



BOKARO POWER SUPPLY COMPANY (P) LTD.

(A Joint Venture of SAIL & DVC)

Hall No. – M 01, Old Administrative Building
ISPAT Bhawan, Bokaro Steel City – 827001.

Registered Office: ISPAT Bhawan, Lodhi Road, New Delhi – 110003

CIN: U40300DL2001PTC112074

NOTICE INVITING TENDER

Name of Work: Outsourcing of office assistance jobs in F&A Department.

Tender Ref. No.: BPSCL/MM/25-26/C-172/NIT-231 dated 07.03.2026

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Bokaro Power Supply Company (P) Ltd. (BPSCL), A Joint Venture Company of Steel Authority of India Ltd. (SAIL) and Damodar Valley Corporation (DVC), situated in Bokaro Steel City, Jharkhand, invites online digitally signed e-bids in Central Public Procurement Portal (CPPP) (using Class-II or above Digital Signature Certificate) for the referred work in Power Plant of BPSCL.

A complete set of Bidding Documents may be downloaded by any interested bidder from BPSCL's website (www.bpscl.com) or the e-tendering site (<https://etenders.gov.in>).

Bidder shall not tamper / modify the tender document / form including downloaded price bid template in any manner. In case the same is found to be tampered / modified in any manner, bid will be rejected and EMD will be forfeited and Bidder shall be liable to be banned from doing business with BPSCL for a suitable period as per policy of BPSCL.

Intending Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.

A. GENERAL INFORMATION ABOUT THIS TENDER:

1.	Tender Reference no. & Date	BPSCL/MM/25-26/C-172/NIT-231 dated 07.03.2026
2.	Description of Work	Outsourcing of office assistance jobs in F&A Department
3.	Estimated Cost	₹ 63,02,014.00 (Rupees Sixty Three Lakh Two Thousand and Fourteen only) excluding GST.
4.	Earnest Money Deposit (EMD)	₹ 1,00,000.00 (Rupees One Lakh only)
5.	Period of Contract	Two (02) Years from the date of commencement of work. However, BPSCL reserves the right to shorten or terminate the contract period at any time at its discretion.
6.	Price basis	FIRM Price during currency of the Contract
7.	Important Dates & Time	As per the dates mentioned in Tender Details of e-Procurement Portal.
8.	Qualifying Requirements / Eligibility Criteria	8.1 Commercial / Financial Capability: I. Average annual financial turnover of the Bidder for any three years of the last four financial years, ending 31 st March of the financial year previous to the one in which NIT was issued, should be at least ₹ 9.45 Lakhs II. Documents to be submitted for turnover: In support of turnover, Turnover Certificate in the prescribed format (Annexure-V) from a practicing Chartered Accountant with official seal and membership number or Audited Profit and Loss (P/L) Accounts Statements duly certified by a practicing Chartered Accountant containing annual financial turnover values for any three years of the last four financial years, ending 31 st March of the financial year previous to the one in which NIT was issued, is to be submitted. Audited Profit & Loss (P/L) Accounts statement should contain name of Bidder.

Note:

- a. If any bidder does not furnish the turnover value for any financial year / years out of the last four financial years, the turnover for that financial year shall be taken as 'Zero' and the average annual financial turnover shall be calculated accordingly.
- b. The Turnover Certificate and Audited Profit & Loss Accounts certified by CA shall contain the Unique Document Identification Number (UDIN) and membership number of the CA.

8.2 Technical Capability:

- I. Experience of having successfully completed similar nature work by the bidder in India during last 07 years ending last day of the month previous to the one in which tenders are invited should be either of the following:
 1. The average value of similar nature completed works costing not less than ₹ 12.60 Lakhs in three work orders.

Or
 2. The average value of similar nature completed works costing not less than ₹ 15.75 Lakhs in two work orders.

Or
 3. The value of similar nature completed work costing not less than ₹ 25.20 Lakhs in one work order.

Note:

- a. Partially completed work orders having validity of more than one year shall be considered for technical evaluation under similar nature work as per Eligibility Criteria if the firm has completed at least one year of the period of work order. Completed Sub-orders issued against Rate Contract shall be considered after completion of one-year period of that Rate Contract. All Sub-orders completed by a firm under one Rate Contract will be considered as single work order for evaluation as per Eligibility Criteria.
- b. Work Order, whose total work duration is one year or less than one year, will be considered for Technical Evaluation if work execution against the same has been completed in totality.
- c. For evaluation of eligibility and experience, any change in Name or type / category of the enterprise / style of the firm, except for Proprietorship and unregistered Partnership, may be considered with submission of relevant documents.

(Bidder can submit maximum 03 work orders with details mentioned in **(Annexure- IV)**)

II. Documents to be submitted for technical eligibility:

1. Notarized Affidavit, as per **(Annexure- IV)**, indicating type / category of enterprise / style of the firm.
2. Copies of work orders mentioned in the affidavit, along with Completion Certificate issued by the concerned authority for each work order. Work Completion Certificate for fully or partially completed work should contain name of the Bidder, signature and stamp of the issuing authority, name of work, work order number & date, value of completed work (without GST) and date of completion. In case GST is included in the value of payment, same should be clearly mentioned.
3. In case work is completed (fully or partially), but Work Completion Certificate has not been issued by the concerned authority, copy of Final Bill / Running Account (R.A) bill (in case of partially completed work), duly certified and passed for payment by the bill passing authority, shall be submitted. Final Bill / R.A Bill (in case of partially completed work) should contain name of the Bidder, signature & stamp of bill passing authority, name of work, work order number and value of payments (without GST). In case GST is included in the value of payment, same should be clearly mentioned.
4. If any bidder submits credentials of having worked as a Sub-contractor, they will have to additionally submit a successful work execution certificate issued by the end-user of such service, i.e. any authorized official / representative of the organization where the job has been executed, irrespective of whether the work has been completed fully or partially.

Note:

- a. Similar Nature work has been defined at Para 8.3 below.
- b. Similar nature work experience should be from any Public Sector Undertaking / Government / Semi Government organization or Joint Venture thereof / Company registered under Companies Act.

	8.3 The similar nature of work is defined as: “Deployment of office Assistance in Finance & Account department or Computer Operator in routine office work”	
	8.4 Other Requirements: NA	
	8.5 Document Verification: BPSCL reserves the right to verify the original documents of copies submitted by the bidder, if required, at any time during tendering, evaluation and / or the execution stage of the Contract. The bidder has to present the originals for verification, whenever asked for and within the specific time frame. In case of any documents / information submitted by bidder(s) is found to be false or containing any misrepresentation or having any fraudulent declaration in it, then, in such eventuality, legal action (including cancellation of Contract, suspension and / or banning of business dealing, damages, criminal proceedings, etc.), as deemed fit, may be initiated by BPSCL against the bidder.	
	8.6 Language of offer documents: Techno-commercial documents submitted by the bidder & all correspondence relating to the offer between the bidder and BPSCL must be in Hindi or English language. Any printed literature submitted by the bidder as part of its offer, in a language other than Hindi or English, should be supported and corroborated by duly Notarized translation in Hindi or English language. For the purposes of evaluation of the offer, the content of the Hindi / English translation shall supersede and overrule the document in other language. BPSCL’s evaluation of the offer based on the translated content shall stand final.	
	8.7 Cutting / application of fluid whitener / deletion or addition / overwriting / legibility: a. Offer documents submitted by the bidder should not have any cutting / application of fluid whitener/ deletion or addition / overwriting. Offers having such documents shall be liable for rejection. b. Scanned and uploaded techno-commercial documents in e-procurement tenders should be clearly legible, else the offer shall be liable for rejection.	
	8.8 Self-Attestation: All pages of offer documents to be submitted by the bidder / attorney holder / authorized person in its offer should be self-attested along with stamp & seal. Work Orders, Completion Certificates and all other documents, required as per NIT, should be in the name of the participating bidder.	
	8.9 Consortium bidding is not permitted: No consortium will be allowed. The bidder must meet all the eligibility criteria by itself.	
9.	Tender Validity Period	a. Validity of the offer shall be at least Six (06) months from the Bid Opening Date. In case of extension of "Bid Submission / Opening Date", the validity will be counted from the extended Bid Submission End Date. b. In case prices are finalized through Reverse Auction / Price Negotiation, the validity of the final quoted price shall be two (02) months from the date of discovery of the final L-1 price, either through Reverse Auction or through Price Negotiation, as the case may be, or till the validity of the techno-commercial bid, whichever is later.
10.	Reverse Auction	Rates will be finalized through Reverse Auction among techno-commercially accepted bidders which will be conducted through the CPP Portal. The procedure for the same is detailed in Section - III of this tender document.
11.	Other Conditions / Instructions a) If a Bidder withdraws its bid after opening of bids without giving any satisfactory and acceptable explanation thereof, the Bidder shall be debarred from participating in any tender of BPSCL for a minimum period of 01 (one) year. b) Bidder has the option of visiting the work site for actual assessment of the job before submission of offer. c) Any conditional offer or offer having deviations is liable to be rejected.	

		<p>d) Bidder is advised to mention page number on each page of documents submitted by him / her. BPSCL shall not bear any responsibility in case of any loss of documents submitted by the bidder during tender opening or thereafter.</p> <p>e) If the Bidder is a Firm or Company, then it 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.</p> <p>f) Price or any indication of price shall NOT be mentioned in the Techno-Commercial Bid.</p> <p>g) The 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</p> <p>h) In case the date of tender opening happens to be a holiday, the tender will be opened on the next working day at the same time.</p> <p>i) Public Procurement Policy for Micro and Small Enterprises (MSEs): BPSCL reserves the right to exercise Purchase Preference i.r.o Micro and Small Enterprises (MSEs) as per guidelines mentioned in the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012, amendments thereto issued by the Government of India through Office Memorandums dated 17.04.2018 & 14.11.2018 and any other amendments issued by the Government till the date of opening of offers received against this tender.</p> <p>j) Offers from two or more bidders shall summarily be rejected if they have any of the following parameters in common:</p> <ol style="list-style-type: none"> i. Same PAN ii. Same GST Number iii. Same Postal address iv. Same E-mail ID v. Same Mobile number vi. Same person signing in more than one offer / representing more than one bidder. <p>k) BPSCL reserves the right to:</p> <ol style="list-style-type: none"> i. Retender / extend the due date of submission of offer. ii. 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. iii. Modify the tender documents at any stage before the due date of tender.
12.	Address for correspondence	<p>Sri P K Samantaray, DGM (Material Management) Bokaro Power Supply Company (P) Ltd. Hall No. – M 01, Old Administrative Building ISPAT Bhawan, Bokaro Steel City – 827001. Contact no.: 06542 240380 E-mail ID: contract@bpscl.com</p> <p>For any queries regarding all sorts of application of e-Procurement system while acquiring digital signature, registration, downloading & uploading of tender documents, activation of user ID & password, under sign may be contacted.</p>

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

(Goyeena Gorakhnath)
AGM (MM)