

BOKARO POWER SUPPLY CO. (P) LTD.

**HALL NO:- M-01, OLD ADMINISTRATIVE BUILDING,
ISPAT BHAVAN, BOKARO STEEL CITY – 827001**

**Reg. Office : Ispat Bhawan, Lodhi Road, New Delhi – 110 003
CIN:U40300DL2001PTC112074**

TENDER NOTICE NO.: BPSCL/MM/20-21/C-190/NIT-978/888

Dated 23/03/2021



TENDER DOCUMENT

NAME OF WORK: Providing assistance in computer related jobs in various offices of Power Plant, BPSCL, Bokaro Steel City.

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Bokaro Power Supply Co. (P) Ltd.

(A Joint Venture of SAIL & DVC)
Hall No: - M-01, Old Administrative Building,
Ispat Bhavan, Bokaro Steel City – 827001
Reg. Office : Ispat Bhawan, Lodhi Road, New Delhi – 110 003
CIN:U40300DL2001PTC112074

NOTICE INVITING TENDER

NIT No. : BPSCL/MM/20-21/C-190/NIT-978/888

Date: 23/03/2021

For and on behalf of BOKARO POWER SUPPLY COMPANY (P) LTD, sealed tenders in two parts, **Part - A :** Earnest Money Deposit and **Part- B :** Technical & Commercial Offer with copy of system generated acknowledgement-slip for online submission of sealed price are invited from the bidders meeting the eligibility and qualifying criteria stipulated in the bidding documents for the following work at our Power Plant.

Description of Work	Providing assistance in computer related jobs in various offices of Power Plant, BPSCL, Bokaro Steel City.
Estimated Cost (in Indian Rs.)	Rs.24,17,283.00 (Rupees Twenty Four Lakh Seventeen Thousand Two Hundred Eighty Three Only) Excluding GST.
Earnest Money (in Indian Rs.)	Rs. 15,000.00 (Rupees Fifteen Thousand) only
Period of Contract	One (01) Year from the date of commencement of work.
Last Date & Time of submission of Tender	23/04/2021 at 12:00 Hrs. (IST)
Bid opening Date & Time	23/04/2021 at 12:15 Hrs.

Qualifying Requirements / Eligibility Criteria :

Financial Capability:

1. Bidder should have Minimum average annual turnover (MAT) of **Rs. 7.25 Lakhs** in preceding three (03) Consecutive Financial years.
 - Average annual turnover shall be determined taking into consideration turnover of preceding three consecutive financial years. Other income shall not be considered for arriving at annual turnover.
 - Audited annual accounts along with auditor's report of the bidder should be furnished in support of the same. Where audited annual account is not mandatory as per the law, the bidder has to submit annual financial turnover during the consecutive last three (03) years, ending 31st March of the previous financial year duly certified by CA.

Technical Capability:

2. Bidder should have experience of having completed **similar work** in India in any Public Sector Undertaking / Government / Semi Government organization or joint venture thereof / Company registered under Companies Act during last 7 years ending last day of month previous to the one in which offers are invited. Value of such work order shall be either of the following :
 - a. Three similar completed works each costing not less than to **Rs. 7.25 Lakhs**
 - OR**
 - b. Two similar completed works each costing not less than to **Rs. 9.66 Lakhs**
 - OR**
 - c. One similar completed work costing not less than to **Rs. 16.92 Lakhs**

Similar Work means: Assistance in Computer related jobs in Power plant.

- Completed Work means the executed/completed portion of Work Order/AMC/RC, even if the work has not been completed in totality (subject to furnishing proof of executed value of work in the form of certified copies of RA Bills) along with successful work execution certificate (by the concerned authority)
3. The bidder must submit Satisfactory Work Execution / Completion Certificate(s) for the work (s) for which copy (copies) of work order (s) is (are) being submitted as given above issued by the competent authority.
 4. In support of their eligibility and experience, the bidder is required to submit self attested photo copies of work orders & completion certificates (by the concerned competent authority) along with the techno-commercial bid. In addition, bidder shall submit a self declaration as per format at **Annexure-VI**.
 5. The bidder shall submit self certified copies of the following:-
IT Return (*Latest*), Copy of EPF, ESI Certificate, Partnership Deed / Affidavit for Proprietorship /

Memorandum & Articles of Association, including changes in the Constitution of the Firm, (if any) and Copy of GST registration certificate).

6. The bidder shall submit acceptance for finalization of rates through Reverse Auction as per **Annexure**.

General Terms & Conditions:

1. Offer shall be accompanied with Earnest Money Deposit (EMD) in the form of Demand Draft / Pay Orders / Bankers Cheque Payable at Bokaro Steel City or Bank Guarantee having validity for one (01) year, from any Nationalized Bank / Scheduled Bank except Co-operative Bank drawn in favour of **Bokaro Power Supply Company (P) Ltd.** as per format available at our website: www.bpscl.com. Earnest Money can also be deposited online in our account through NEFT/RTGS/SWIFT/TT Remittance, details of which are given below. The proof of such transfer shall be submitted with the offer in the envelope titled “Earnest Money Deposit”.

Banker Details as under:

Name of Bank : STATE BANK OF INDIA
Branch Name : SME BRANCH, Sector 4, Bokaro Steel City
Bank Account No. : 35665021458
IFSC Code : SBIN0004231
Bank A/c Type : Current Account

In case of forfeiture of EMD by BPSCL, you will be required to reimburse the applicable GST to BPSCL.

2. However, Micro & Small Enterprises (MSEs) / PSU /Govt. Undertakings and Co-operative societies will be exempted from submission of Earnest Money as per government policy. For MSEs, the exemption from submitting Earnest Money will be granted only on submission of valid copy of certificate having a valid Entrepreneurs Memorandum (EM) number / Udyog Adhaar Memorandum / Udyam Registration Certificate (whichever applicable). SSI/NSIC certificate holders should also submit Entrepreneurs Memorandum / Udyog Adhaar Memorandum / Udyam Registration Certificate (whichever applicable). However, unit claiming exemption is required to submit copy of registration certificate indicating clearly the item category for which they are registered.

3. **Offers not accompanied with Earnest Money Deposit (EMD) (as per clause i) or documents for exemption (as per clause ii) will be treated as INVALID.**

4. Consortium bids will not be considered unless the provision for consortium is specifically mentioned in Tender Document.

5. If you withdraw your bid after opening of bids without giving any satisfactory and acceptable explanation thereof, you shall be debarred from participating in any tender of BPSCL for a minimum period of 01 (one) year and your Earnest Money will be forfeited.

6. **SUBMISSION OF PERFORMANCE GUARANTEE BOND FOR QUOTING UNWORKABLE RATE:**
If you quote unworkable rates, i.e. if the quoted price is less than **90%** of the estimated price and is considered for placement of order, you will be asked to justify the rate quoted. On non acceptance of justification / refusal of the same, you will be asked to furnish Performance Guarantee Bond in the form of Bank Draft/Bank Guarantee. The amount of Performance Guarantee Bond will be equal to the difference between **90%** of estimated price and your quoted price. In case you refuse to give Performance Guarantee Bond, your Earnest Money will be forfeited and you will not be considered for participating in any kind of Tender for next 01 (one) year from the date of issue of letter to you, if order / contract is not finalised from the present tender.

In case of forfeiture of Performance Guarantee Bond, you shall be required to reimburse the applicable GST to BPSCL.

7. **Handling of Earnest Money:**

- Earnest Money will be refunded to the un-successful bidder after determination of L1 Bidder and no interest will be paid upon the same. You are requested to provide Bank Details for refund of EMD.

8. **RATE FINALIZATION:** BPSCL reserves the right to finalize the rate through either of the following modes:

a. Opening of Online Price (submitted on www.buyjunction.in) submitted at the time of techno-commercial bid.

b. Through Reverse Auction to be conducted by our service provider **M/s. mjunction.**

Note: BPSCL may ask techno-commercially accepted bidders to submit decrement in percentage (%) on their online price submitted at the time of techno-commercial bid. On line price bid alongwith % decrement shall be considered together in case online price bid is opened.

9. **BPSCL reserves the right to :**

- a) Re-tender / extend the due date of submission of offer.
- b) Accept or reject any offer / all offers in full or part at any time at any stage without assigning any reasons and without any compensation thereof to the bidders.
- c) Modify the tender documents at any stage before the due date of tender.

Note:

1. Tender documents are to be downloaded from **Website: www.bpscl.com** only.
2. Bidders are requested to visit above website regularly for any addendum / corrigendum / extension till opening of the NIT. **Any such changes shall not be published through Press advt.**

For and on behalf of
Bokaro Power Supply Company (P) Limited

(A.K. Das)
GM I/c (MM)
Tel: 8986874119
Email: purchase.bpscl@gmail.com

Conditions & Rules to be observed in submitting Tenders**1.01 Manner of Submission of the Tender**

The tender shall be divided into 02 parts as follows:-

- a) **Part A:** This part shall comprise of EMD / proof of online submission of EMD.
- b) **Part B:** This part shall comprise of Technical and Commercial details, consent on terms & conditions of NIT/ signed Tender Document along with copy of SYSTEM GENERATED **ACKNOWLEDGEMENT-SLIP FOR ONLINE SUBMISSION OF SEALED PRICE*** bid etc.

Sealed Tender *through Regd. Post/Speed Post/In-person/Courier Service* only, in an envelope containing 02 (Two) separate sealed envelopes (*as mentioned above*) with NIT No. & date of opening along with Sender's Name & Address printed on it, is to be sent to the below mentioned address:

GM I/c (MM)
Bokaro Power Supply Co. (P) Ltd.
Hall No.M-01, Old ADM Building
Ispat Bhawan, Bokaro Steel City – 827001
Ph: 06452 240380, Mob: 8986874119

*** PROCESS FOR ONLINE SUBMISSION OF SEALED PRICE :**

1. Online sealed Price Bid (% above / % below) through URL : <http://www.buyjunction.in>

The process of submission of Online Price bid is as detailed hereunder-

- Step 1: Type <http://www.buyjunction.in> in the internet explorer.
- Step 2: Click on Login (present on Top right side of the Page)
- Step 3: Click on **View Live Auctions and Tenders**.
- Step 4: In the right side open/ global tenders link will be displayed.
- Step 5: Click on the link for the above mentioned tender link present under Open tenders
- Step 6: Click on new user if you are not registered in buyjunction earlier. Click on Existing user in-case you have already registered in buyjunction earlier. Existing users can login with their user id and password.

Please note foreign bidders are required to select their bidding currency from the drop down menu available before proceeding further (where ever applicable).

New Users:

Steps to get your **User ID** and **Password**

1. Click on the required tender link under “**Open Tenders**”
2. Choose your Auction currency in-case any option is coming to select currency. Click on “**New User**”
3. Fill up the “**Registration Form**” and click on “**Submit**”. All fields marked with (*) are mandatory fields.
4. On submitting the filled-up registration form, an auto generated email will be sent to the email address you have mentioned in the registration form containing your User ID and Password.
5. Changing of password on first login is compulsory.
6. On receipt of the User ID and Password you become an **Existing User**. Now follow the steps of existing user to login to the auction site.

Existing Users

1. Click on the required tender link under “**Open Tender**”
2. Click on “**Existing User**”.
3. Log in with your existing user id and password for placing your bid.
4. Read through the “**Bidding Procedure**” to proceed further for bidding.

Bidding Procedure

After logging in with your user id and password you have to accept the “**Auction Terms**”.

Steps to accept the “Auction terms”:

1. Click on “**Auction Terms**”.

2. Then click on “**View term without DSC**”
3. Click on the relevant auction terms appearing under “**Term**” column.
4. Select the check box on the left-side of the relevant auction terms.
5. Click on the button besides “**Accept**”.
6. Then click on “**Submit**”.
7. A message will be displayed to you mentioning your acceptance to terms for auction.
8. It is mandatory to accept the terms of online bidding in order to proceed for submission of bid.

Steps to Submit Price Bid

1. Click on “**Bids.**”
2. Then click on “**Live Auction.**”
3. Put your login password as transaction password
4. Select the auction id and click on add to watch list.
5. Now the bidding screen is visible.

6a. For Template Bidding

1. Click on **Icon “T”** on left column of bidding screen (Which will appear separately **for each lot**).
2. A template form will open where you need to fill up the price & click on evaluate at the bottom
3. If you want to quote the evaluated price then click on “**confirm**”.
4. After clicking on the confirm button of the template window, your price will appear in the “**New Bid**” box.

6b. For Non-Template Bidding

1. Fill your Price in the “**New Bid Box**” visible on the bidding screen.
2. Select the check box at the extreme left of the bidding screen
3. Click on “**Submit**” button placed at the bottom left of the screen.
4. Bid once placed will have to be honoured.
5. You will see “**Bid Accepted**” in the “**Result**” column. This indicates that your bid is accepted and registered in the system.

Steps to take a print-out of the receipt

1. Once you have placed your bid, to download Bid Receipt, kindly click on “**Download**”.
2. Then click on “**Bid Receipt for Open Tender**”.
3. Select the auction to generate receipt.
4. Take print out of the same market-wise (Term List)/ item-wise (Auction list).

Note: For any clarification on the bidding process please contact

Mr. Anjan Buda- 9163348263 - anjan.buda1@mjunction.in

Ms. Debalina Maity - 8336991451 - maity.debalina@mjunction.in

Ms. Bingyasini Pradhan – 9163348173 – pradhan.bingyasini@mjunction.in

Ms. Priyanka Muzumdar – mazumdar.priyanka@mjunction.in

Mr. Mukesh Kumar Singh- 8873002741 – mukesh.singh@mjunction.in

A copy of System generated **acknowledgement-slip** for Online submission of sealed price bid is to be submitted along with Techno-commercial Bid.

1.02 Tender Validity Period

Validity of the offer shall be **Four (04) months** from the bid opening date. In case of extension of "Bid Submission Date", the validity will be counted from the extended bid opening date.

1.03 General Instructions:

- i) You shall have to quote price in any of the two options given below:

Percentage ABOVE with respect to Total Estimated Cost excluding GST
OR

Percentage BELOW with respect to Total Estimated Cost excluding GST

- a) If you do not quote price in terms of percentage or quote in more than one option, your offer will be rejected.
- b) In the tender schedule at the place where you have to quote PERCENTAGE, ‘**above**’ will mean mathematically **positive** and ‘**below**’ will mean **negative**.

- c) The Lowest-1 (L-1) Bidder will be the one whose PERCENTAGE is mathematically lowest and all other Bidders will be ranked/termed as Lowest-2 (L-2), Lowest-3 (L-3) and so on, in the increasing order of PERCENTAGE quoted by them.
- ii) You are requested to visit site for actual assessment of the job before submission of offer.
- iii) You shall clearly indicate that your quoted prices shall remain firm in all respects till execution of the work order.
- iv) Any conditional offer or offer having deviations is liable to be rejected.
- v) You have to submit Tender document bearing your signature and seal on all the pages along with Techno-Commercial Offer / consent on NIT's Terms & Condition. Otherwise, it will be presumed that you do not accept our terms and conditions and this may lead to rejection of your offer forfeiting your claims if any.
- You are advised to mention page no. on each page of documents submitted by you. BPSCL shall not bear any responsibility in case of any loss of documents submitted by the bidder during tender opening or thereafter.
- vi) If you are a Firm or Company, then you shall, in the forwarding letter, mention the number and names of all the partners & shall sign before submitting the same, unless the Power of Attorney holder has specifically been authorized in this respect.
- vii) Price or any indication of price shall **NOT** be mentioned in the Techno-Commercial Bid.
- viii) The sealed tenders received will be opened on scheduled opening date and time in the office of Material Management, in presence of such bidders who might choose to witness the same
- ix) In case the date of tender opening happens to be holiday, the tender will be opened on the next working day at the same time.
- x) Communication regarding date of Opening of Price-Bid shall be displayed on the Notice board of Material Management Department and individual communication to the techno-commercially eligible bidders will be sent only to their e-mail address given in the tender documents.
- xi) Offers from two or more bidders shall summarily be rejected if they have any of the following parameters in common:
- a) Same PAN
 - b) Same GST Number
 - c) Same Postal address
 - d) Same E-mail ID
 - e) Same Mobile number
 - f) Same person signing in more than one offer/representing more than one bidder.
- xii) BPSCL reserves the right either to reject any/all the tenders without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS

- 1.01 You will have to follow and observe the safety & statutory requirements.
- 1.02 You will have to be fully responsible for any sort of unsafe activity of your workmen. All working personnel should have proper safety certificates issued by BPSCL before start of work.
- 1.03 You will have to produce medical fitness certificate for your workers. Height passes shall be obtained from Safety department, if required.
- 1.04 Supervision of the work shall be your responsibility.
- 1.05 In case any documents/information submitted by you is / are found to be false or containing any misrepresentation or having any fraudulent declaration in it, then, in such eventuality, EMD will be forfeited and legal action (including cancellation of contract, banning of business dealings, criminal proceedings, etc.), as deemed fit, may be initiated by BPSCL against you.
- 1.06 **Payment Terms :**
97% of contract value will be paid on pro-rata basis duly certified by Engineer In-Charge and balance **03%** will be retained as security deposit which will be released after satisfactory execution of order.
 The expression satisfactory execution of the order shall mean fulfillment of all obligations arising out of and in connection with the Contract. In case of default in satisfactory execution of the order, the security deposit shall be forfeited.
 Amount of penalty and/or Liquidated Damages imposed (if any) will be recovered from Bill / Security Deposit. If the amount of Bill / Security Deposit is not sufficient, the bidder will be required to pay the balance amount to BPSCL. If you do not pay the balance amount, the same shall be deducted from any sum or sums which may be due or may become due to you from BPSCL on any account whatsoever.
- 1.07 You will have to strictly adhere to the provision of various labour laws including Payment of Bonus Act 1965.
- 1.08 **Payment Default Clause:**
 Contractor must ensure that payment is made to the workers as per provisions of payment of wages Act and CLC norms failing which BPSCL shall make payment to concerned workers directly. The amount so paid along with 15% of Administrative cum Service charge shall be deducted from any of the concerned contractor's bill. If the provision of payment of wages act is not adhered to second time, the Contractor shall be liable for banning of business dealing with BPSCL as per procedure in vogue. Such Contractor shall not be permitted to work in BPSCL through sub-contracting also for the banning period.
- 1.09 You will have to pay an additional amount of Rs.4/- per day to every worker engaged by you for the subject work over and above their daily minimum wages, as per BPSCL rules.
- 1.10 The manpower (labour and Supervisor) deployed for completion of the job and for compliance of work & safety of the workmen should be adequate. However, the compliance and completion of the job cannot be restricted to labour supply but on the actual execution of the job to be certified by the Engineer – In – charge.
- 1.11 Paying authority –In - charge (F&A), BPSCL.
- 1.12 No idle charge or escalation charges will be considered during the contract period.
- 1.13 You will have to execute the work in compliance with the provisions of contract and contract Technical Specification and / or design drawings furnished by the Employer (BPSCL) in terms of the contract and as per codes and standards specified therein.

1.14 **GST Related Clauses :**

- a. You shall have to quote GST as extra. If not mentioned, same will be taken as extra.
- b. You shall have to submit their GSTIN registration details to BPSCL along with supporting documents.

1.	GSTIN	
2.	Service Accounting Code No.	
3.	Applicable GST Rate	
	CGST (in %)	
	SGST (in %)	
	IGST (in %)	

- a. You will have to pass on the tax benefit/savings, if any, on account of output taxes to BPSCL.

- b. You shall agree to do all things not limited to providing GST invoices or other documentation as per GST Law relating to the above Services, payment of taxes, timely filing of valid statutory returns for the tax period on the Goods and Service Tax Portal etc. that may be necessary to match the invoice on GSTN common portal and enable BPSCL to claim input tax credit in relation to any GST payable under this agreement or in respect of any part under this agreement.
- c. In case the Input Tax Credit of GST is denied or demand is recovered from BPSCL on account of any non-compliance by you, including non-payment of GST charged and recovered, you shall indemnify BPSCL in respect of all claims of tax, penalty and/or interest, loss, damage, costs, expenses and liability that may arise due to such non-compliance. Further, in case of any differential tax liability on account of any wrong classification/valuation etc. by you, BPSCL will not be liable to reimburse any part of such differential tax, interest, penalty etc. It will be your sole responsibility to discharge appropriate taxes, as applicable.
- d. You shall maintain high GST compliance rating track record at any given point of time.

1.15 **Work accident :**

- a. You will be responsible for the safety of your workers employed for the work. In the event of any work-accident, major or minor, you or your representative must take care of the injured person immediately and provide him the required treatment as suggested by the doctor. If you or your representative is not available for arranging medical care, the injured worker will be treated in Bokaro General Hospital and the cost of treatment will be recovered from you.
- b. You shall be fully responsible for making payment of compensation to your workmen in respect of any accident or injury occurring to them. BPSCL will in no way be responsible for it and will remain indemnified against all such claims of compensation in such cases.

1.16 **AWA CLAUSE:** You shall have to pay an amount of Rs 96.15 per day on actual attendance per month (not exceeding Rs 2500/month) to the workers engaged by you in this job as Additional Welfare Amenity (AWA) as per relevant circular/notification of BPSCL.

1.17 **FORCE MAJEURE:** You shall not be considered in default if delay occurs due to reasons beyond your control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. Only those causes which have duration of more than seven days shall be considered in force majeure clause. In the event of delay due to such cause, the delivery / completion period will be extended for a length of time equal to the period of force majeure without imposition of Liquidated Damages at the option of BPSCL.

1.18 **Banning of Business Dealings:** On arising of any situation or occurrence of any event as mentioned in Clause 6 of the Guidelines on Banning of Business Dealings, you shall be liable for action under and in accordance with the aforementioned Guidelines. The “Guidelines on Banning of Business Dealings” shall form part of the Tender/Contract and can be viewed on our website www.bpscl.com

1.19 **RISK AND COST:** Failure on your part to start the work within reasonable time / poor progress of job / any breach of contract will entail termination of the Contract. In such an event, the job will be executed at your risk and cost by alternate arrangements.

1.20 **You shall maintain all records/register/return/cards such as:**

- i) Register of workmen employed by contractor
- ii) Employment card
- iii) Muster Roll iv) Register of wages-cum-muster roll v. Submission of Return & Order book

1.21 **SAFETY CLAUSE:** You shall be liable for penalties mentioned below for non compliance of safety norms.

- i. Upto Rs. 5000/-by Head of Safety Engg. department /Head of the department where work is being done for 1st violation of safety norms, non use of PPEs(Personal Protective Equipment) like safety shoes, hand gloves, safety helmets, goggles etc as per work requirements by you or your workers. This condition is applicable in case of violations of Road Safety norms also.
- ii. Fine upto Rs. 20,000/- on 2nd Violation as mentioned in clause (i) above.
- iii. You shall be debarred / deregistered from taking up further contractual work in BPSCL for a period of one year from the date of issue of debarring / deregistering order on 3rd violation as mentioned in clause no (i) above.
- iv. Fine upto Rs. 10,000/- for violation in use of Full Body Harness by you or your workers for working at height (above 1.8 meter from immediate floor).
- v. Fine Rs. 25,000/- (minimum) to Rs. 50,000/- (Maximum) for serious injuries and disabilities caused by violations as mentioned in Clause No. (i) and (iv) above.
- vi. Independent of the above, you shall be fined Rs. 1,00,000/- (Rupees One Lakh) or more and debarred / deregistered from taking up further contractual work in BPSCL from the date of issue of debarring / deregistering order in case any fatal accident occurs due to violations as mentioned in Clause (i) and (iv) above.

Note: In case penalty is imposed, you shall be required to reimburse the applicable GST to BPSCL

Scope of Work:

1. Providing assistance in preparing database, data entry and document typing.
2. Preparation of the initial draft of the Contractual and Procurement files for Operation and Maintenance activities.
3. Preparation & updating various records necessary for ISO 9001, 14001, 18001 & 5S compliance.
4. Involvement in circulation of files and other necessary documents & updating records for tracking movement of files.
5. Assistance in preparation of various reports, viz. Daily Production reports, Monthly reports, other statistical reports and official letters through computer operation.
6. Assistance in preparing power point presentation of lecture sessions, training courses, seminars, performance highlights of Power Plant, etc, including connection & operation of computers/ Projectors.
7. Preparing Computer Generated Drawings.
8. Creating new formats for report as instructed by the Engineer-In-Charge.
9. Updating the running Hours Details of Boilers, Ball Mills, Feed Pump and Turbo Generator etc as per the direction of department on a daily/ Monthly basis.
10. Assistance in record keeping of all Departmental Screening Committee files through computer operation.
11. Assistance in record keeping of Bill Amount of Contractors and keeping it updated on regular basis.
12. Providing Assistance / Help in day – to – day correspondence with official staffs through E-Mails related to contract files, spares files, soft copies of the same, production reports, IOC's etc. and other miscellaneous related work on daily basis as per instruction given by department.
13. Preparing all the attendance (Executive and Non-executives) on computer.
14. Processing Foreigner's Gate Passes, Visitor Gate passes including Contract Workers, Vehicle's Gate Passes & Night Permission etc.
15. Digitization of documents / Operation of Scanner to scan important drawings of the power plant and store them in computer for faster retrieval.
16. Providing Assistance in Record Keeping/arranging/Putting up/making available supporting documents as and when required. Retrieving, arranging and Furnishing of various data in designated format as per requirement and as directed by engineer in charge / concerned officials of BPSCL.
17. Preparing online gate passes for workers/vehicles after thorough checking of all the necessary documents and also forwarding the gate passes/vehicles prepared by the other department.
18. Antivirus installation, troubleshooting faults in PC's, Operating System updating and re-installation as and when required as well as providing hardware support like assisting in setting up cables for internet connection etc.
19. Checking (Online and offline) of documents used in processing online gate passes. (Name / Aadhar / ESI) etc.
20. Any other official work as and when assigned by Engineer-in-charge.

SPECIAL TERMS & CONDITIONS:

1. Minimum indicating manpower to be deployed on daily basis except on NH,CH & Weekly off (*i.e for 306 days*) :
⇒ Computer Operator : 09 Nos.
2. **VDA Clause:** During operation of the contract, if there is an upward revision of minimum wage, VDA by the appropriate Government, contractor shall be entitled to reimbursement of such additional amount (wherever applicable) on actual basis subject to production of documentary evidence.
The base date shall be Bid Opening Date or RA Date or Revised Offer Date (in case of negotiated prices), whichever is later.
3. This is an office job, so contractor has to provide writing materials etc. to his workers for the duration of the contract.
4. Deployed persons must have adequate knowledge of handling Fax machine, Xerox machine, Printer, Projector and other office equipments.
5. The deployed persons must have a diploma certificate in any of the following courses - Computer Application / Information Technology.
6. If situation demands, personnel deployed by contractor shall be detained for “overtime duty” beyond normal working hours of ‘G’ Shift and also shall be asked to work during weekly off-days or holidays, and may also have to execute the work round the clock as per the direction of engineer-in-Charge.
7. Contractor shall have to take clearance from CLC (Plant P&A) for processing of bills.
8. **Penalty Clause:**
 1. For supplying manpower less than the minimum indicative manpower as mentioned above, a penalty of Rs. 200.00 per man day will be imposed in addition to deduction of BPSCL wage rate (as on bid opening date/RA date/Revised offer date (in case of negotiated prices) *whichever is later*) for respective category of manpower.
 2. All information, data, etc, of the office jobs is strictly confidential. In case of any disclosure/ leak-out of such information / data to anybody, a penalty of Rs 10,000.00 will be imposed for each incident of such a forbidden disclosure. Legal proceedings may also be moved against the contractor in case of such a forbidden disclosure of information/data.
 3. All hardware part/whole of computers (including printers, UPS, etc), projectors, Xerox machines, scanners, hard copies of office documents, CDs, DVDs, Pen Drives, accessories (including cords, jacks, etc), are properties of BPSCL, and should be carefully handled and preserved by the workmen deployed. In case of any damage of the same due to negligence by the workmen deployed a penalty of Rs 5,000.00 will be imposed for each incident of such a default, along with deduction of the repair / replacement charges for the damaged equipment.

PRICE BID / RA FORMAT

Special Instruction –

1. In the event of L1 Bidder backing out prior to placement of order, in addition to forfeiture of EMD, the bidder shall be suspended for a period of 01 (one) year from the date of issue of suspension order.
2. **Price Basis: L1 bidder will be decided on mathematically lowest percentage.**

Sl. No.	Description of Job	Duration	Total Estimated Cost (excluding GST)	To be quoted by Bidder
1.	Providing assistance in computer related jobs in various offices of Power Plant, BPSCL, Bokaro Steel City. (As per Scope of work)	12 Months	Rs. 24,17,283.00 (Rupees Twenty Four Lakh Seventeen Thousand Two Hundred Eighty Three Only) Excluding GST.	Online Price Bid (% above / % below with respect to Total Estimated Cost excluding GST) through URL : http://www.buyjunction.in

Note:

1. Goods & Service Tax: EXTRA as applicable

Signature with seal of tenderer

Self Declaration

I.....son/daughter of Shri Aged..... years

resident ofPS.....District.....State.....do hereby declare that:

1. I am the authorized representative and signatory of M/s.....
(name of the firm/company).

2. All document(s) submitted/ information provided by M/s.....
alongwith the

Bid Document submitted against Tender No.....

.....dated

- for.....
..... (*Name of work*) has/have been submitted under my knowledge and are authentic , genuine and true. No part of the document(s) / information is false, forged or fabricated.

3. The above declaration in respect of genuineness of the documents/ information has been made having full knowledge of provisions of bidding conditions which entitle the Owner/BPSCL to initiate action in the event of such declaration turning out to be a false.

4. I undertake to produce all documents in original for verification as and when asked for the same by BPSCL.

(Name & Signature of Authorized person):.....

Designation:.....

ANNEXURE - VII

CHECKLIST TO BE FILLED BY BIDDER EXCEPT REMARKS:- All documents which are required for fulfillment of the qualifying requirement/ Eligibility criteria are to be submitted along with tender in serial order (clearly mention page no.) and the tenderer must fill the checklist.

CHECKLIST OF DOCUMENT SUBMITTED BY TENDERER

Sl. No.	Document	Page No.	Remarks by BPSCL
1.	Work Order		
2.	Completion Certificate		
3.	Partnership/ Proprietor		
4.	EPF		
5.	ESIC		
6.	Latest ITR		
7.	* GSTIN		
8.	Turnover/ PL Sheet		
*If the agency is not under the preview of GST then please write Not applicable (N.A.).			
Total numbers of pages in Techno-commercial Bid			

Signature of tenderer with seal

(To be submitted on bidder's Letter Head)

Format for Acceptance of General Terms & Conditions, Commercial Terms and all other Terms of the Reverse Auction

We _____ (Contractor Name) having

PAN _____ & registered office at _____ (Address)

agree to all the Commercial, General & other Terms & Conditions listed in the

NIT No. _____ dated _____

for the work of _____

(Name of work) through Reverse Auction.

We confirm that we are in a position to do the job as per the scope of work given in NIT/RFQ. We agree to participate in the Reverse Auction and abide by the rules.

We nominate an executive, whose details are given below, to put the bids on our behalf.

The details of the person authorized to bid on our behalf is as follows.

Name & Designation :

E-mail ID :

Contact phone nos. :

Address :

(Signature & Seal)

Place :

Date :

Format for submitting last quoted prices*(To be submitted on Company Letter Head of the Bidder)***(To be sent within 30 mins of conclusion of the Reverse Auction)**

To,

mjunction services limited
 1st Floor, Tata Centre
 43, Jawaharlal Nehru Road
 Kolkata – 700 071

Fax: 033 – 2288 3279**Ref: Reverse Auction forfor Bokaro Power Supply Co. (P) Ltd. held on**

Reference above, we hereby confirm our Market wise last quoted prices in the Reverse Auction held on forfor Bokaro Power Supply Co. (P) Ltd., Bokaro Steel City.

Market No.	Last Quoted Percentage
	<i>To be submitted by the L-1 Bidder only after finalization of RA</i>

We also confirm that we will submit item wise price break-up, within two working days from the date of Reverse Auction.

Signature :

Name :

Designation :

Date :

ENVIRONMENT, HEALTH AND SAFETY**EHS (Environment, Health and Safety) Clause for contracts where overall site is under BPSCL control****Your Responsibilities**

You shall during the entire term of contract undertake to perform the following obligations relating to environment, health and safety:-

1. Ensure that your workforce is not exposed to asbestos or asbestos containing atmosphere.
2. Take suitable control measures to ensure that the workers are protected from dust emission.
3. Monitor and ensure that the working area is free from any toxic gas, vapour and fume. Take adequate measures to reduce level of concentration below permissible limit. Exposure to any particular toxic gas, vapour or fume shall not exceed the maximum permissible limit prescribed in local regulation for any particular period of time. Ensure adequate ventilation and no immediate danger to life and health of personnel working at site.
4. Ensure that there is no flammable atmosphere and uncontrolled fire hazard in and around the work place. In case it is required to work in flammable atmosphere, implement safe working procedure and suitable control measures in order to work safely.
5. Ensure that the workers are protected from excessive noise and heat. Take adequate measures to reduce noise/heat level below the permissible limit.
6. Ensure safe access and egress in and around work place. Ensure proper maintenance of platforms, staircases, ramps etc. special care and all safety measures should be taken while working at height. Roof work and access to roofs must not be undertaken without prior permit.
7. All Personal Protection Equipments supplied by you should be of internationally recognized standards. All tools and tackles bought by you for use during the contract period should have proper and valid certification by competent authority.
8. All lifting equipment, tools and accessories provided by BPSCL should be maintained and returned by you in sound condition after the completion of contract period.
9. Ensure that the illumination in and around workplace and access areas are maintained properly. Make sure to switch off the light, fan and air conditioners after use.
10. You must ensure that all machinery and equipment are provided with earth fault circuit breakers at all times when using electrical leads. Use of electrical tape for temporary repair is prohibited.
11. Guards and covers for equipment/machineries are to be provided where ever necessary.
12. Gas cylinders shall be securely stored, transported, identified and used in line with legislation and EHS requirements.
13. Fire extinguishers and other fire fighting equipments provided in different locations should never be misused.
14. You must ensure optimum use of water with minimum wastage.
15. You shall ensure that the work area is kept clean, tidy, & free from debris. You are also fully responsible for protection of ground and underground from pollution.
16. Identify and highlight potential hazards / risks existing.
17. Ensure suitable corrective actions are implemented for identified issues.
18. Provide adequate emergency and first-aid facilities and it should be available in all shifts.
19. All your workers should be trained and communicated about the onsite emergency and evacuation plan.
20. All equipments and plant should be maintained in safe condition.
21. You and your personnel admitted to site must conduct themselves in an orderly and safe manner and conform at all times to the EHS Requirements. Fighting, engaging in horseplay, being under the influence of or possessing alcohol or drugs, gambling, soliciting, stealing, immoral or otherwise undesirable conduct is not permitted and shall not be tolerated. Upon knowledge of such conduct, BPSCL shall exclude the concerned person from the site and take all other appropriate measures as deemed necessary. BPSCL reserves the right to perform random drug and alcohol tests.
22. You shall immediately notify BPSCL of any environmental incident, injury, illness, near-miss, unsafe condition or practice and any loss or damage to property, including incidents related to the your personnel. An investigation report assessing the root cause, corrective action, and preventative action shall be submitted by to BPSCL within 24-hours of the incident's occurrence.