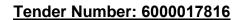




We also solemnly declare as under:

1		N	1S	М	Es	S	ta	tυ	ıs	
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	ing read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) er, 2012 (as amended and revised till date), and solemnly declare the following:
(a)	Company/Partnership Firm/Proprietary Concern/Society/Trust /NGO/Others (Please Specify):
(b)	Micro/ Small / Medium Enterprise/ SSI/ Govt. Dep't. / PSU/ Others:
(c)	Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):
(d)	MSME Registration no. (with copy of registration):
(e)	Udyog Aadhar Memorandum no
(f)	Whether Proprietor/ Partner belongs to SC/ ST or Women category (Please specify names and percentage of shares held by SC/ST Partners):
2. M	ake in India Status:
201	ing read and understood the Public Procurement (Preference to Make in India PPP_MII) Order, 7 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/artment, and solemnly declare the following:
(a) (b)	Self-Certification for category of supplier:  Class-I Local Supplier/ Class-II Local Supplier/ Non-Local Supplier.  We also declare that There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order
	Restrictions on procurement from bidders from a country or countries, or a class of ountries under Rule 144 (xi) of the General Financial Rules 2017
Р	laving read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PD dated 23 <sup>rd</sup> July 2020 (and its amendments if any) by Department of Expenditure, Ministry of inance under the above provision and solemnly declare the following:
[	☐ We do not belong to any Country whose bidders are notified as ineligible under this order
	<b>ebarment Status:</b> Please state whether business dealings with you currently stand suspended/anned by any Ministry/ Depts. of Government of India or by any State Govt:
	<ul><li>Yes (with period of Ban)</li><li>No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including</li></ul>





subcontractors or suppliers for any part of the contract—do not stand declared ineligible/blacklisted/banned/debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

5.	Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including
	debarment.
	(Signature with date)
	Name and designation
	Duly authorized to sign tender for and on behalf of



### Section XI: Price Schedule

TENDER No. 6000017816

#### A. PRICE FOR SUPPLY ITEMS/SERVICE

The Price bid should clearly indicate the break-up of the price as under

Service line	Service Description  A  Rate for ARC of electric work as per section-	Qty. B	Rate (in Rs.)	Total Amount (in Rs.) (BXC)	GST in percentage (%) on D	Total Price (D+E)
	SAC Code in 6 digits					
1	Repair of 3 HP submersible pump	10 AU				
2	Repair of 5 HP submersible pump	10 AU				
3	Repair of 7.5 HP submersible pump	10 AU				
4	Repair of 10 HP submersible pump	10 AU				
5	Repair of 20 HP submersible pump	4 AU				
6	Repair of 25 HP submersible pump	4 AU				
	Grand Total			-		

#### NOTE

1. Scope of Supply: (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant Installation/ Commissioning/
Fraining/ Technical Support/ incidental services/ software/ accessories, considered necessary to make the proposal self-contained
and complete must be indicated here.)

2. Taxation Details:	
a) PAN number	
b) Type of GST Registration (Re	egistered, Unregistered, Composition, SEZ, RCM etc.)
c) GSTIN number	
d) Registered Address as per G	ST registration and Place of Delivery for GST Purpose
e) Contact Names, Nos. & emai	I IDs for GST matters (Please mention primary and secondary contacts)
3. Evaluation criteria :- The met and be decided taking into cons	nod of evaluation of L1 criteria for awarding the contract shall be consolidation offer by the bidd ideration of total offered price.



- 4. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII— Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with
- 5. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of ---- days from the date of opening of tender (i.e., upto ---), We shall be bound by the communication of acceptance dispatched within the prescribe time.
- 6. Earnests Money/Bid Guarantee for an amount equal to ...... is enclosed in form of -----(form and reference number, date) as per the Tender Documents.
- 7. TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.

#### Note:

- (i) The Bidder may prepare their own offer forms as per this proforma.
- (ii) No change in the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialed by the bidder.
- (iv) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.
- 8 BILLING:
- 8.1 Bills for jobs shall be certified only on the basis of the data in the Log/Measurement books, Job Order/Job Slip duly certified by EIC.
- 8.2 Contractor shall submit only one Bill per month for the work done in previous month.
- 8.3 The contractor shall submit bills with detail measurement in quadruplicate in Standard bill format of SPM and . maintain one copy of each bill for their records.

NOTE: \* 'BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER."

\*\*\*Details of Unit Abbreviation : AU - Activity Unit





1. Vendor/ Contractor particulars:

#### **Section XII Vendor Details**

The tenderer should furnish specific details mentioned below. In case a question/issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

(a)Name of the Company:
(b)Corporate Identity No. (CIN):
(c) Registration if any with SPMCIL:
(d)Complete Postal Address:
(e)Pin code/ ZIP code:
(f) Telephone nos. (with country/area codes):
(g)Fax No.: (with country/area codes):
(h)Cell phone Nos.: (with country/area codes):
(i) Contact persons /Designation:
(j) Email IDs:
2. Taxation Details:
(a)PAN Number:
(b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
(c) GSTIN number:
(d)Registered Address as per GST registration and Place of Delivery for GST Purpose:
(e)Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):



**Tender Number: 6000017816** 

We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.
(Signature with date)
(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)
For and on behalf of
(Name address and stamp of the tendering firm)
(Name, address, and stamp of the tendering firm)





## **Section XIV: Manufacturer's Authorization Form**

To
(Name and address of SPMCIL)
Dear Sirs,
Ref. Your Tender document No, dated
We,
We further confirm that no supplier or firm or individual other than Messrs
We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.
Yours faithfully,
[Signature with date, name, and designation]
for and on behalf of Messrs
Name 2 and read of the many features

Name & address of the manufacturers

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.





#### **Section XVI: Contract Form**

(Address of SPMCIL's office issuing the contract)

Co	ontract No dated
Th	nis is in continuation to this office' Notification of Award No dated
1.	Name & address of the Supplier
2.	SPMCIL's Tender document No dated
3.	Supplier's Tender No

- 4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

- 5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price



**Tender Number: 6000017816** 

Ar	ny other additional services (if applica	ble) and cost there of:	
To	otal value (in figure)	(In words)	
(ii) (iii) (iv)  (v) (vi) (vii) (viii) (ix)	<ul><li>(a) Mode(s), stage(s), and place(s) of</li><li>(b) Designation and address of SPM Destination and dispatch instruction</li><li>Consignee, including port consigner</li></ul>	CIL's inspecting officer	
(Sig	nature, name, and address of SPMC	IL's authorized official)	
For	and on behalf of		
Rec	eived and accepted this contract		
	nature, name, and address of the supplier)	oplier's executive duly authorized to sign on behalf of t	he
For	and on behalf of		
(Naı	me and address of the supplier)		
	al of the supplier)		
Date	э:		
Plac	ce:		





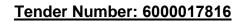
## Section XVII: Letter of Authority for attending a Pre-bid Conference/ Bid Opening

(Refer to clause 24.2 of GIT)

The General Manager									
Unit Address									
Subject: Authorization for attending bid opening on (date) in the Tender of									
Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of									
Order of Preference	Name	Specimen Signatures							
I.									
II.									
Alternate Representative									
Signatures of bidder or									
Officer authorized to sign the bid Documents on behalf of the bidder									

#### **NOTE**

- 1. Maximum of two representatives will be permitted to attend pre-bid conference/bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
- 2. In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
- 3. Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.





## Section XVIII: Proforma of Bills for Payments

## (Refer Clause 22.6 of GCC)

Name	and Address of the	Firm				
Bill No			Dated			
Purch	ase order		No Dated			
Name	and address of the	consignee				
S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						
2. F 3. E 4. F 5. C 6. F 7. (	Freight (if applicable) Excise Duty (if application of application	able) ing charges (if appli y) Iculation sheet encl	cable)			
9. т	TCS (u/s 206C (1 H) of IT Act in not applicable, as SPM will deduct TDS U/s 194Q.					
	tch detail RR No. oth					
Insped	ction Certificate No .		dated		(encl	osed)
Place	and Date					
Receiv	ved Rs					
Rupee	es)					

Tender Number: 6000017816

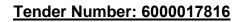


#### We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. That the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier





### **Section XIX: NEFT Mandate**

## (Refer clause 22.2 of GCC)

From	: M/s	Date:		
To:				
(Inse	rt Name and Address of Purchaser's Payir	ng Authority as per NIT Clause 1)		
Sub:	NEFT payments			
abov	e scheme to our under noted account.	ate SPMCIL for making payments to us through the		
NATI	ONAL ELECTRONIC FUNDS TRANSFER	MANDATE FORM		
1.	Name of City			
2.	Bank Code No.			
3.	Branch Code No.			
4.	Bank's Name			
5.	Branch Address			
6.	Branch Telephone / Fax No.			
7.	Supplier's Account No.			
8.	Type of Account			
9.	IFSC code for NEFT			
10.	IFSC code for RTGS			
11.	Supplier's name as per Account			
12.	MICR Code No.			
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.				



**Tender Number: 6000017816** 

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and Signature of authorized Official of the bank



#### ANNEXURE - I

## TWO BID, SINGLE STAGE (TWO PACKET) TENDER BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

#### Part I: - <u>TECHNO-COMMERCIAL BID (Refer</u> as per Section VI-List of Requirement, PART-A)

S.No.	Tender Submission Check Points	Check before submission Tick ( )
1	Earnest Money Deposited (As per section-VI)	NOT APPLICABLE
2	Tender Document duly Seal & Signed	
3	F.O.R. /Place of work:- SPM Narmadapuram duly unloaded	
4	Blank Price Bid as per Section XI (Without Price)	
5	Tender Validity <b>120 days</b> as per the tender	
6	Technical specification/ Scope of work as per Section VII	
7	Payment Terms as per Section V	
8	Submit Manufacturer's Authorization form (if applicable)	
9	Accept the Warranty clause as per tender (if applicable)	
10	Submit Eligibility Criteria - Section IX Duly seal & sign	
11	Fill Tender Form- Section X Duly seal & sign (without mentioning price)	
12	Period of Work/Delivery Terms : As per Section VI of our tender	
13	Submit declaration as per Annexure II, III & IV	

#### Part II: - PRICE BID

S.No.	Tender Submission Check Points	Check before submission Tick ( )
1	Price Bid as per Section XI (Price including all taxes & other charges )	

(Bidder's	Seal & Sign)

#### Note:

- 1. Copy of this completed checklist to be necessarily enclosed along with bid.
- 2. "Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer."



#### **ANNEXURE - II**

## Tender No. 6000017816/EL/ARC/984, Dt.17.10.2022 (To be submitted on the letter head)

#### **DECLARATION**

We do hereby declare that,

- 1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
- 2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
- 3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature
Name
Designation
Date
Stamp of the Organization



<u>ANNEXURE – III</u>

## Tender No. 6000017816/EL/ARC/984, Dt. 17.10.2022 (To be submitted on the letter head)

#### **DECLARATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a I	and
border with India. I certify that M/s(firm's name) is not from suc	ch a
country or, if from such a country, has been registered with the Competent Authority. I hereby certify t	that
M/s (firm's name) fulfills at requirements in this regard an	nd is
eligible to be considered." (where applicable, evidence of valid registration by the competent Authority s	shall
be attached)"	
I, the undersigned, declare that the itemoriginate in(Name of	the
country).	
Signature	
Name	
Designation	
Date	
Stamp of the Organization	





#### <u>ANNEXURE – IV</u>

### Tender No. 6000017816/EL/ARC/984, Dt. 17.10.2022 (To be submitted on the letter head)

Ven		<u>eciaration</u>		<u>n 206AB 01 1DS u</u>	<u>nder income i</u>	<u>lax Act, 1961</u>
M/s						
PAN				GSTIN		
						PAN: (PAN No.
206	AB of the IT	Act, 1961, here	eby declare the	e following:-		
	Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgement Number (15 digit – number) (Attach copy of acknowledgements)	Return of income u/s 139/1	Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No")
	2018-19					
	2019-20					
and acco	is truly stat ount of the fal	ed. In case th	ere is a tax li		al consequences wh	above is correct, complete nich are levied on SPM or for the same.
	norized Signa	itory				
Date	9:					
	e: In case the wing rates, n	•	d to comply w	rith the above provision	s, TDS shall be dea	lucted at the higher of the
	(ii) at twice t	the rate specific the rate or rate	s in force; or	ant provision of the Act; (	or	

#### **Vendor Registration Procedure for Common Portal(V3) e-Procurement**

#### **System Requirements:**

- 1. OS Windows 10 and above, browser Internet Explorer 10 and above
- 2. Digital Signature Class 3 and above (both signing and encrypting)

#### **STEPS:**

- 1. Please visit https://www.mstcecommerce.com
- 2. Scroll onto e-Procurement tab and click on "Common Portal"
- 3. In the **Vendor Login**, please click on "**Register**"
- 4. Please fill all the details and follow the onscreen form to get registered.
- 5. Click on Submit button.
- 6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3**(both signing and encryption)

#### **For System Settings:**

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: bit.ly/v3mstcvid

# Bidding Guide to Vendor

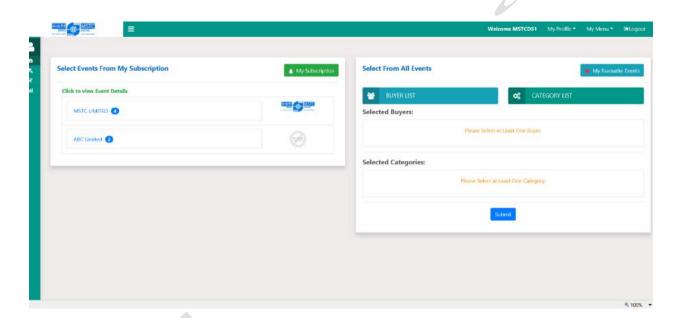
www.mstcecommerce.com/eproc

The following section is meant only to provide guidance to bidders about the Bidding process on the website of MSTC. This guideline is subject to change from time to time depending on the development of the portal. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the Helpdesk to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.

A vendor shall be able to participate in event through Dashboard, My Favourite Events and Bid Floor.

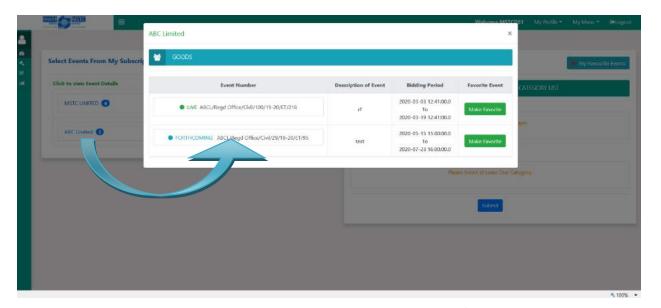
Dashboard provides two options to vendors-

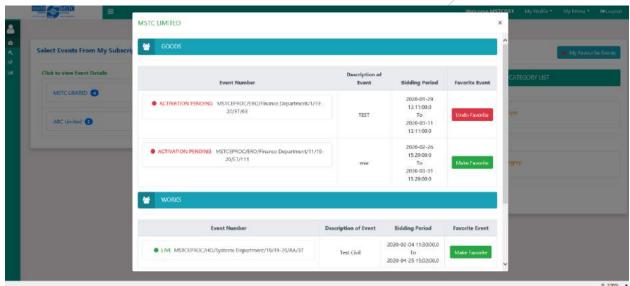
- Select Events From My Subscription
- Select From All Events



#### **Select Events From My Subscription**

System provides the list of buyers for which vendor has subscribed. Under each buyer the total count of events LIVE/ Forthcoming and Activation Pending gets displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.

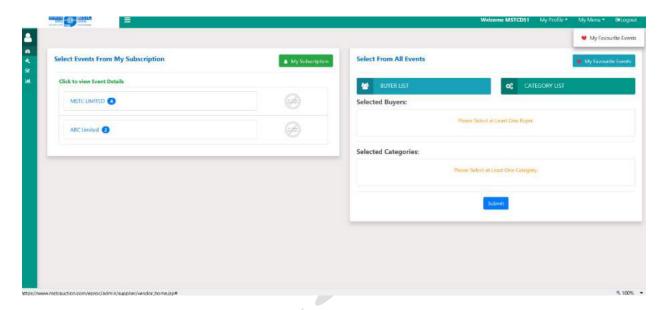




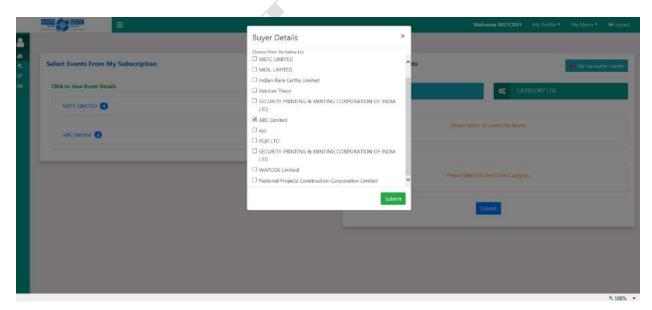
- **♣** On clicking the LIVE event, system leads the vendor to the bid floor.
- ♣ A vendor shall be having the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.

#### **Select From All Events**

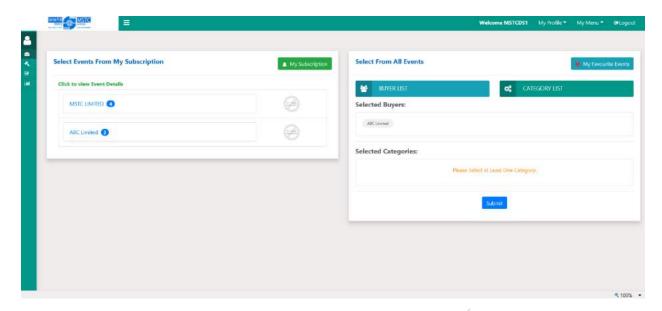
System provides the list of all the events (LIVE/Forthcoming) created in the portal based on the selection of buyers and category by vendors. Under each buyer the total count of events LIVE and Forthcoming shall be displayed. In case an event is limited tender or Reverse Auction, vendors who are eligible to participate shall be able to participate in the bidding.



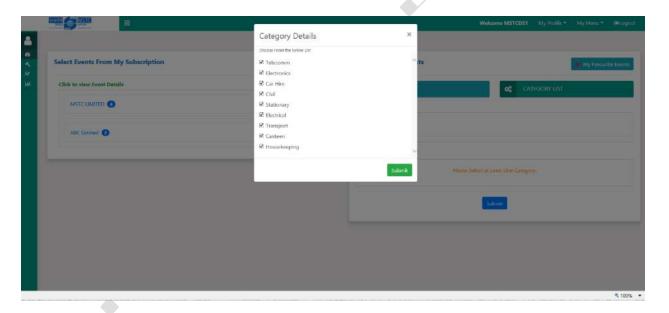
Vendor shall have to select buyers from Buyer List and click on 'Submit'.



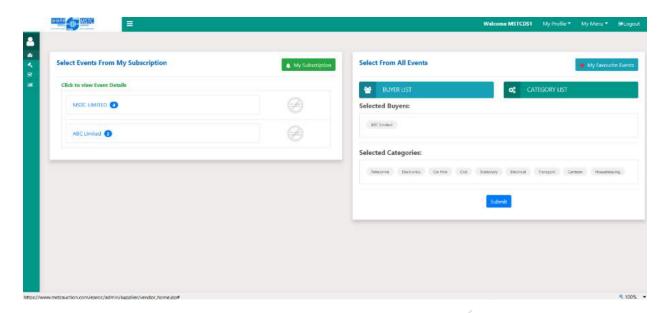
On clicking 'Submit' button, the selected buyers shall be displayed in the 'Selected Buyers' list.



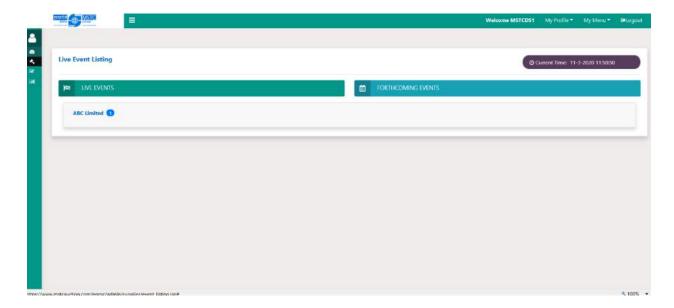
Vendor shall have to select category from Category List and click on 'Submit'.



On clicking 'Submit' button, the selected categories shall be displayed in the 'Selected Categories' list.



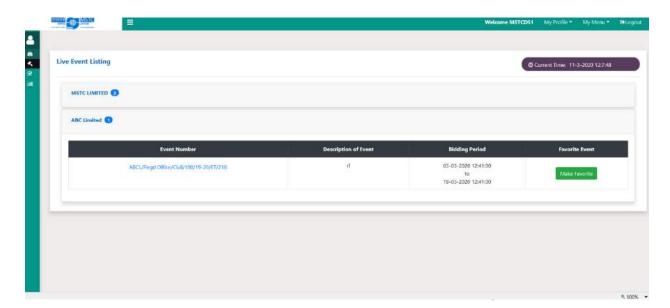
On clicking 'Submit', system shall display each buyer along with the total count of events under 'LIVE Events'.



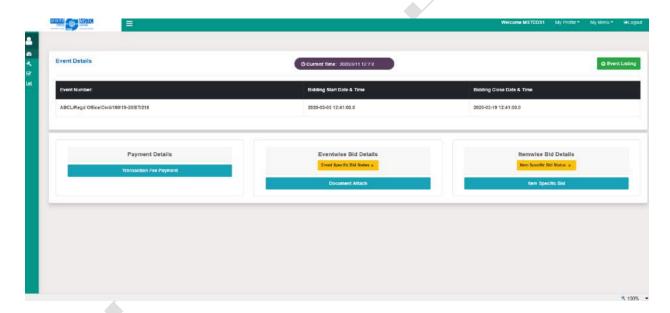
#### **LIVE Event Listing**

On clicking a particular buyer's name, system enlists the LIVE events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



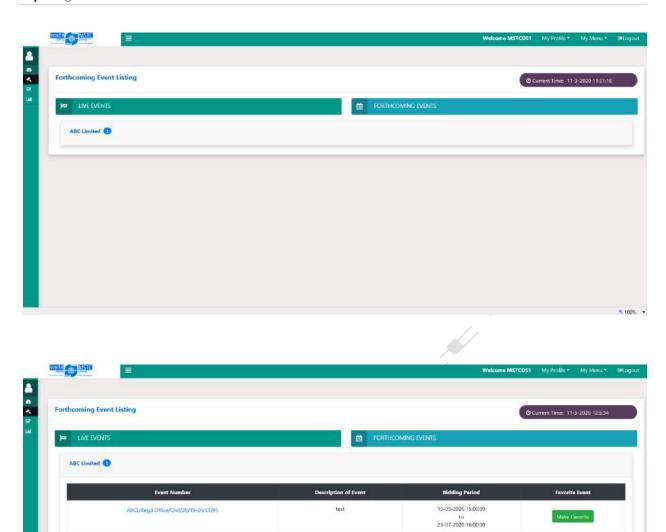
On selecting an event, system leads a vendor to the bid floor.



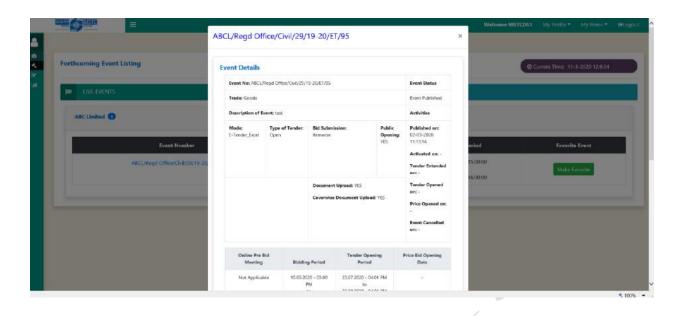
#### **Forthcoming Event Listing**

On clicking a particular buyer's name, system enlists the Forthcoming events.

A vendor shall have the provision to add any event to the list of 'My Favourite Events' by clicking on 'Make Favorite'. To remove any event from the list, vendor shall have to click on 'Undo Favorite'.



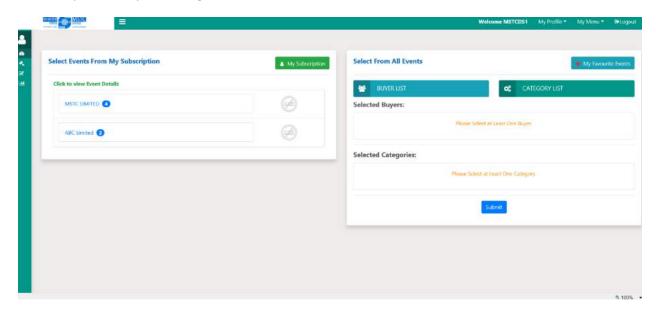
On selecting an event, system displays the catalogue.





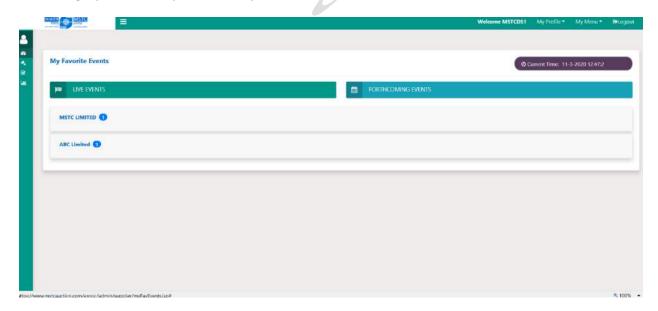
#### **My Favourite Events**

On clicking this link, system displays the LIVE and Forthcoming events which have been added to favorites under respective buyers through Dashboard and Bid Floor.

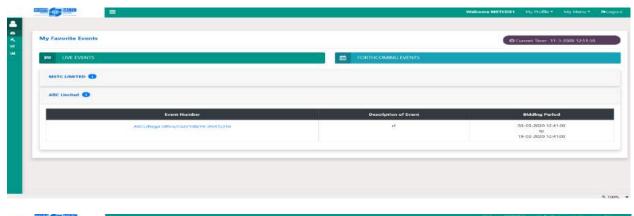


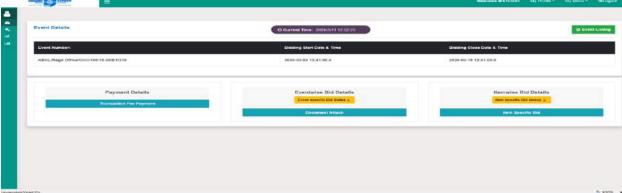
#### **LIVE Events**

On clicking a particular buyer's name, system enlists the LIVE events.



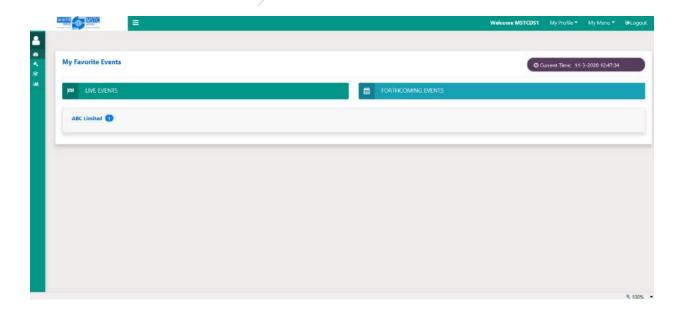
On selecting an event, system leads a vendor to the bid floor.

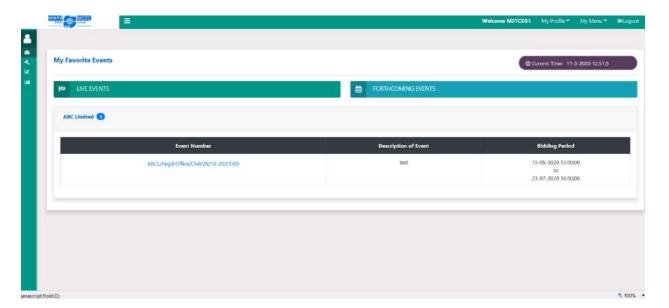




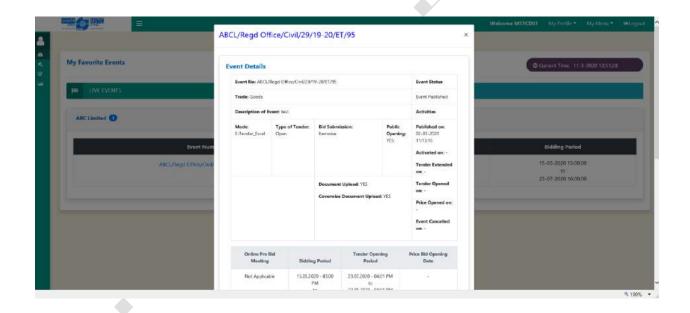
#### **Forthcoming Events**

On clicking a particular buyer's name, system enlists the Forthcoming events.



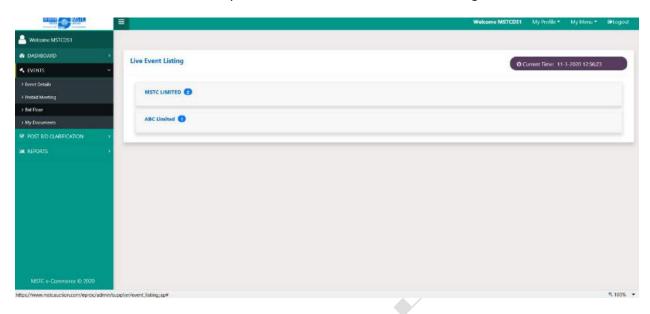


On selecting an event, system displays the catalogue.

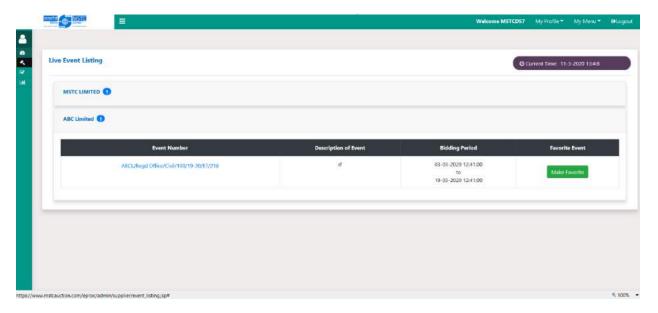


#### **Bid Floor**

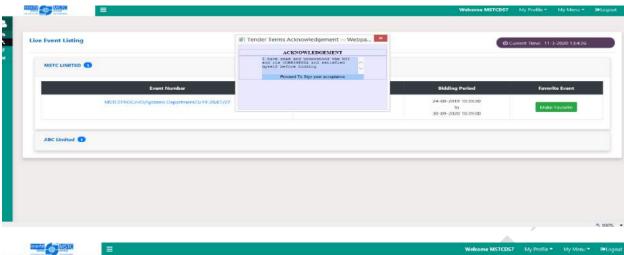
Vendors shall be able to view the buyers list with counts of LIVE events through this link.

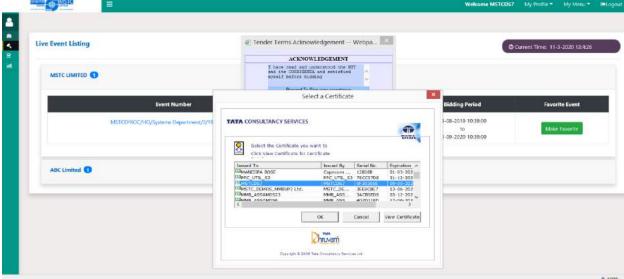


On clicking a buyer, system displays the LIVE events to vendors.



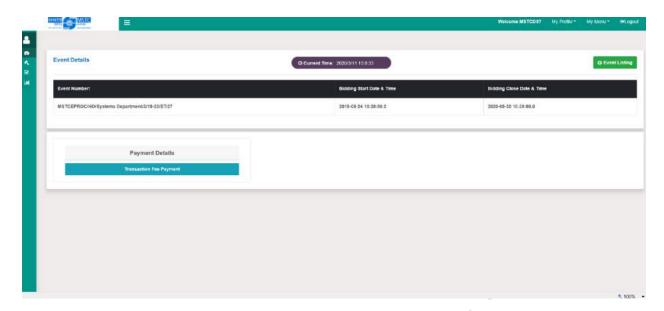
On clicking an event for the first time, the same shall be verified with DSC.



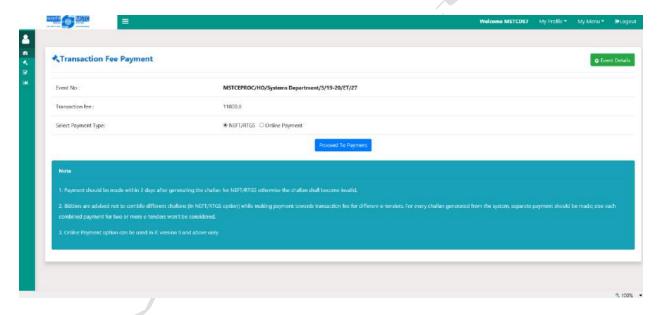


On successful DSC verification, system shall lead the vendor to the bid floor.

In case, there is transaction fee payment mandatory for the selected event, a vendor has to click on Transaction Fee Payment tab.

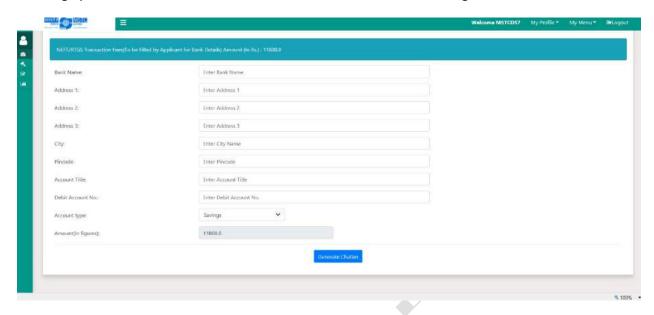


To make payment, a vendor shall have options of payment through NEFT/ RTGS or Online Payment.

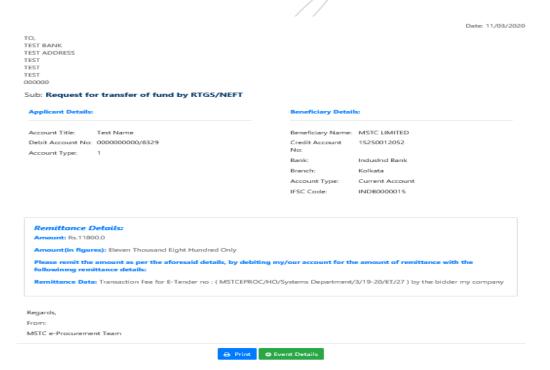


#### **NEFT/RTGS**

On filling up the details, vendor shall have to click on 'Generate Challan' to generate the online challan.

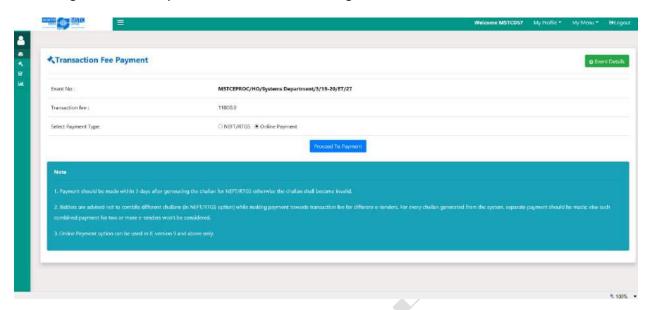


A vendor shall have to click on 'Print' for the offline payment. On clicking 'Event Details', system shall return to bid floor.

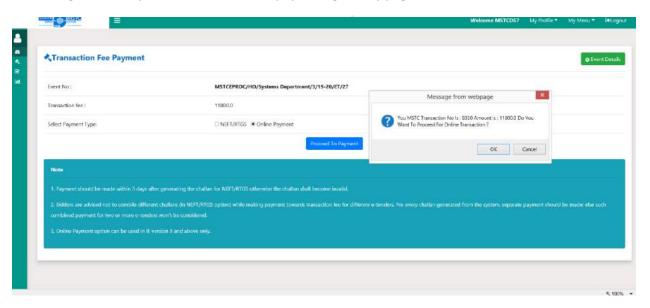


#### **Online Payment**

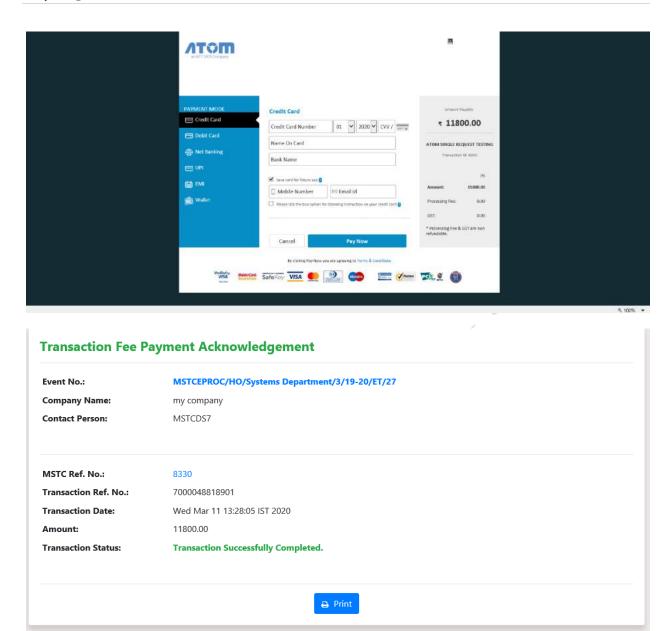
On clicking 'Proceed to Payment' transaction id shall be generated.



On clicking 'Ok', the system shall lead to the payment gateway page.



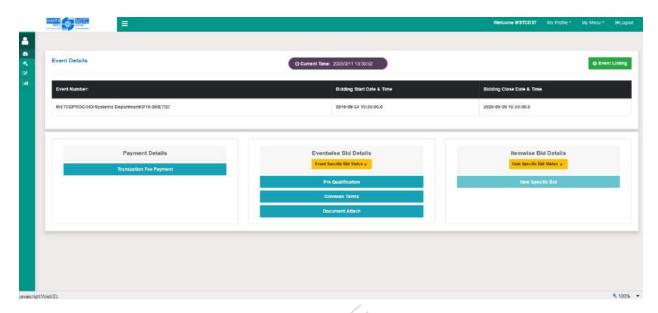
On successful payment, vendor shall receive the transaction acknowledgment mail in the entered e-mail id.



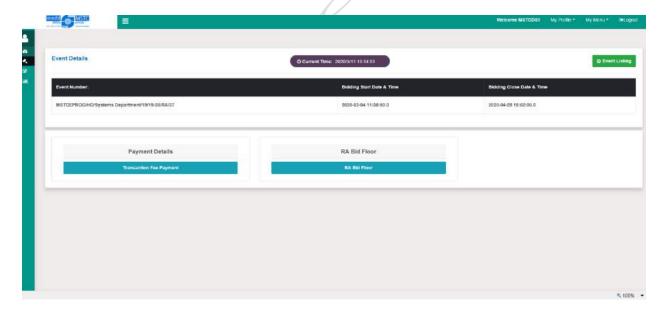
The transaction fee payment shall be auto authorized by the system. A vendor has to click on 'Event Details' of the Transaction Fee Payment page in order to proceed to Bid Floor.

#### **Bid Submission Floor for Tender**

System displays the next tabs 'Eventwise Bid Details' and 'Itemwise Bid Details'. Submission of bid is under 'Itemwise Bid Details'. The 'Itemwise Bid Details' shall be enabled only after filling up of 'Eventwise Bid Details' (if there is Eventwise Bid Details). The 'Event Listing' button leads to the previous page.



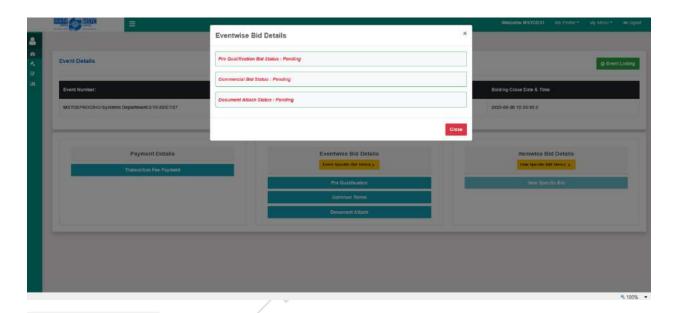
#### **Bid Submission Floor for Reverse Auction**



#### **Bid Submission in Tender**

**Eventwise Bid Details**: A vendor shall be able to submit Pre Qualification Bid/ Common Terms of Technical Bid and Attach Documents through individual tabs (based on the requirement of the tender).

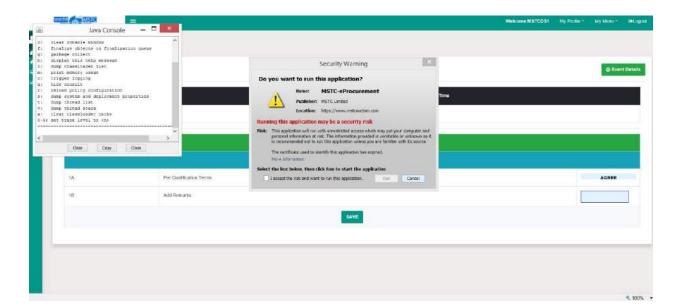
**Event Specific Bid Status:** A vendor shall be able to view the status of bidding against each tab of 'Event wise Bid Details'.



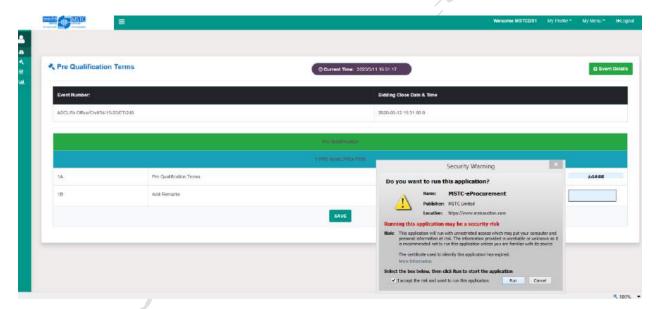
#### **Pre Qualification**

On clicking the 'Pre Qualification' tab, system displays the pre qualification form.

At this stage a vendor has to run the JAVA applet before saving the bid.



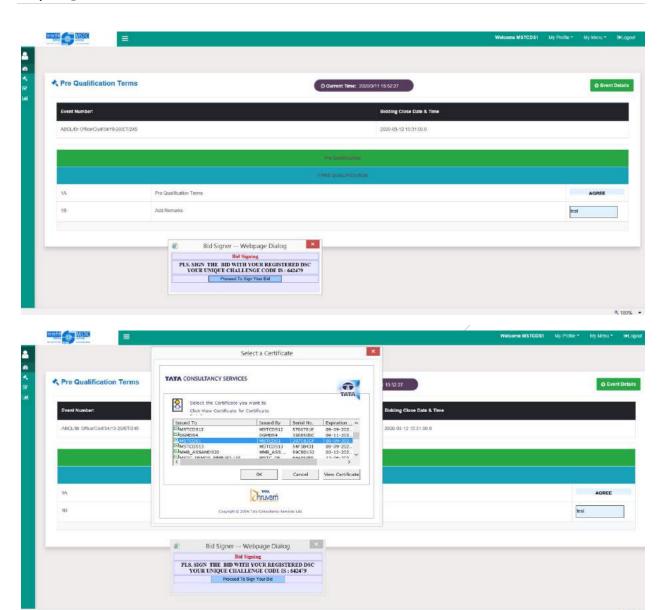
The vendor has to accept and click on 'Run'.

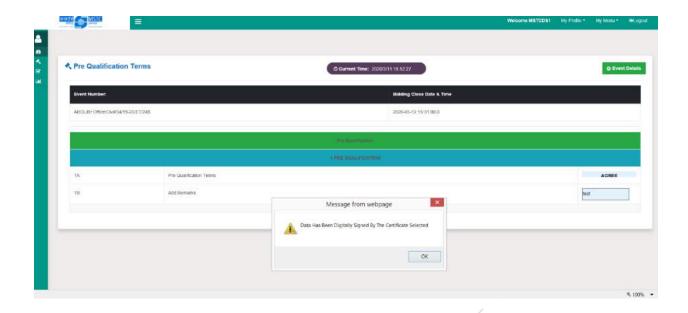


The bid shall be saved with two steps.

1. On clicking 'Save' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

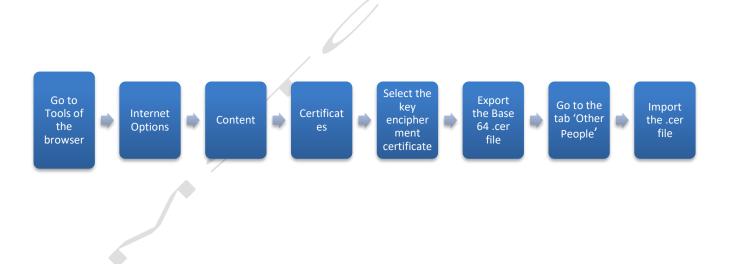
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.

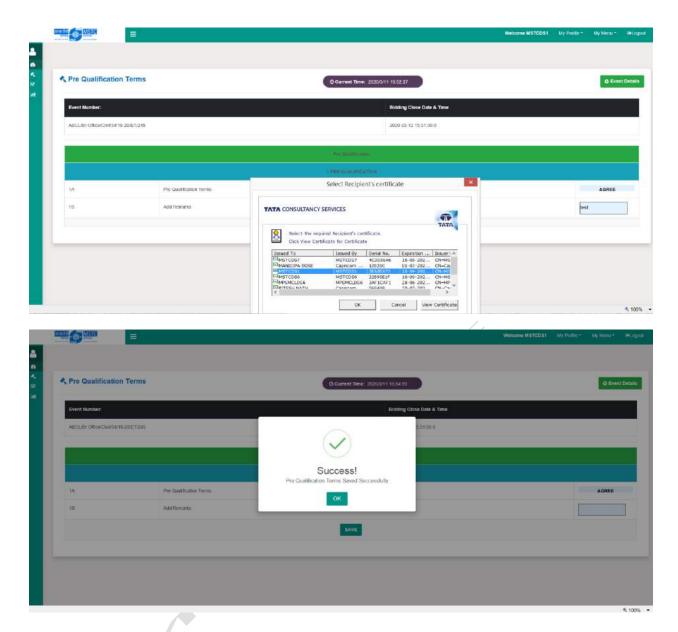




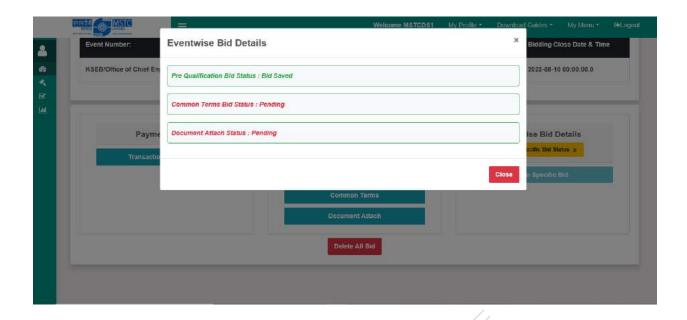
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

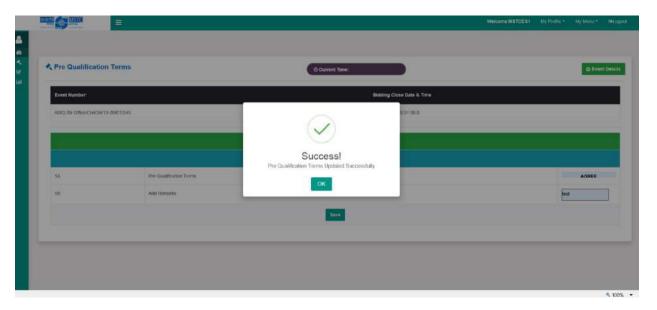




The 'Pre Qualification Bid Status' shall display 'Bid Saved'.



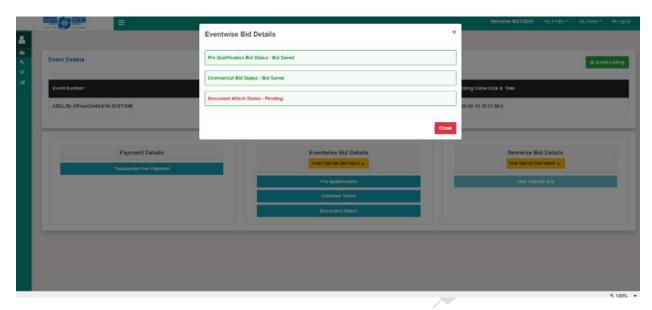
In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Save' button.



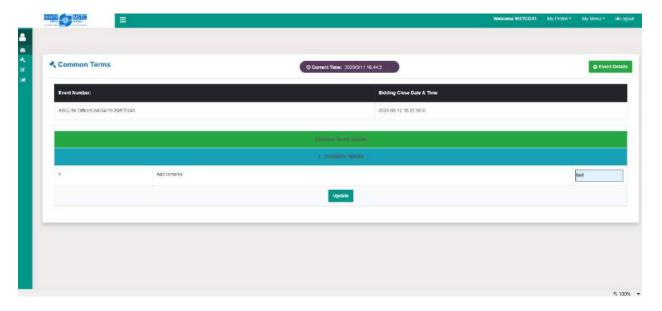
#### Common Term

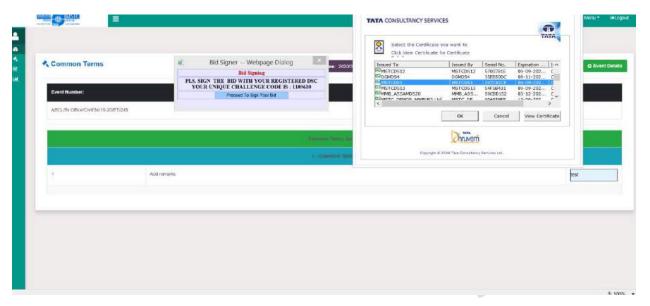
The Common Terms have to saved is similar way as described above for 'Pre Qualification' bid submission.

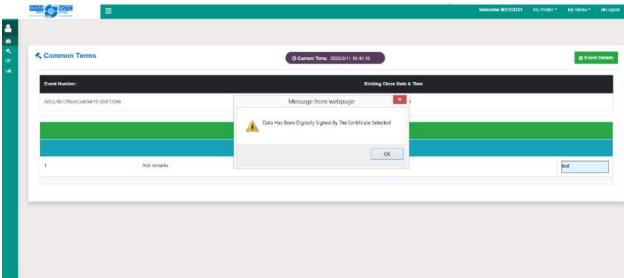
#### The 'Common Terms Bid Status' shall display 'Bid Saved'.

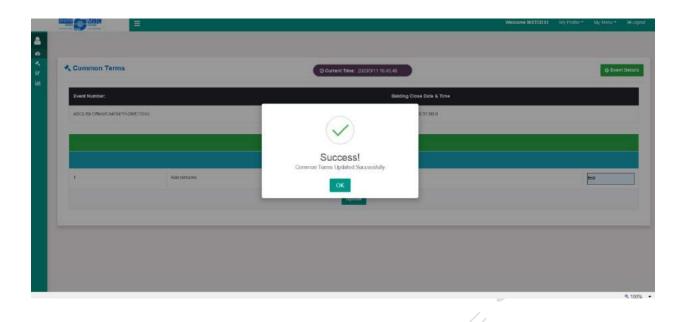


In order to edit the bid, the vendor has to once again click on the 'Pre Qualification' tab and save the bid by clicking 'Update' button.



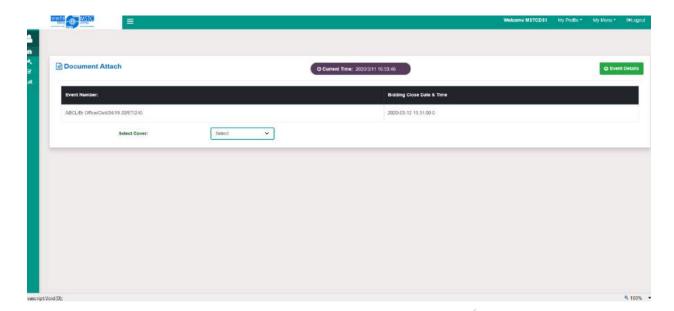






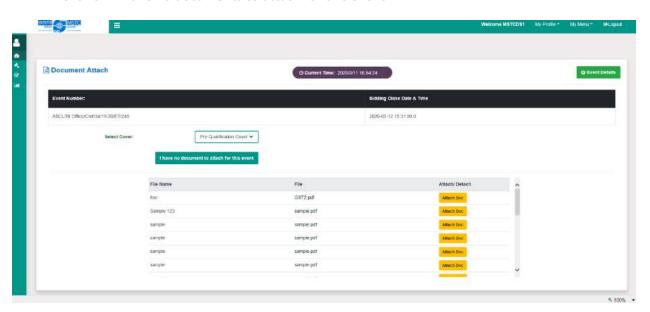
#### **Document Attach**

A vendor shall have to select the cover against which document has to be attached in case systems asks for cover wise document. In case documents are pre defined by the buyer, vendor shall have to attach file against that said document.

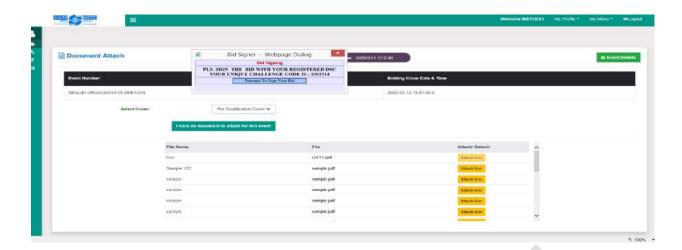


#### A vendor shall have two options

- To attach the document (from the 'My Documents')
- Click on 'I have no documents to attach for this event'.



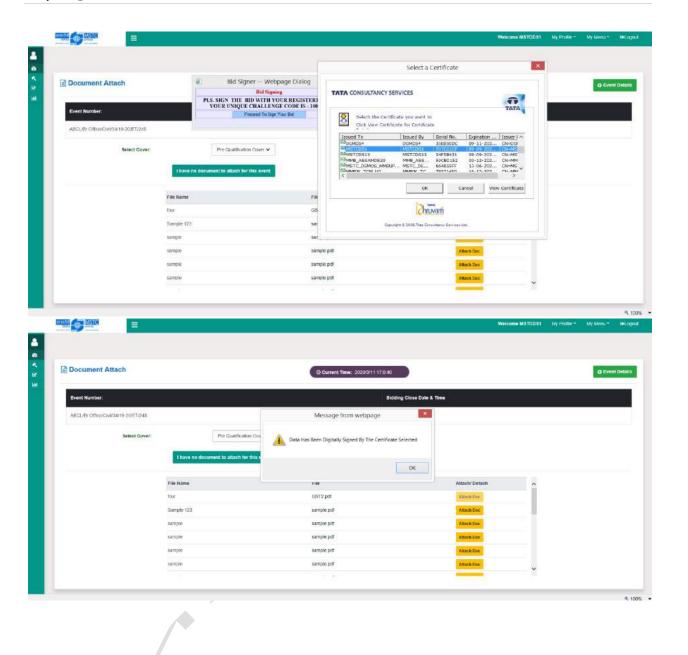
To attach the document (from the 'My Documents')



The file shall be attached in two steps.

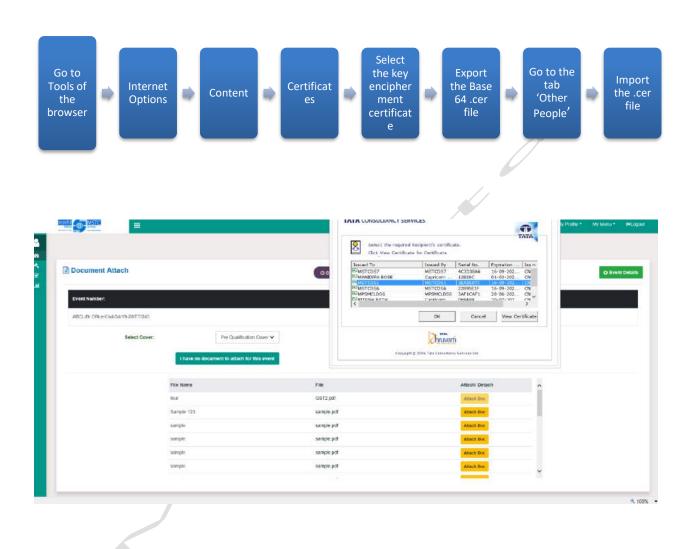
1. On clicking 'Attach Doc' button, the DSC box shall appear on the screen. The vendor shall have to select the correct DSC and click on 'OK'.

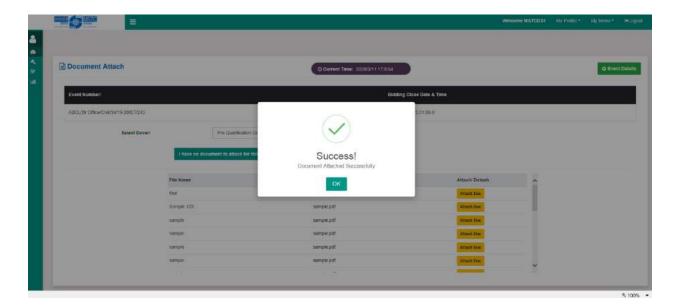
NOTE: If valid DSC doesn't appear in the DSC box, please check if the e-token is inserted in the USB port.



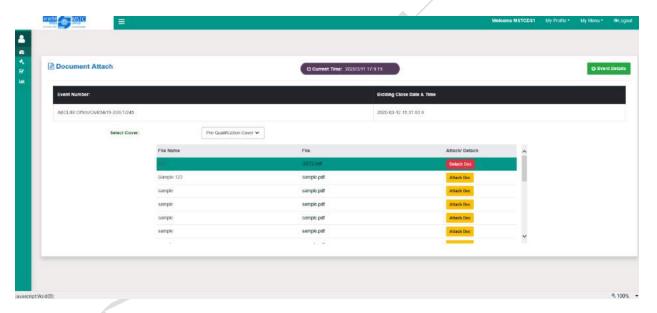
2. The DSC box shall again appear. The vendor shall have to select the correct DSC and click on 'OK'.

NOTE: If valid DSC doesn't appear in the DSC box, the vendor is advised to follow the steps given below.

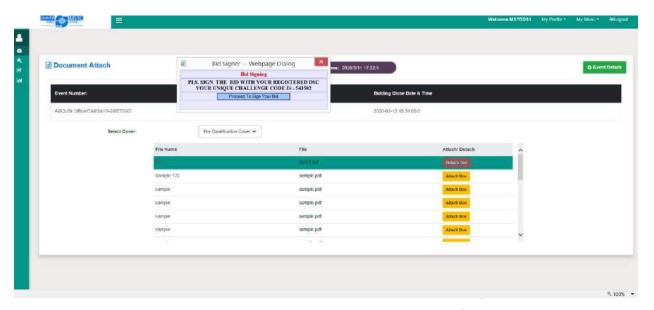


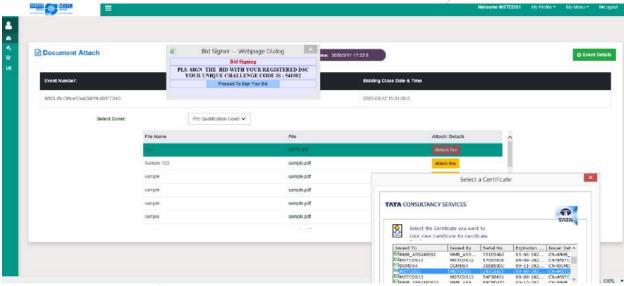


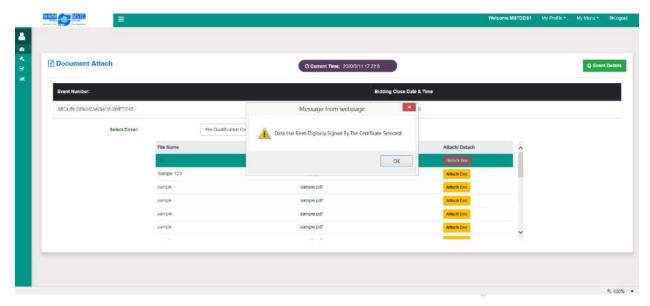
On successful attachment of the file, the button against the said file shall appear as 'Detach Doc'. The attached file shall be highlighted as displayed below.

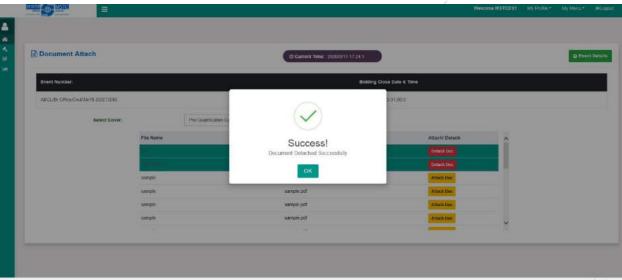


In order to remove the attachment from the event, the vendor has to click on 'Detach Doc' button.



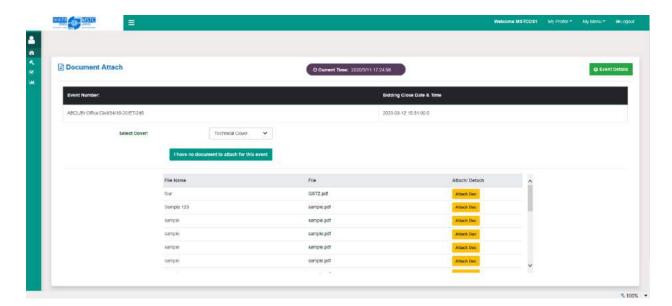




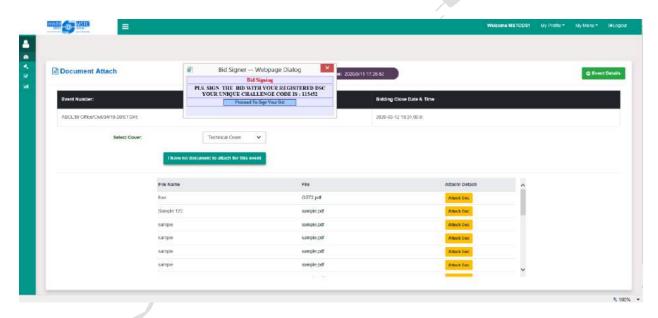


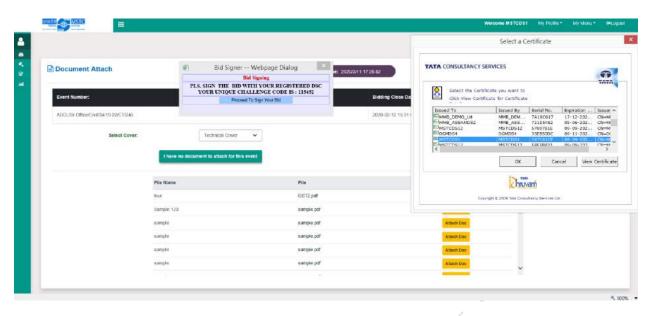
## I have no Documents to Attach

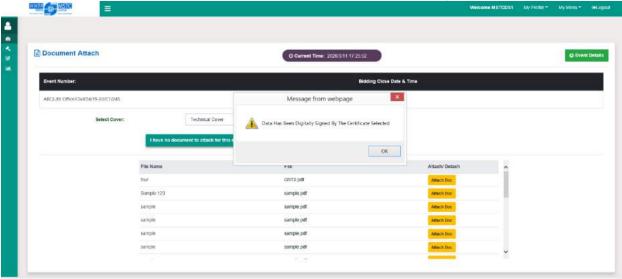
In case a vendor wishes not to attach any document against the event, the button 'I have no Documents to Attach'.

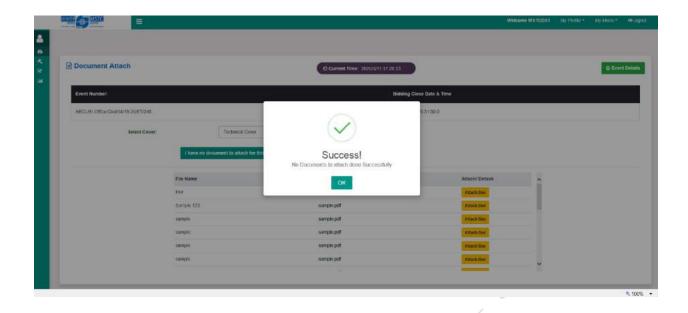


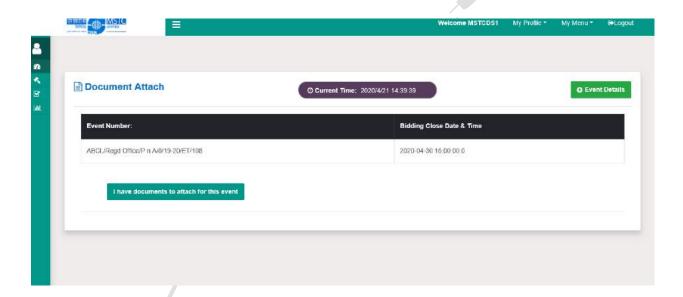
The function shall be verified with DSC.



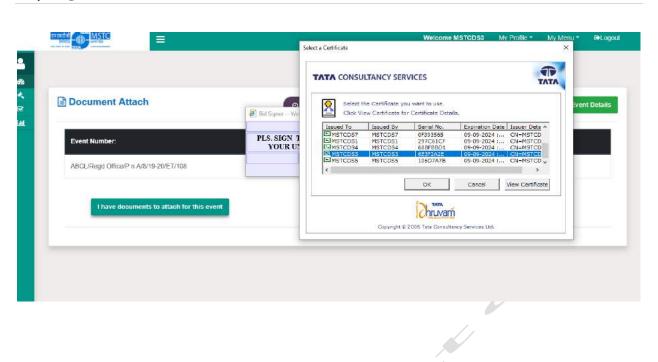


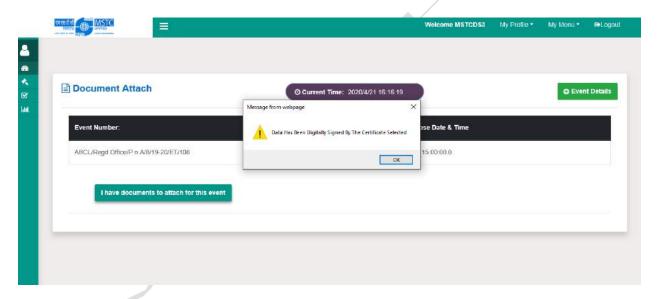


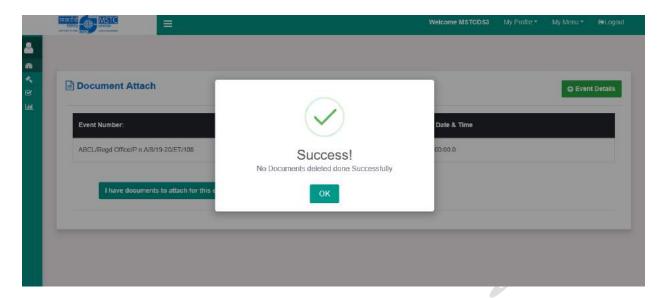




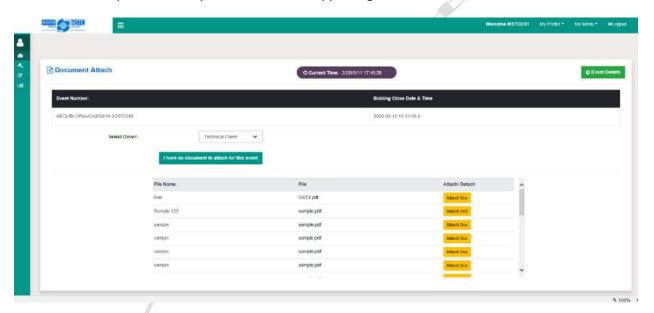
In order to attach document after the above case, the button 'I have documents to attach for this event' has to be clicked.



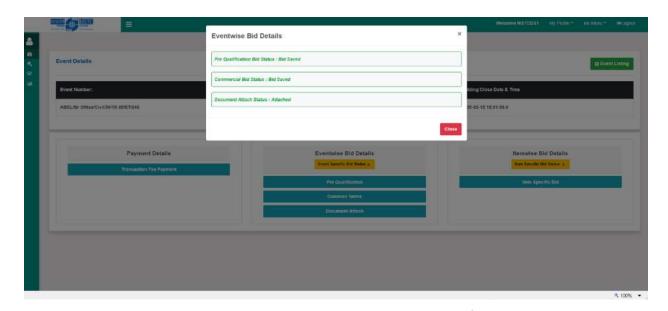




The Documents uploaded in 'My Documents' shall appear again in this link.



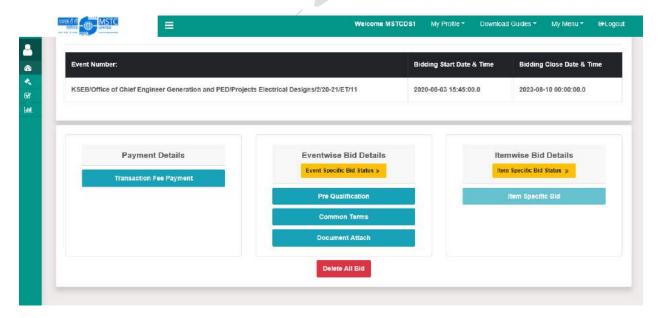
The 'Document Attach Status' shall display 'Attached'.



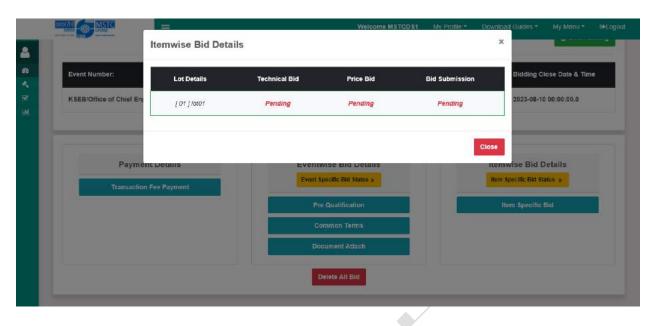
On saving the event specific bid along with attaching documents, system shall enable the 'Item Specific Bid Details'.

**Itemwise Bid Details**: A vendor shall be able to submit Technical Bid and / or Price Bid against individual tabs (based on the requirement of the tender).

**Item Specific Bid Status:** A vendor shall be able to view the status of bidding against each tab of 'Item wise Bid Details'.

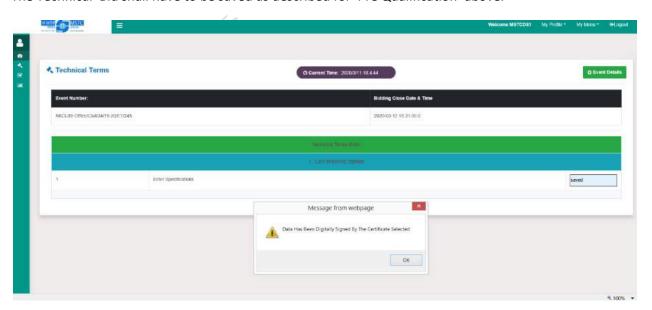


Initially, the Item specific bid status shall display 'Pending' against the required 'Technical Bid'/ 'Price Bid' and 'Bid Submission'.



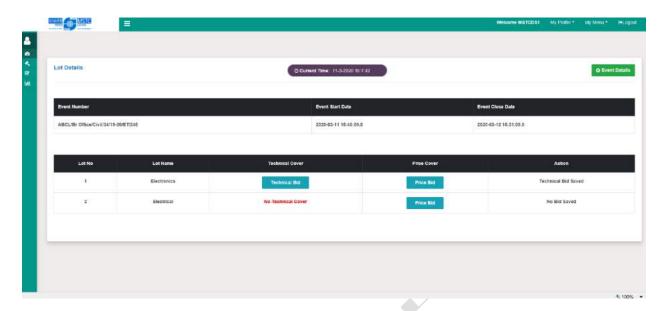
Technical Bid

The Technical Bid shall have to be saved as described for 'Pre Qualification' above.

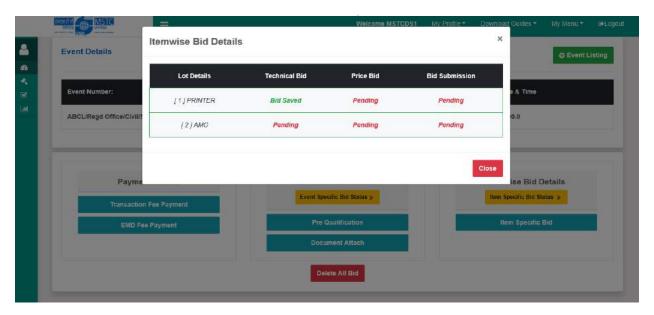


The column 'Action' shall display 'Technical Bid Saved' and the button to save 'Price Bid' shall appear.

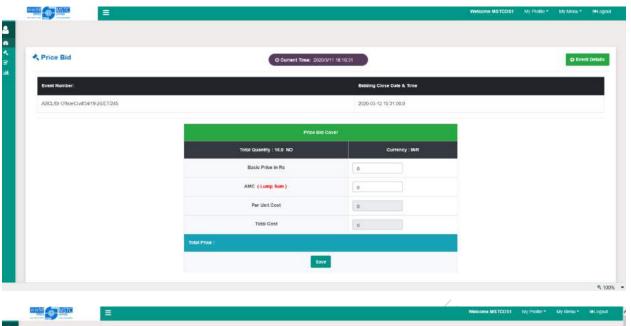
In order to modify the above bid, vendor has to click on 'Technical Bid' and update the bid.

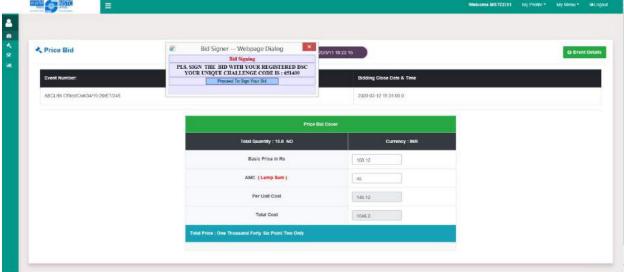


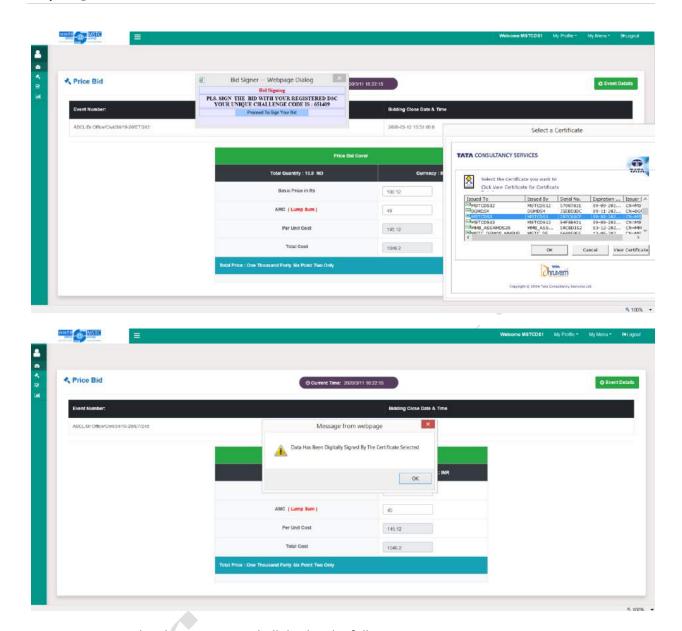
The 'Itemwise Bid Status' shall display 'Bid Saved' under 'Technical Bid' column.



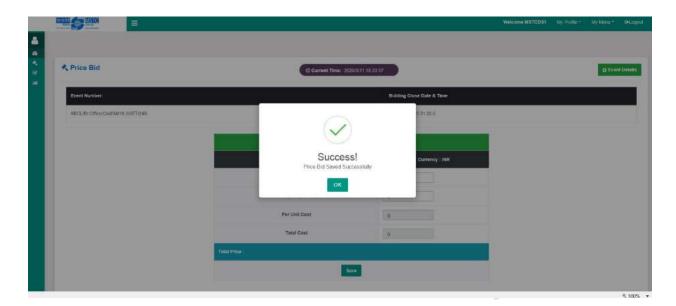
On saving the Technical Bid, a bidder has to save Price Bid.



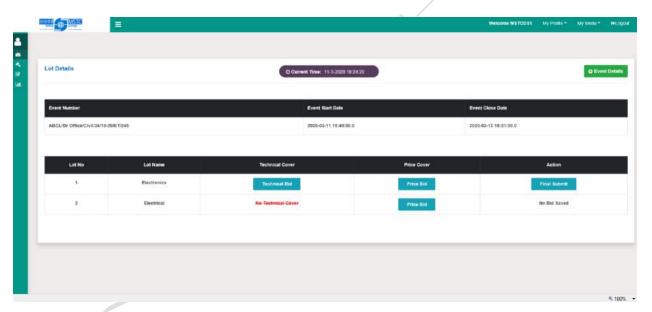




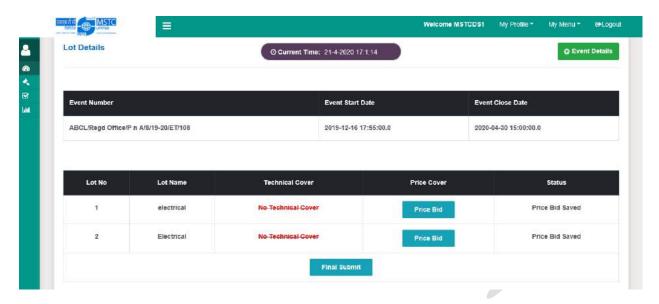
On saving Price Bid with DSC, system shall display the following message.



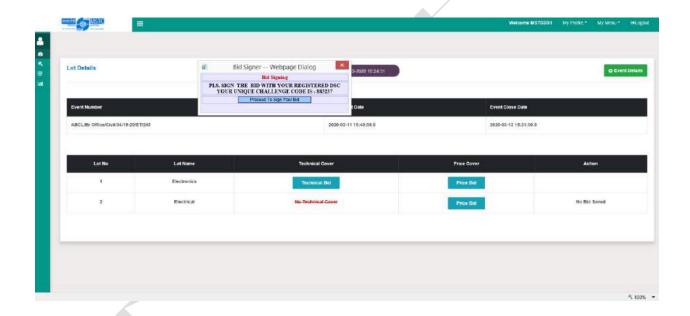
Once 'Price Bid' is saved, the button 'Final Submit' under column 'Action' shall appear against each lot (for item wise tender).

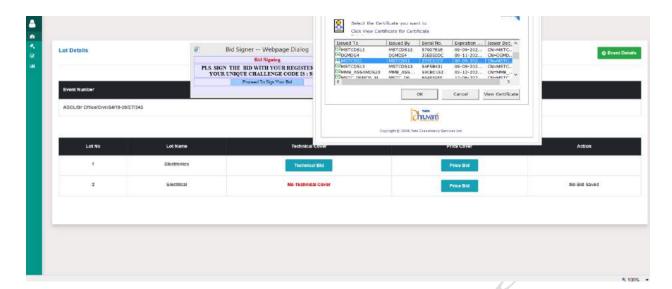


Once 'Price Bid' is saved for all the lots, the button 'Final Submit' shall appear (for event wise tender).

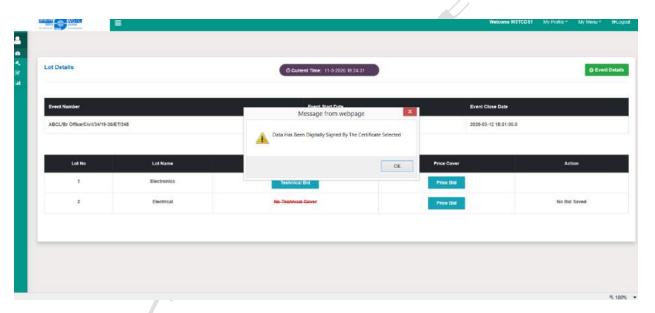


Once the button 'Final Submit' is clicked, the bid shall be verified with DSC.



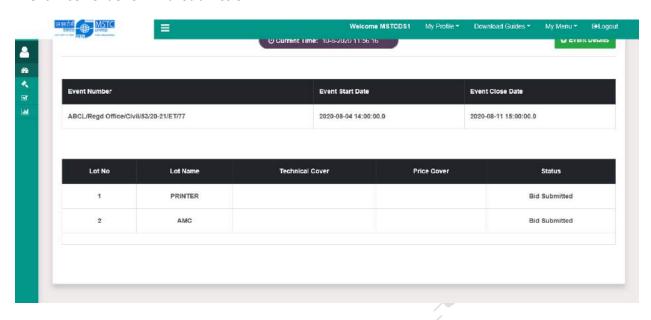


The final submission is verified with valid DSC.

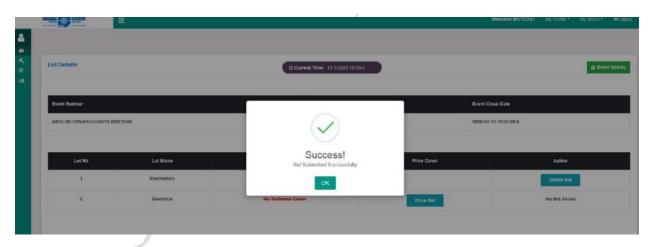


Once final submission is done, system displays the pop up message as given below. The column 'Technical Cover' & 'Price Cover' shall display 'Bid Submitted' for item wise tender. The 'Status' column shall display 'Bid Submitted' for event wise tender. Bidders shall receive system generated confirmation mail.

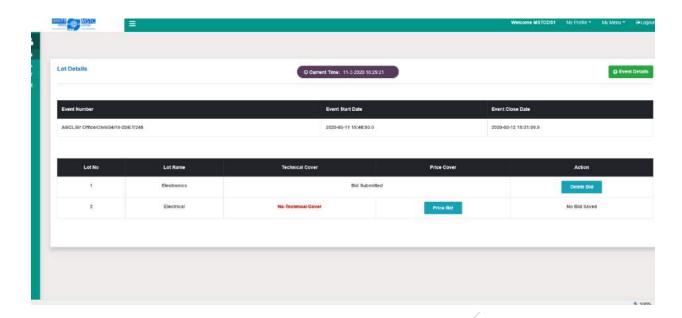
## **Event wise Tender on Final Submission**



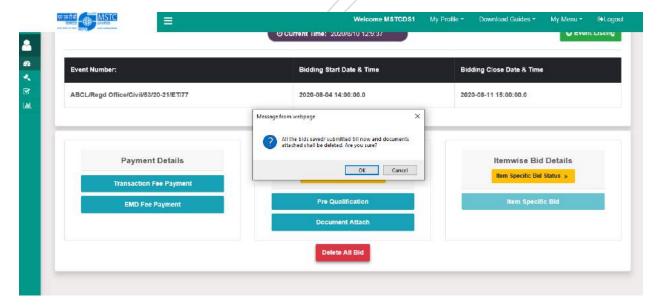
## Item wise Tender on Final Submission for one of the lots

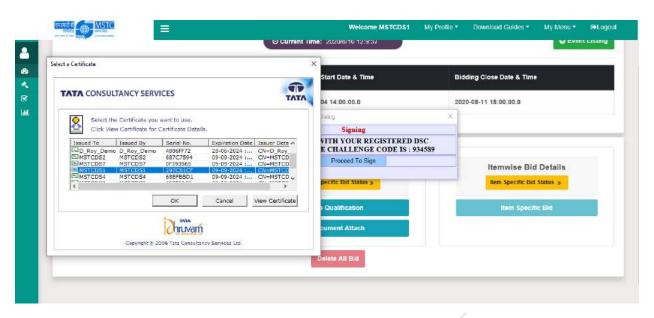


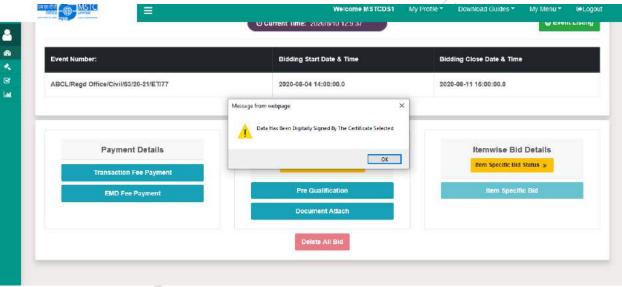
In order to change any lot specific bid after final submission, the 'Delete Bid' has to be clicked. Once bid is deleted for item wise tender, the 'Action' column shall display 'No Bid Saved' for respective lot. Once bid is deleted, the 'Status' column shall display 'No Bid Saved'. Bidders shall receive system generated confirmation mail of bid deletion.

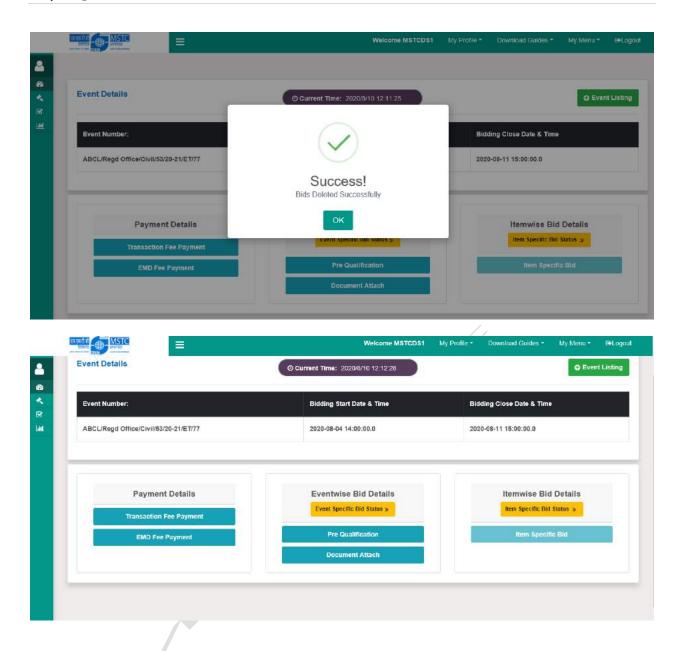


**NOTE**: On saving any of the covers of the tender, a button 'Delete All Bid' shall appear on the bid floor. On clicking the button followed by signing with valid DSC, system shall delete all the bid saved/ submitted and documents attached. A confirmation mail shall be forwarded to the registered mail id. This functionality is common for both Item wise and Event wise tenders.



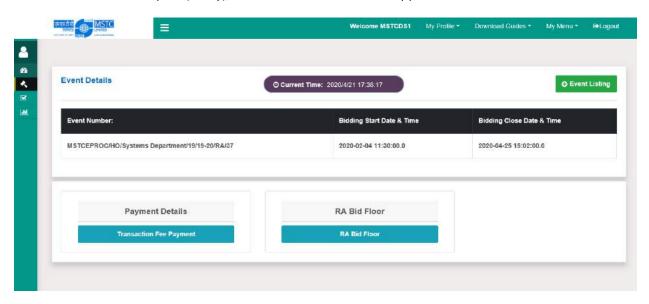




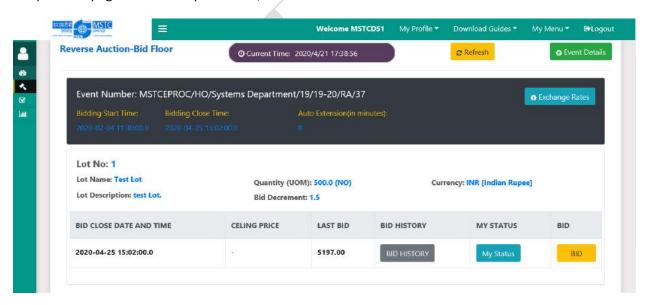


## **Bid Submission in Reverse Auction**

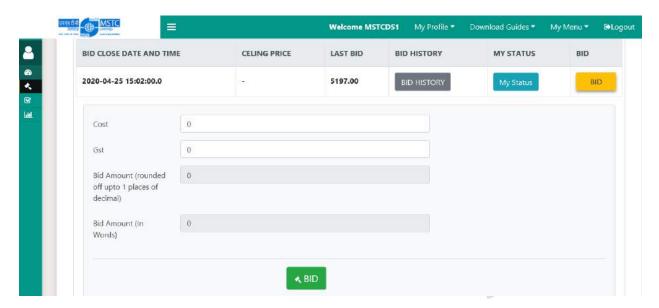
Once Transaction fee is paid (if any), the tab 'RA Bid Floor' shall appear.



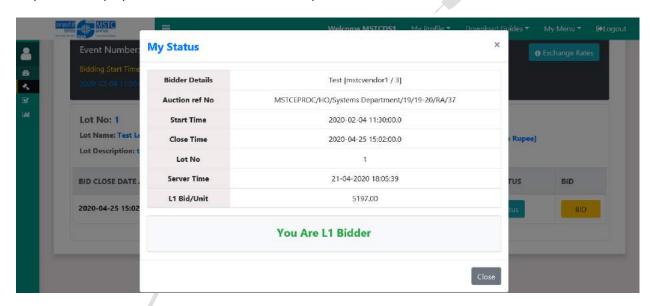
The bid floor shall have all the necessary information related to bidding for a lot. The 'Refresh' button reloads the bidding page. 'My Status' provides the latest status of the bidder for a particular lot. 'Bid History' provides the information about last few bids and the bidding trend. The 'Event Details' leads to the previous page. In order to place a bid, the button 'Bid' has to be clicked.



On entering the respective values against the price fileds, the system calculates the 'Bid Amount' based on the predefined formula. On clicking 'Bid', the DSC gets verified and bid is placed.



'My Status' displays the bidder's own status for a particular lot of an event.



'Bid History' displays the bid trend for the particular lot of an event.

