

No. D-26019/12/2017-Admn.III

भारत सरकार

GOVERNMENT OF INDIA

सूचना और प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

'ए' विंग, शास्त्री भवन, नई दिल्ली 001 110 -

'A' Wing, Shastri Bhavan, New Delhi- 110 001

तारीख/Date: 19th Dec., 2017.

To

All Intended Workshop/Agencies

Subject:- Contract for Servicing/repair/maintenance etc. of staff cars- reg.

E-tenders are invited from only Delhi based workshop/Agencies (within 10-15 Kms around) for servicing/repairs/maintenance etc. of **Ambassador 1800 ISZ staff cars, SX4 ZXI/VXI, Maruti Ciaz, Innova and one CNG Auto etc. in the Ministry of Information & Broadcasting** for a period of one (01) year from the date of awarding the contract. This period may be extended/curtailed based on the performance of the firm.

2. Brief Description of the Selection Process: The Ministry of Information & Broadcasting will adopt one stage selection process in the form of single bid. The bid shall be accepted online only through Central Public Procurement Portal website: <http://eprocure.gov.in/eprocure/app>. NO other format for submitting the bids shall be accepted. Financial evaluation of the bids will be carried out and **successful bidder**, finalized for empanelment, will be required to sign a contract with Ministry of Information & Broadcasting for doing above-mentioned work on L1 (lowest rates) rates in the bids as per the terms and conditions mentioned in this tender document. The rates will have to be quoted in Indian Rupees (INR). The quotations would include **servicing/repair/maintenance etc. of staff cars** (without taxes; taxes will be levied as per time to time rate).

3. The scanned copy of the demand draft of **Rs. 5,000/- (Rupees Five Thousand only)** as Earnest Money Deposit (EMD) must be uploaded with the bid. The EMD shall be in Indian Rupees (INR) and shall be in the form of Demand Draft from any of the Nationalized Bank/Scheduled Bank in favour of "Pay and Accounts Officer, Ministry of Information & Broadcasting, New Delhi" payable at New Delhi. Any exemption from EMD (as per the applicable rules/conditions) should be

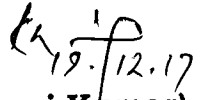
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supported with relevant documents. The original hard copy of EMD of Rs. 5,000/- in the form of Demand Draft is also required to be submitted in a sealed envelope superscribed "**Annual Contract for servicing/repair/maintenance etc. of staff cars in the Ministry of Information & Broadcasting**", on or before closing date and time of e-submission of online bids to **Under Secretary (GA), Ministry of Information & Broadcasting, A-wing, Room no. 544, Shastri Bhawan, New Delhi**, failing which the bids will not be considered.

4. The successful bidders shall have to deposit Rs. 50,000(Rupees Fifty Thousand only) as performance security by means of Bank Guarantee from a Nationalized Bank/Scheduled Bank in favour of "Pay and Accounts Officer, Ministry of Information & Broadcasting, New Delhi" payable at New Delhi. No interest will be paid on performance security by this Ministry. EMD of the unsuccessful bidders shall be returned after finalization of the contract.

5. The Ministry reserves the right to cancel the process of tender/contract at any point of time without assigning any further reason.

6. Intended workshops/agencies may quote the rates as per enclosed performa. Terms & Conditions for the contract/quotations are enclosed which will be required to be signed by the Contractor.



(Neeraj Kumar)

Under Secretary to the Govt. of India

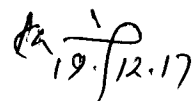
Ph. No. 23387930

Copy to:-

1. **All Ministries/ Departments of Govt. of India** for wider publicity
2. **Hindi Unit** for Hindi version of Tender Notice.

Terms and Conditions:

1. The workshop should have complete wherewithal to repair all kinds of mechanical/electrical defects. The workshop should also be well equipped to undertake all types of denting and painting jobs.
2. Spare parts to be provided should be original & of genuine quality and rates should be as per the approved rate lists of different companies manufacturing the vehicles. The old/replaced parts shall be the property of the Ministry and the workshop will have to return the same to the Ministry along with inventories of the parts replaced.
3. It shall be the responsibility of the workshop to keep all the vehicles in perfect running condition.
4. The workshop will be required to attend to the defects indicated in the work order issued by this Ministry on priority basis. If any additional work is required to be carried out in the vehicles which are not indicated in the work order, the workshop shall intimate/submit the estimate to the Ministry before attending the same.
5. The workshop shall stand guarantee on the parts replaced. If the work of the workshop is found to be unsatisfactory or if the workshop dishonours the terms and conditions of the contract or fails to undertake the work assigned in a time bound manner, the annual contract awarded to them may be terminated without any notice.
6. This contract will be for a period of one year initially. Ministry of Information & Broadcasting reserves the right to extend/curtail the contract on the basis of quality of the work undertaken.
7. The Agency/Firms/Individual may be removed from the Empaneled list if the quality of the work mentioned is not found satisfactory or work is not done in time bound manner. Refusal or inability or delay by the successful bidder to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee as well as disqualification of the bidder from participating in future tenders.
8. Agency/Firms/Individual should be registered with relevant authorities (Registration with sales tax, TIN no., Service tax, TAN no., GST no. etc.) and should have filed Income Tax returns for the last three years (Copies of relevant documents should be attached).
9. Ministry of I&B reserves the right to reject any quotation completely or partially without assigning any reason thereof. This Ministry may, at its discretion, seek from any or all tenderers clarification(s) in respect of any particulars furnishing in their offer


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which do not have impact on the prices quoted. The request for such clarifications and the response will be in writing only.

10. Agency should furnish certificate, of not less than three (3) years, of having similar work experience in executing contract to any two (2) Government Ministries/Departments in order to prove their competence to undertake the repairs of the Govt. vehicles.

11. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance. It may be specifically noted that unrealistic rates shall not be entertained and reasonability of rates shall be ascertained according to the work.

12. No advance payment shall be made in any case. Payment (in the respective bank account of the firm) shall be made only after it is ensured that the items/quantity/quality of items supplied is to the entire satisfaction of this office. Any items which is found defective, or not of the desired quality, etc. shall be returned by this office and the order placed therefore shall stand cancelled.

13. In case of any clear indication of cartelization or express or implied anti-competitive agreements amongst the tenderers at the time of finalization of tenders or thereafter, which at any time i.e. before or after award of contract comes to the notice of this Ministry, this Ministry may reject the tenders/contract/forfeit their EMD/Security Deposit, recover the losses as assessed by the competent authority arising out of such anti-competitive practice of the Tenderer(s) and also recommend the case to the Ministry of Finance/Registrar of Companies/NSIC/Competition Commission of India or any other Ministry/Department having appropriate jurisdiction or Authority, for initiating necessary action including blacklisting, banning of firm & deregistration etc.

14. Neither Ministry of Information & Broadcasting nor NIC shall be responsible for non-accessibility of e-procurement portal due to technical glitches or internet connectivity issues at tenderers end. Any request for postponement of tender on this ground will not be accepted.

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S.No.	Particulars	To be filled by the Tenderer
1.	Name of Agency	
2.	Detailed office Address of the agency with office telephone No. e-mail address, fax no. mobile no. and name/designation of the contact person	
3.	PAN No. (copy to be enclosed)	
4.	TIN no. (Copy to be enclosed)	
5.	Service Tax Registration No. (Copy to be enclosed)	
6.	CGST no.(copy to be enclosed)	
7.	Duration of experience in the Govt. Ministries/Departments. List of Govt. Ministries/Departments/clients showing experience in the field (Copies of contract)/orders placed on the agency during last 3 years should be attached)	

Signature with stamp

Instructions to bidders

Instructions for Online Bid Submission

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

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2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

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4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

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