

SOLAR ENERGY CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)



Tender No: SECI/C&P/BMS/2021

Date: 22/07/2021

Solar Energy Corporation of India Limited (hereinafter called “SECI”), invites bids from experienced and reputed service providers to participate in this limited tender for **“Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex”**

For the implementation of abovementioned work, Bidders should submit their Bid proposals complete in all respect in separate sealed covers, super-scribed with **“Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex”** & should be sent to SECI office at the following address so as to reach on or before **5th August, 2021** positively to

Sh. Kartik Ganesan

Dy. Manager (C&P)

Solar Energy Corporation of India Limited

6th Floor, Plate-B, NBCC Office Block Tower- 2

East Kidwai Nagar, New Delhi- 110023

Telephone: 01124666200, Extension 273

E mail: contracts@seci.co.in

Bidder shall submit the Tender proposal, complete in all respect as per the Bid Information sheet.

DISCLAMIER:

1. Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects.
2. Solar Energy Corporation of India Limited (SECI) reserves the right to modify, amend or supplement this Tender Document including all formats and Annexures.
3. While this Tender has been prepared in good faith, neither SECI nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender, even if any loss or damage is caused by any act or omission on their part.

BID INFORMATION SHEET

Tender No. & Date	Tender No: SECI/C&P/BMS/2021 Dated: 22/07/2021					
Broad Scope	Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex					
TYPE OF BIDDING SYSTEM	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">SINGLE BID SYSTEM</td><td style="width: 50%; text-align: center;"><input style="width: 80%;" type="text"/></td></tr><tr><td>TWO BID SYSTEM</td><td style="text-align: center;"><input checked="" style="width: 80%;" type="text" value="Yes"/></td></tr></table>		SINGLE BID SYSTEM	<input style="width: 80%;" type="text"/>	TWO BID SYSTEM	<input checked="" style="width: 80%;" type="text" value="Yes"/>
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TYPE OF RfS/ Bid	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">E-TENDER</td><td style="width: 50%; text-align: center;"><input style="width: 80%;" type="text"/></td></tr><tr><td>MANUAL</td><td style="text-align: center;"><input checked="" style="width: 80%;" type="text" value="Yes"/></td></tr></table>		E-TENDER	<input style="width: 80%;" type="text"/>	MANUAL	<input checked="" style="width: 80%;" type="text" value="Yes"/>
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DOCUMENT FEE/ COST OF RfS DOCUMENT (NON-REFUNDABLE)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">APPLICABLE</td><td style="width: 50%; text-align: center;"><input style="width: 80%;" type="text"/></td></tr><tr><td>NOT APPLICABLE</td><td style="text-align: center;"><input checked="" style="width: 80%;" type="text" value="YES"/></td></tr></table> <p>The NIT document is Free of Cost.</p>		APPLICABLE	<input style="width: 80%;" type="text"/>	NOT APPLICABLE	<input checked="" style="width: 80%;" type="text" value="YES"/>
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BID PROCESSING FEE (NON-REFUNDABLE)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">APPLICABLE</td><td style="width: 50%; text-align: center;"><input checked="" style="width: 80%;" type="text" value="Yes"/></td></tr><tr><td>NOT APPLICABLE</td><td style="text-align: center;"><input style="width: 80%;" type="text"/></td></tr></table> <p>Amount: INR 6000/- (Indian Rupees Six Thousand only) inclusive of GST @ 18%.</p>		APPLICABLE	<input checked="" style="width: 80%;" type="text" value="Yes"/>	NOT APPLICABLE	<input style="width: 80%;" type="text"/>
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EARNEST MONEY DEPOSIT (EMD)	APPLICABLE	<input type="text"/>
	NOT APPLICABLE	<input type="text" value="Yes"/>
CONTRACT PERFORMANCE SECURITY	APPLICABLE	<input type="text" value="Yes"/>
	NOT APPLICABLE	<input type="text"/>
Last date & Time of submission of Bids	05/08/2021 up to 1800 HRS	
Name, Designation, Address and other details (For Submission of Response to NIT)	Sh. Kartik Ganesan Dy. Manager (C&P) Solar Energy Corporation of India Limited 6th Floor, Plate-B, NBCC Office Block Tower- 2 East Kidwai Nagar, New Delhi- 110023 Telephone: 01124666200, Extension 273 E mail: contracts@seci.co.in	
Details of persons to be contacted in case of any assistance required	1) Mr. Kaushik Bhar Deputy General Manager (P&A) Ph: 011-24666223 2) Mr. Sandeep Kumar Senior Manager (C&P) Ph:01124666231 3) Mr. Kartik Ganesan Deputy Manager (C&P) Ph:01124666273	

1. INTRODUCTION

- 1.1 Solar Energy Corporation of India Limited (hereinafter called “SECI”) is a Government of India Enterprise, under the administrative control of the Ministry of New & Renewable Energy (MNRE). One of the main objectives of the Company is to assist the Ministry and function as the implementing and facilitating arm of the Jawaharlal Nehru National Solar Mission (JNNSM) for development, promotion and commercialization of solar energy technologies in the country.
- 1.2 Our offices at Tower 2, 6th floor and Tower 4, 1st floor at NBCC have various fixtures like CCTV, Fire Alarm system (including fire extinguishers, NOVAC, etc.), Access Control and Public Addressing system which would require regular maintenance and monitoring as these are critical equipment from security and safety point of view.
- 1.3 The bidder should be reputed service provider having experience in the field of Maintaining and Servicing of Fire Alarm System, CCTV, Public Addressing System and Access Control System. Detailed requirements are specified in the eligibility criteria mentioned in this document.
- 1.4 The Bidders are advised to read carefully all instructions and conditions appearing in this document and understand them fully. All information and documents required as per the Tender Document must be furnished. Failure to provide the information and/ or documents as required may render the bid unacceptable.
- 1.5 The Bidders shall be deemed to have examined the Tender Document, to have obtained his own information in all matters whatsoever that might affect carrying out the works in line with the scope of work specified elsewhere in the document at the offered rates and to have satisfied himself to the sufficiency of his bid. The Bidder shall be deemed to know the scope, nature and magnitude of the works and requirement of materials, equipment, tools and labour involved, wage structures and as to what all work he has to complete in accordance with the bid documents irrespective of any defects, omissions or errors that may be found in the bid documents.

2. SCOPE OF WORK

The overall scope of work will include a 02-year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex with following detailed Specifications:

Service provider shall provide on call/ maintenance services for the following essential equipment for the period of 2 years from the date of commencement of contract.

Service provider will perform Preventive Maintenance once in 90 days on the equipment & unlimited corrective/ reactive calls without any additional cost to the Client under this Contract. The cost of replacement and repairs of the materials will be claimed from SECI supported by bills.

The bidders are advised to visit the office locations of SECI and acclimatize themselves to the equipment and work expected from them.

1. CCTV

Description: SECI has set up a comprehensive CCTV system at both its offices. The CCTV set up consists of Honeywell NVRs, Seagate HDD, Honeywell Mini dome camera and Computer. Service provider will carry out the following tasks during the periodic maintenance visit:

- Check all CCTV Camera and control equipment.
- Check and clean cameras, lenses and housings as necessary.
- Check lenses for correct field of view and adjust as necessary
- Check pictures for correct field of view and adjust as necessary.
- Check and test remote signaling equipment (if fitted)
- Check recording and playback quality
- Checking functioning of NVR with clear footage & angle along with storage of each location of minimum.
- Every quarter details of preventive visit with parameters mentioned above to be provided.

In no circumstances password of CCTV to be shared other than the authorized Officials of SECI. In case if it's found that any internal footage has been leaked or taken away by service provider manpower & misused, strict legal action shall be taken on service provider by client.

2. FIRE ALARM DEVICES AND PUBLIC ADDRESSING SYSTEM

Description: SECI has set up a comprehensive Fire Alarm devices and public addressing system at both its offices. The Fire alarm device consist of Fire extinguishers, Spectra Alert (from System Sensor), Honeywell notifier NFS2-640(E), Honeywell notifier NFS 320, Honeywell notifier NBG 12 LX, Honeywell ISO X Fault Isolator Module, KANEX fire Suppressor system, FCM-1 Notifier Control module by Honeywell, Honeywell FAPT-851 Multi-Sensor Low-Profile Intelligent Detector, etc.

The Public Addressing system consists set up consists of Bosch Metal ceiling loudspeaker and BOSCH plea voice alarm call.

A. PREVENTIVE MAINTENANCE SERVICE - Service provider will provide periodical preventive maintenance, repair and replacement during AMC period, which will cover the following:

i. Controller and repeater

- Checking and testing of control & repeater panel functions.
- Testing of fire alarm devices (complete Fire and PA system).
- Check the power supply positions in control and repeater panel.
- Check the LED of panel.
- Check fire circuits by facilitating actual smoke/spray to one detector of each zone
- Examine batteries and their connections and test them to ensure that it is not likely to fail before the next quarterly inspection,
- Check the fire circuit of each zone from the panels.

- Check Alarm functions of the panel by operating a detector or call point in each zone and loop.
- Check all ancillary functions of the control panel, where possible.
- Check all fault indicators and circuits by simulating a fault condition.
- Visually inspect the control panel for signs of moisture ingress or other deterioration.
- Checking and testing of all fault indicators and circuits of each zone by disconnecting wire by removing a detector.
- Cleaning of all panel, detectors (Smoke+ Heat), PCB MCP, PA system + Amplifier and other components related with the system.
- Testing of complete Fire panel & PA system (smoke detectors, heat detectors, MCP, hooters, PA system, RI and MCP).
- Tightening of all connections.
- Loop Voltage checking
- Checking of all relays and cards of all panels
- Checking of all cables and connections.
- Checking and refilling of gas of all Fire extinguishers
- Ensuring all systems/panels are connected with UPS supply and batteries are in working condition.
- **The service provider will arrange training for SECI's maintenance and employees on fire fighting and equipment handling.**
- Other checks and tests recommended by the manufacturer
- Information/report to the concerned person of SECI of any un-serviceability.
- A certificate of testing and health report to be issued and provided to SECI on quarterly basis.

ii. **Fire suppression Control Panel**

- Check all switches of Control Panel
- Check of all modules and terminals
- Check the LED.
- Check of all terminal lags and wirings for field devices
- Check and clean terminal log of all back up batteries
- Check of all terminal logs and wirings for field devices
- Check and inspect for any unusual appearance or condition, and make necessary correction as required.
- Manual testing of control panel.

iii. **Smoke Detectors**

- Check all the smoke detectors installed.
- Check terminal log of smoke detector base, if corroded - clean immediately
- Random activation of all smoke detector without discharge of agent

iv. **Manual Pull Station**

- Check terminal log of all manual release station.
- Clean lever of button for normal operation and repair if necessary
- Inspect all manual release station for broken, crack, dirt, distortion and or any signs of physical damage.
- Testing of all manual release station without discharge of agent.

v. **Fire Alarm Bell**

- Check all the audible signal of fire alarm bells.
- Cleaning of all fire alarm bells.
- Inspect all fire alarm bells for any signs of physical damage.
- Testing of all fire alarm bells using back up battery operation.

vi. **Horn & Flashing Strobe**

- Check all the audible signal of horns & flashing strobes.
- Cleaning of horns & flashing strobes.
- Inspect horn & flashing strobe for any signs of physical damage.
- Activation of all horn strobe using back up battery operation.
- Testing of all fire alarm bells using back up battery operation.

vii. **FM 200 system** (including all devices like Panel, actuator, Cylinder setup (other than Gas), Rodent Panel, Rodent Satellite VESTA Panel)

- FM200 Cylinder Clean and check of FM200 pressure gauge and record log.
- Checking the Electrical Control Head (solenoid functionality test) of the Gas Release Panel
- Clean and inspect of FM200 cylinder & equipment for damaged or missing parts.
- Check FM200 cylinder brackets, straps and associated parts for corrosion, oil, grease and grime and tight any loose hardware.
- Inspect FM200 cylinder brackets, straps, cradles and mounting brackets for loose, damaged or broken

3. ACCESS CONTROL

SECI has arranged RFID based access card system with Door controller, door lock, push button reader, biometric reader, etc. The card readers are placed at strategic locations in the Office

- Check all Access Control equipment.
- Check and update Software.
- Every quarter detail of preventive visit with parameters mentioned above to be provided.
- Checking of linkage of the Access control system with Fire alarm system at strategic locations

(The work regarding preventive maintenance shall be commenced only after the Access Control is fully activated in SECI as informed by the Engineer in Charge)

4. PERIODICITY OF PMS – Service provider shall provide Periodical Preventive Maintenance at least once every 90 days.

5. RESPONSE TIME

- The response time to a request/breakdown for will be within 4 hours.

- Service provider shall provide service 12 hours a day, 7 days a week for the Equipment attached with CCTV, Fire panel and PA system.
- For Faulty NVR, Camera or any other device, resolution time will be within 48 hours, uptime must be not less than 98% subject to component availability.
- In case of any password reset issue, the TAT should not exceed more than 48 hours & back up data/ option to be created at site in interest of managing the site securely.
- CCTV is critical for business and security of premises, hence all minor and major complains to be resolved in 48 hours

6. VISITS:

6.1 Regular visits

- i. The vendor's certified service engineer/ staff shall visit the site once in three months (Quarterly) for checking the healthiness of the system. The engineer / staff deputed shall have minimum 3 years' experience in fire alarm systems.
- ii. The visit shall include routine maintenance, hardware/software checks, preventive maintenance, and carry out corrective actions for the complete system.
- iii. The software check shall include minor modifications to improve existing application performance, backup operations and software update.
- iv. Vendor shall do the testing of the loop control cards. Vendor shall identify the faults in the loop. Repairing of card is not in the scope of vendor. In case there is major problem in the panel, SECI shall provide a new local control panel. Vendor shall replace the panels.
- v. The service engineer shall maintain a service logbook at the site indicating the activities carried out during preventive and breakdown maintenance and also submit service reports based on the maintenance activities carried out, parts repaired/replaced etc.
- vi. Copy of the reports shall be attached along with invoices, to be submitted to Engineer-in-Charge (EIC) quarterly basis (after routine visit).
- vii. All the routine testing shall be done as per applicable ISO standards and report should be submitted to SECI as per IS formats

6.2 Emergency visits

The vendor shall report to SECI Corporate office within 4 hours after receipt of a written intimation/ telephone call / email from SECI for restoring the system. The engineer deputed shall have minimum 3 years' experience in fire alarm /CCTV system.

7.0 GENERAL POINTS

- i. Tools like multi meter, tester, connectors, crimping tools etc. are to be maintained by the vendor. Consumables like insulation tape, lugs, plug, simulators are in vendor's scope.
- ii. The preventive maintenance jobs are to be carried out during Saturdays and Sundays 9.00 A.M To 5.00 P.M. Vendor shall preferably do the testing on Saturdays.
- iii. Based on requirements, the emergency corrective/ reactive jobs should be done during working days.
- iv. Advising SECI Administration in all matters relating to Fire & Safety Management.

- v. All statutory compliances and safety measures shall be ensured by the vendor
- vi. All personal protective equipment like helmet, shoes, safety belt, uniform / apron to the PMC staff shall be in vendor's scope

4. ELIGIBILITY CRITERIA

The participating agency must meet the following minimum eligibility criteria –

The Bidder should be a body incorporated in India under the Companies Act, 1956 or 2013. Proprietorship Firms, Partnership Firms, Limited Liability Partnership Firms, Government owned Enterprises who are registered/ incorporated in India are also eligible to participate. In case of registered Companies, the copies of Certificate of Incorporation (CoI), Article of Association (AoA), Memorandum of Association (MoA) shall be provided along with the bid. In case of other Companies/ Firms, the relevant document demonstrating the status of registration of the Company/ Firm to be provided along with the bid.

NGOs, Charitable Trusts, Educational Societies are not eligible for participation in this NIT. Bids by Consortium/ JV are not allowed for participation under this NIT.

- a) The Bidding company should be in the field of Maintaining and Servicing of Electronic Security Systems Including Fire Alarm System, CCTV, Public Addressing System and Access Control System for not less than Three Years as on date of bid submission date.
- b) The company should have office of their own in Delhi/NCR and having their own operator and Supervisor in Delhi/ NCR Delhi. A self-certification on the letterhead of the Bidder (duly stamped and signed) indicating address and contact details to be submitted along with the bid.
- c) Company should have experience of similar works in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during the last 07 years for:
 - i) Three similar completed works costing not less than the amount equal to Rs.2.90 lakhs.
 - ii) Or Two similar completed works costing not less than the amount equal to Rs 3.60 lakhs.
 - iii) or One similar completed work costing not less than the amount equal to Rs.5.75 lakhs.

Similar works indicate the Comprehensive/Non-Comprehensive Annual Maintenance Contract (AMC) undertaken for the Equipment which includes Fire Alarm system, CCTV, Public Addressing System and Access control system.

- d) Company should not have been barred / blacklisted for taking up similar work in any organisation.
- e) The Minimum Average Annual Turnover (MAAT) of the bidder in the last three financial years (i.e. FY 2018-2019, 2019-2020 and 2020-21) should be Rs. 2.90 Lakhs.

- f) The net worth for the last financial year should be positive. “Net Worth” of the Bidder shall be calculated as per Company Act 2013.
- g) The Bidding company should have valid PAN, GST registration.

Documentary Evidence for the following must be submitted, to support your eligibility

- a) Documentary evidence including PO/WO/Completion Certificate/ Performance Certificate with Details of work orders indicating scope of assignment, name of client(s), value of assignment, date & year of award etc, along with relevant copies of contract/ work orders;
- b) Copies of relevant Certificates issued
- c) Copy of Certification for bidder being not blacklisted /barred for taking up similar work in any organisation.
- d) Certified copy of registration certificate.
- e) Documents showing proof of turnover during last 3 financial years.

5. TENDER PROCESSING FEE (NON-REFUNDABLE)

- a. A non- refundable Tender Processing Fee, if applicable, is to be submitted in the form of ‘either through NEFT/ RTGS transfer in the account of SECI or Demand Draft/ Banker’s Cheque in favour of “Solar Energy Corporation of India Limited, New Delhi” payable at New Delhi. The Tender Processing Fee is to be submitted along with the bid for the amount as mentioned in the Bid Information Sheet. Bids submitted without payment of requisite Tender Processing Fee will be treated as non-responsive and shall be liable for rejection.
- b. The Tender Processing Fee and EMD, if applicable is exempted for MSME Vendors registered under NSIC/ Udyog Aadhaar/DIC Category only.
- c. In case of any discrepancy/ non-submission of bid documents by the bidder, the tender processing fee will be deemed as bidder’s consent for participation in the bidding process. Henceforth, the tender processing fee shall be retained by Employer and shall not be returned under any circumstances. No plea in this regard shall be entertained by the Employer/ Owner. However, EMD, if applicable will be returned in this case.
- d. In the event of a particular tender being cancelled at any stage, the tender processing fee will be refunded to the concerned bidders without any interest charges within 30 days from the date of notification of cancellation of tender. No plea in this regard shall be entertained by the Employer/ Owner. EMD, if applicable will also be returned in this case.

6. METHOD OF BID SUBMISISON

The Bidder have the option of sending their Offline Documents either by registered post; or speed post; or courier; or by hand delivery, so as to reach SECI by the Bid Deadline. Documents submitted by telex/telegram/fax/e-mail shall not be considered under any circumstances. SECI shall not be responsible for any delay in receipt of the Bid. Any Bid received after the Bid Deadline shall be returned unopened.

The Techno Commercial & Price Bids in response to this bid Document shall be submitted by the Bidder in the manner as provided below.

A. ENVELOPE- I (TECHNO COMMERCIAL ENVELOPE)

DOCUMENTS LISTED BELOW ARE TO BE SUBMITTED IN OFF-LINE MODE AS HARD COPIES ONLY

The Bidder shall submit Techno Commercial Proposal as per the Eligibility documents asked in the Bid Document. Envelope shall be super scribed as “**Technical Bids for Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex**” to SECI, New Delhi comprising of following Documents:

- i. Covering Letter as per Format I.
- ii. Original Non-Refundable Tender Processing Fee as per clause no. 05 above.
- ii. General particulars of the Bidder as per the Format II
- iii. Experience Details as per Format VI & complete set of Experience
- iv. Annual reports along with a certification of turnover of last 03 years as per Format VII*
- v. No Deviation Confirmation as per Format VIII
- vi. E Banking Mandate Form as per Format IX
- vii. Power of Attorney as per Format X or Board Resolution for such authorization.
- viii. Copy of GST registration No, PAN Card and Income Tax Registration,
- ix. An undertaking that the agency has not been blacklisted by any Government Department/Autonomous bodies or any of its branch as on the date of submission of the bid.
- x. The bidder should have working office in Delhi/NCR with full address, phone, mobile number, email and fax. The agency shall submit the documents showing such presence.

*In case the audited annual accounts for the year previous Financial Year is not available with the bidder, Minimum Average Annual Turnover shall be considered for the average of its last three preceding years. MAAT shall mean Revenue from Operations as incorporated in the profit & loss account excluding other income, e.g. sale of fixed assets. This must be the individual Company's turnover and not that of any group of Companies. A summarized sheet of average turn over certified by a practicing CA/Statutory Auditor should be compulsorily enclosed along with corresponding annual accounts.

The Technical Proposal shall not include any financial information relating to the Financial Proposal. The Bidder shall submit Bids in the given Format only.

(B) ENVELOPE- II (FINANCIAL ENVELOPE)

The bid for Second Envelope (Price - Part), as per the format , shall be duly filled. Envelope shall be super scribed as “ **Financial Bids for Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex**”.

- i) The prices quoted in the financial bid should be without any conditions.
- ii) The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given in Format V
- iii) The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) The Financial bid shall be on a fixed price basis and, no price variation on any account shall be considered.
- v) Price quotation accompanied by vague and conditional expression such as “subject to immediate acceptance”, “subject to confirmation before sales”, etc. will be treated as being at variance and shall be liable for rejection.
- vi) Prices quoted will be firm for the entire period of Contract.
- vii) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender Document and submit the total cost in the financial bid.
- viii) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
- ix) In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
- x) The bidder must fill and submit the rates as per instructions given above. If the bidder does not quote a price/rate for any item in the Form of Bid, his tender may be summarily rejected.
- xi) If there is a discrepancy in the Unit Rate mentioned against each individual item & the total price, then the unit rate for the items individually will be taken as final & binding.
- xii) However, it is to be clearly noted that SECI shall be under no obligation to accept and /or award the contract to the lowest bid offered by any bidder for the mentioned services in this tender.

7. EVALUATION OF BIDS

A. Technical Evaluation

Technical Proposal Content: Technical Proposal should be prepared considering Objective, Scope, Approach & Methodology, Activity Schedule & Deliverables as well as other information given in this document

The bidders, whose bids are found to be in order after general evaluation would then be evaluated on the basis of technical eligibility criteria as mentioned in this bid and as per the documents/credentials submitted in support of the fulfilment of the eligibility criteria.

The Bidders are required to submit their bids as per formats provided under Section: Forms & Formats”.

B. Financial Evaluation

Financial Proposal Content: After the technical evaluation, the Financial Bids of bidders will be opened and will be ranked in terms of their total evaluated cost. The least cost bid will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc. Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.

C. Acceptance by SECI and intimation to successful bidder subject to fulfilment of the above eligibility criteria mentioned (Technical and financial) and as demonstrated based on documentary evidence submitted by the bidder in the Bid will be communicated by mail/letter or

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any other form of communication. Formal letter of acceptance and work order of the Tender will be forwarded as soon as possible, but the earlier instructions in the mail/letter etc. should be acted upon immediately.

Intimation to the successful bidder by SECI, is subject to renewal based on the satisfactory performance of the bidder based on SECI's sole discretion.

8. GENERAL CONDITIONS

a. Non-Transferable Bid

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

b. Deviations

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original Tender documents. If the bidder has any observations, the same may be indicated in his forwarding letter along with the bid. Bidders are advised not to make any corrections, additions or alterations in the original Tender documents. If this condition is not complied with, bid is liable to be rejected.

c. Deadline for submission of bid

The bid duly filled must be received by SECI at the address specified not later than the date and time mentioned in the “**Bid Information Sheet**”. Bid received later than the deadline prescribed for submission of tender by SECI will be liable for rejection.

d. Withdrawal of bid

No Tender can be withdrawn after last date of bid submission and during tender validity period. Submission of a tender by a bidder implies that he had read all the tender documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.

e. Clarification of the bid

To assist the examination, evaluation and comparison of the tenders, SECI may at his discretion ask the bidders for any clarifications as considered essential. All such correspondence shall be in writing and no change in price or substance of the tender shall be either sought or permitted. Above clarification and their response shall form part of the tender and shall be binding on the bidder.

f. Examination of the bids

SECI shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a

bid is not substantially responsive, it shall be rejected by the SECI.

However, SECI may seek clarifications to ascertain the actual facts & Technicalities. In case of tenders containing any conditions or deviations or reservations about contents of tender document, SECI may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive. SECI's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

g. Canvassing

No bidder is permitted to canvass to SECI on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

h. Right to accept any bid or reject all bids

SECI reserves the right to accept, split, divide, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, the SECI shall deem such bid as invalid.

i. Award of Contract

a) SECI will intimate the selected bidder for “**Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex**” whose bid have been determined to be successfully qualified after evaluating the laid down Techno Commercial Eligibility Criteria of the Bid document and as demonstrated based on documentary evidence submitted by the Bidder in the Bid.

b) SECI will Intimate/notify the successful bidder in writing, through intimation/notification that his bid has been accepted. The notification/Intimation would be sent in duplicate to the successful bidder who will return one copy to SECI duly acknowledged, signed and stamped by the authorized signatory of the bidder, as an unconditional acceptance of the notification/intimation. The date of commencement of services will be notified to the successful bidder in the notification/intimation letter issued. No correspondence will be entertained by SECI from the unsuccessful bidders.

c) Successful Bidder will have to enter a detailed contract agreement with Solar Energy Corporation of India Limited, New Delhi within **30 (Thirty) days** of intimation/Notification/issue of award on non-judicial stamp paper of Rs.100/- (Rupees one hundred only).

d) The value of the Contract Performance Security shall be 03% of the Contract Value to be deposited within **30 (Thirty) days** of the award of the work. The amount shall be refundable without any interest after successful completion of the contract period. The Contract Performance Security shall be in the form of either Banker's Cheque or Demand Draft or Bank

Guarantee and shall be in the currency of the Contract and will be issued in the name of the Owner as “**Solar Energy Corporation of India Limited, New Delhi**”.

e) Further, any delay beyond 30 (Thirty) days shall attract interest @ 1.25% per month on the total Contract Performance Security amount, calculated on pro-rata basis accordingly. Owner at its sole discretion may cancel the Contract Agreement/Award, in case Contract Performance Security is not submitted within 40 (Forty) days from the date of intimation/Notification/issue of award. (Months to be taken as 30 days for calculation of Interest) However, total project completion period shall remain same. Part Security shall not be accepted.

j. Cancellation of Contract

SECI reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the SECI on the following circumstances:

- i) The bidder has made misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.
- ii) The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
- iii) The bidder goes into liquidation voluntarily or otherwise during the execution of contract.
- iv) The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
- v) After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, SECI reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which the SECI may have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.

k. Important notes

Wherever information has been sought in specified formats, the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.

- i) If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to Tender Document, in any manner whatsoever, SECI reserves the right to reject such response to Tender Document and/or cancel the Contract Agreement.
- ii) Bidders may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. The decision of SECI in this respect shall be final and binding.
- iii) The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the installation and commissioning. It shall also carefully read and understand all its obligations & liabilities given in tender documents.

- iv) SECI may at its discretion extend the deadline for submission of the bids at any time before the time of submission of the bids.
- v) Bidders shall mention the name of the contact person and complete address of the Bidder in the covering letter.
- vi) Non submission and/or submission of incomplete data/ information required under the provisions of Tender Document shall not be construed as waiver on the part of SECI of the obligation of the Bidder to furnish the said data/information unless the waiver is in writing.
- vii) Only Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this Tender.
- viii) SECI reserves the right to delete items from the schedule of requirements specified in the tender. SECI also reserves the right to alter the quantity and vary specifications.
- ix) SECI reserves the right to make any changes in the terms and conditions of the tender.
- x) **SECI shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.**
- xi) SECI will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
- xii) All documents, instructions, operation, manuals, reports, labels and any other data shall be in English Language. The contract agreement and all correspondence between the SECI and the Bidder shall be in English language.

I. Contract Performance Security (PBG)

a) Against the contract of the project, within 30 (Thirty) days from the issuance of the Notification of Award from Owner, the successful bidder shall furnish an unconditional and irrevocable Contract Performance Security as per Format attached and which shall be for 03% of the total Contract Value and shall be valid up to 27 (Twenty Seven) months from the date of issue of award. The Contract Performance Security shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee and shall be in the currency of the Contract and will be issued in the name of the owner (Solar Energy Corporation of India Limited).

Bank Guarantee towards Contract Performance Security shall be from any scheduled bank or a branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign bank. However, in case of Bank Guarantees from Banks other than the Nationalized Indian banks, the Bank must be a commercial Bank having net worth in excess of INR 500 Crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.

The Contract Performance Security may also be submitted in the form of 'crossed payee accounts only' Demand Draft/ Banker's Cheque in favour of (Solar Energy Corporation of India Limited).

b) The Contract Performance Security has to cover the entire contract value including extra works/ services also. As long as the Contract Performance Security submitted at the time of award takes care the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional Contract Performance Security. As soon

as the total executed value is likely to burst the ceiling of awarded contract price, the bidder should furnish additional Contract Performance Security on proportionate basis of the percentage for the additional amount in excess to the original contract value. The Contract Performance Security shall be towards faithful performance of the contractual obligations and performance of equipment.

c) Further, any delay beyond 30 (Thirty) days shall attract interest @ 1.25% per month on the total Contract Performance Security amount, calculated on pro-rata basis accordingly. Owner at its sole discretion may cancel the LOA, in case Contract Performance Security is not submitted within 40 (Forty) days from issuance of LOA. However, total project completion period shall remain same. Part Security shall not be accepted.

d) If the bidder or their employees or the bidder's agents and representatives shall damage, break, deface or destroy any property belonging to the Employer or others during the execution of the Contract, the same shall be made good by the bidder at his own expenses and in default thereof, the Engineer-in-Charge may cause the same to be made good by other agencies and recover expenses from the bidder (for which the certificate of the Engineer-in-Charge shall be final).

e) All compensation or other sums of money payable by the bidder to the Owner under terms of this Contract may be deducted from or paid by the encashment or sale of a sufficient part of his Contract Performance Security or from any sums which may be due or may become due to the bidder by the Owner of any account whatsoever and in the event of his Contract Performance Security being reduced by reasons of any such deductions or sale of aforesaid, the bidder shall within 10 (Ten) days thereafter make good in cash, bank drafts as aforesaid any sum or sums which may have been deducted from or realized by sale of his Contract Performance Security, or any part thereof. No interest shall be payable by the Owner for sum deposited as Contract Performance Security.

OTHER GENERAL TERMS AND CONDITIONS

1. Payment Terms

Payment shall be made in equated quarterly instalments and shall be released after deduction of taxes and duties and liquidated charges if any as applicable, on verification of bill/s certified by SECI's representative and subject to the satisfaction of the consignee with due certification from the Admin Team. Payment will be released only on submission of original Invoice/Bill duly completed in all respect, certified by Engineer-in-Charge of SECI. Installment shall fall due at the end of the quarter.

NOTE

- i. The tenderer has to quote in the prescribed price bid format ONLY. Quoting in any other manner will not be entertained.
- ii. The quoted price shall be inclusive of all.
- iii. Tender with over-written or erased, illegible rate or rates not shown in figures and words will be liable for rejection.
- iv. SECI takes no responsibility for any loss of documents/ delay/ non-receipt of tender specification/ tender sent by post or by any other arrangement.

- v. Tenders received after due date & time will NOT be considered.
- vi. The offer should be valid for a **period of 180 days** from the date of opening of tender, failing which the tender will be liable for rejection.
- vii. The rate quoted should be FIRM and in Indian Rupees.
- viii. Payment will be released only on submission & verification of original invoice of Invoice/Bill duly completed in all respect, certified by Engineer-in-Charge of SECI and NO advance payment will be allowed.
- ix. The Company reserves the right to change, amend, modify, suspend, continue or terminate all or any part of the Tender either in an individual case or in general, at any time without notice.

2. Liquidated Damages (LD)

- i. Any delay in resolution of complains logged by the SECI as per the given time, will attract a penalty of 2% for the first instance of occurrence of invoice amount of respective component and 5% from second time onwards of invoice amount of respective component of the same locations.
- ii. Any delay in scheduled preventive maintenance, will attract a penalty of 5% of the invoice amount.
- iii. Service provider need to maintain the safety during the execution of the work. In case of any incident happen at the site SECI will not be responsible and there will be direct impact on contract.

This Non-Comprehensive Annual Maintenance Contract provide 100% coverage to servicing of all items. The 2-year Maintenance Contract includes preventive as well as corrective maintenance are covered except suppression gas under Non-comprehensive AMC.

3. Period of Contract

The contract shall be valid for a period of two (02) years commencing from the date of award of contract, and is subject to renewal for another 02 years based on satisfactory service on yearly renewal basis on same terms & conditions and same rate. The rate quoted shall be valid for the entire period of contract and the extension period (if extended by SECI). However, SECI reserves its right to review and terminate the same before completion of the said period.

4. Termination for Insolvency

SECI may at any time terminate the Contract by giving written notice to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SECI.

5. Termination for Convenience

SECI, by written notice sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for SECI's convenience, the extent to which performance of the

Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

6. Successful Bidder Integrity

The Successful Bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

7. Non-Disclosure

The successful bidder shall safeguard and keep the Confidential Information of SECI in confidence. The bidder shall not, without the prior written consent of the owner (SECI), disclose Confidential Information to any person or entity except to bidder's employees, officers and directors who have a need to know such Confidential Information for the Purpose and who are bound by the confidentiality obligations. The successful bidder shall ensure that each of such employees, officers and directors are made aware of the nature of the confidential information and shall at all times remain liable for the wrongful disclosure by such persons. Further, the bidder shall ensure not to disclose the Confidential Information to its affiliates, Holding Company/ Parents as well as Group Companies.

8. Safety Management

Contractor will ensure that all his employees are suitably trained in safety management programme and handling of equipment. In addition, proper procedures, practices and regular inspection of the work areas, materials, equipment, and information will be ensured and training will be imparted as necessary for safe work performance.

9. Safety Code

- a) First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
- b) An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
- c) Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
- d) When a ladder is used, an extra labour shall be engaged for holding the ladder.
- e) All staff and workers employed in the work shall be provided with safety shoes, helmet, belt, etc.
- f) No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
- g) Suitable facemasks should be supplied for use by the work.

10. Force Majeure

10.1 Conditions for Force Majeure

In the event of either party being rendered unable by Force Majeure to perform any obligations required to be performed by them under the Contract the relative obligation of the party affected by such Force Majeures shall upon notification to the other party be suspended for the period during which Force Majeures event lasts. The cost and loss

sustained by the either party shall be borne by the respective parties. The term "Force Majeures" as employed herein shall mean acts of God, earthquake, war (declared or undeclared), revolts, riots, fires, floods, emergency, rebellions, explosions, hurricane, sabotage, any lockdowns imposed by the Government, civil commotions and acts and regulations of respective Government of the two parties, namely the Employer/ Owner and the bidder. Upon the occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing immediately but not later than 72 (Seventy-Two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation suspended by the Force Majeures shall then stand extended by the period for which such cause lasts. If deliveries of bought out items and/ or works to be executed by the bidder are suspended by Force Majeure conditions lasting for more than 2 (two) months, the Employer/ Owner shall have the option to terminate the Contract or re-look into the Contract provisions.

10.2 Outbreak of War

10.2.1 If during the currency of the Contract there shall be an out-break of war whether declared or not, in that part of the World which whether financially or otherwise materially affect the execution of the Work the bidder shall unless and until the Contract is terminated under the provisions in this clause continue to use his best endeavor to complete the execution of the Work, provided always that the Employer/ Owner shall be entitled, at any time after such out-break of war to terminate or re-look into the Contract by giving notice in writing to the bidder and upon such notice being given the Contract shall, save as to the rights of the parties under this clause and to the operation of the clauses entitled settlement of Disputes and Arbitration hereof, be terminated but without prejudice to the right of either party in respect of any antecedent breach thereof.

11. SETTLEMENT OF DISPUTES

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the works or after their completion and whether before or after the determination of the contract shall be referred by the Contractor to the owner and the owner shall within a reasonable time after their presentation made and notify decisions thereon in writing. The decisions, directions, classification, measurements, drawings and certificates with respect to any matter the decision of which is specially provided for by these or other special conditions, given and made by the owner or by the Controlling Officer/Officer-in-charge on behalf of the owner, are matters which are referred to hereinafter as accepted matters and shall be final and binding upon the Contractor and shall not be set aside on account of any infirmity, omission, delay or error in proceedings, in or about the same or any other ground or for any other reasons and shall be without appeal.

In the event of any dispute or difference between the parties hereto as to the operation of this contract or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account, or as to the withholding by SECI of any certificate to which the Contractor may claim to be entitled to or if the owner fails to make a decision within a reasonable time, then and in any such case, the Contractor after 30 days of presenting his final claim on disputed matter may demand in writing that the dispute or differences be referred to arbitration. Such demand for arbitration shall specify

the matters which are in question, dispute or differences and only such disputes or differences of which the demand has been made and no other, shall be referred to arbitration. Obligations during pendency of arbitration work under the contract, shall unless otherwise directed by the owner/Engineer, continue during the arbitration proceedings and no payment due or payable by the owner shall unless withheld on account of such proceeding, provided however, it shall be open for the arbitrator or arbitrators to consider and decide whether or not such work should continue during arbitration proceedings.

12. ARBITRATION

Matters in question, dispute or differences to be arbitrated upon shall be referred to for decision to a sole arbitrator who shall be nominated person appointed by Management of SECI, whose decision shall be final and binding on the Contractor. The work shall be continued as per programme during the pendency of arbitration.

FORMS & FORMATS

Format-I

Covering Letter

(The covering letter should be on the Letter Head of the Bidding Company)

Date: _____

Reference No: _____

From: _____ (Insert name and address of Bidding Company)

Tel. #:

Fax #:

E-mail address#

To

Solar Energy Corporation of India Limited
6th Floor, Plate-B, NBCC Office Block Tower- 2
East Kidwai Nagar, New Delhi- 110023

Sub: Response to Bid Document-----dated ----- for Bid document for
..... at SECI.

Dear Sir,

We, the undersigned [*insert name of the 'Bidder'*] having read, examined and understood in detail the Bid Document hereby submit our response to Bid Document. We confirm that in response to the aforesaid Bid Document, we including have not submitted more than one response to Bid Document including this response to bid Document. We are submitting application for Agency for at SECI.

1. We give our unconditional acceptance to the Bid Document, dated [*Insert date in dd/mm/yyyy*], issued by SECI. In token of our acceptance to the Bid Document, the same have been initialled by us and enclosed with the response to bid Document.
2. Bid Processing Fees
We have enclosed a Bid Processing Fees of INR..... (Insert Amount), in the form of Demand Draft/ Banker's Cheque/NEFT no..... (Insert reference of the DD/ Banker's Cheque/NEFT) dated..... (Insert date of DD/ banker's cheque/NEFT Date) from (Insert name of Bank providing DD/ banker's cheque/NEFT).
3. We have submitted our response strictly as per (Forms & Formats) of this Bid, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
4. We hereby unconditionally and irrevocably agree and accept that the decision made by SECI in respect of any matter regarding or arising out of the bid Document shall be binding on us. We hereby expressly waive and withdraw any deviations and all claims in respect of this process.

5. Familiarity with Relevant Indian Laws & Regulations:

We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this response to Bid Document, in the event of our selection as Successful Bidder.

6. We are enclosing herewith our response to the bid Document with formats duly signed as desired by you in the Bid Document for your consideration.
7. It is confirmed that our response to the Bid Document is consistent with all the requirements of submission as stated in the Bid Document and subsequent communications from SECI.
8. The information submitted in our response to the Bid Document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the Bid Document.
9. We hereby declare that our company has not been debarred / black listed by any Central/State Govt. Ministry or Department/Public Sector company/Government autonomous body.
10. We confirm that all the terms and conditions of our Bid are valid for acceptance for a period of one hundred eighty (180) days from the date of opening of tender.
11. Contact Person

Details of the representative to be contacted by SECI are furnished as under:

Name :
Designation:
Company :
Address :
Phone Nos.:
Mobile Nos.:
Fax Nos. :
E-mail address:

12. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Seller's event of default.

Dated the _____ day of _____, 20...

Thanking you,

Yours faithfully,

(Name, Designation and Signature of Authorized Person)

GENERAL PARTICULARS OF THE BIDDER

Name of the Consulting Agency/Firm (Bidder)	
Registered Office Address	
Address of the Bidder	
E-mail	
Web site	
Authorized Contact Person(s) with name, designation Address and Mobile Phone No., E-mail address/ Fax No. to whom all references shall be made	
Year of Incorporation	
Have the Bidder/Company ever been debarred By any Govt. Dept. / Undertaking for undertaking any work.	
Bank Details (Name, Account No, IFSC Code)	
PAN No	
Whether the bidder/company is having any conflict of interest from participating in the proposed empanelment	Yes No
GST ID (Proof to be submitted – GST No acknowledgement OR Email from GoI)	
GSTN Address	

(Signature of Authorized Signatory)

FORMAT FOR CONTRACT PERFORMANCE BANK SECURITY

(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Appropriate Value should be in the name of the issuing Bank)

Bank Guarantee No.:

Date:

PO/ Contract No.....

..... *[Name of Contract]*

To:

Solar Energy Corporation of India Limited

(A Government of India Enterprise) 6th Floor, Plate-B, NBCC Office Block Tower- 2, East Kidwai Nagar, New Delhi- 110023

Dear Sir / Madam,

We refer to the Contract ("the Contract") signed on*(insert date of the Contract)* between you and M/s *(Name of Consultant)*,

(or)

vide notification of award issued on *(insert date of the notification of award)* by you to M/s *(Name of Consultant)* having its Principal place of business at *(Address of Consultant)* and Registered Office at *(Registered address of Consultant)* ("the Consultant") concerning *(Indicate brief scope of work)* for the complete execution of the *(insert name of Package alongwith name of the Project)*

By this Bank Guarantee, we, the undersigned, *(insert name & address of the issuing bank)*, a Bank (which expression shall include its successors, administrators, executors and assigns) organized under the laws of and having its Registered/ Head Office at *(insert address of registered office of the bank)* do hereby irrevocably guarantee payment to you up to*(insert amount of PBG in figures & words)* upto and inclusive of *(dd/mm/yy)*.

We undertake to make payment under this Bank Guarantee upon receipt by us of your first written demand signed by your duly authorized officer or authorized officer of the Owner declaring the Consultant to be in default under the Contract and without cavil or argument any sum or sums within the above-named limits, without your need to prove or show grounds or

reasons for your demand and without the right of the Consultant to dispute or question such demand.

Our liability under this Bank Guarantee shall be to pay to you whichever is the lesser of the sum so requested or the amount then guaranteed hereunder in respect of any demand duly made hereunder prior to expiry of the Bank Guarantee, without being entitled to inquire whether or not this payment is lawfully demanded.

This Bank Guarantee shall remain in full force and shall be valid from the date of issuance upto and inclusive of (dd/mm/yy) and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s Solar Energy Corporation of India Limited on whose behalf this Bank Guarantee has been given.

Except for the documents herein specified, no other documents or other action shall be required, notwithstanding any applicable law or regulation.

Our liability under this Bank Guarantee shall become null and void immediately upon its expiry, whether it is returned or not, and no claim may be made hereunder after such expiry or after the aggregate of the sums paid by us to you shall equal the sums guaranteed hereunder, whichever is the earlier.

All notices to be given under shall be given by registered (airmail) posts to the addressee at the address herein set out or as otherwise advised by and between the parties hereto.

We hereby agree that any part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Bidder, and this security may be exchanged or surrendered without in any way impairing or affecting our liabilities hereunder without notices to us and without the necessity for any additional endorsement, consent or guarantee by us, provided, however, that the sum guaranteed shall not be increased or decreased.

No action, event or condition which by any applicable law should operate to discharge us from liability hereunder shall have any effect and we hereby waive any right we may have to apply such law so that in all respects our liability hereunder shall be irrevocable and, except as stated herein, unconditional in all respects.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed _____ (value in figures) _____ [_____ (value in words) _____].
2. This Bank Guarantee shall be valid upto _____ (validity date) _____.
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only & only if we receive a written claim or demand on or before _____ (validity date) _____.”

For and on behalf of the Bank

[Signature of the authorised signatory(ies)]

Signature_____

Name_____

Designation_____

POA Number_____

Contact Number(s): Tel._____Mobile_____

Fax Number_____

email _____

Common Seal of the Bank_____

Witness:

Signature_____

Name_____

Address_____

Contact Number(s): Tel._____Mobile_____

email _____

Note :

1. For the purpose of executing the Bank Guarantee, the non-judicial stamp papers of appropriate value shall be purchased in the name of Bank who issues the 'Bank Guarantee'.
2. The Bank Guarantee shall be signed on all the pages by the Bank Authorities indicating their POA nos. and should invariably be witnessed.
3. The Bank Guarantee should be in accordance with the proforma as provided. However, in case the issuing bank insists for additional paragraph regarding applicability of ICC publication No: 758, the following may be added at the end of the proforma of the Bank Guarantee [*i.e., end paragraph of the Bank Guarantee preceding the signature(s) of the issuing authority(ies) of the Bank Guarantee*]:

“This Guarantee is subject to Uniform Rules for Demand Guarantee, ICC publication No. 758 except that article 15(a) is hereby excluded.”

FORMAT FOR BOARD RESOLUTIONS

(To be submitted on the Letter Head of the Bidding Company)

The Board, after discussion, at the duly convened Meeting on [*Insert date*], with the consent of all the Directors present and in compliance of the provisions of the Companies Act, 1956 or Companies Act 2013, as applicable, passed the following Resolution:

1. RESOLVED THAT Mr./Ms....., be and is hereby authorized to do on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the “**Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex**” including signing and submission of all documents and providing information/ response to bid of Solar Energy Corporation of India Limited (SECI), representing us in all matters before SECI, and generally dealing with SECI in all matters in connection with our bid for the said Project.

Certified True Copy

(Signature, Name and Stamp of Director/Company Secretary)

Notes:

- 1) This certified true copy should be submitted on the letterhead of the Company, signed by the Company Secretary/ Director.
- 2) The contents of the format may be suitably re-worded indicating the identity of the entity passing the resolution.
- 3) This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act, 1956 or Companies Act, 2013 as applicable may be suitably modified to refer to the law applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions follow the applicable laws of the respective jurisdictions of the issuing Company and the authorizations granted therein are true and valid.

FINANCIAL PROPOSAL

Covering Letter

(On Bidder's letter head)

[Date and Reference]

To,

**Solar Energy Corporation of India Limited
6th Floor, Plate-B, NBCC Office Block Tower- 2
East Kidwai Nagar, New Delhi- 110023**

Sub: Response to Limited Tender for the Engagement of an agency for 2-Year Non-Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex vide Tender Document No.-

Dear Sir,

I/ We, _____ (Applicant's name) enclose herewith the Financial Proposal for selection of my / our company for **Limited Tender for the Engagement of an agency for 2-Year Non- Comprehensive AMC for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex, New Delhi** as a Bidder.

I/ We agree that this offer shall remain valid for a period of 180 (one hundred and eighty) days from the date of opening of tender or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

Note: The Financial Proposal is to be submitted strictly as per forms given in the Tender Document.

FINANCIAL PROPOSAL

Format of Financial Bid for Non-Comprehensive Annual Maintenance Contract (AMC) for Fire Alarm System, CCTV, Public Addressing System and Access Control System at SECI Office, NBCC Office Complex, New Delhi.

S.No	Description	Annual Maintenance Charges excluding GST (INR)	Total Maintenance Charges for 2 years excluding GST (INR)	GST as applicable (INR)	Total Non-Comprehensive AMC charges for 02 years including GST (INR)
1	Fire Alarm System				
2	CCTV				
3	Public Addressing System				
4	Access Control System				
5	Grand Total including GST in Figures (INR)				
6	Grand Total including GST in Words				

Authorized Signatory

Important Note:

1. Bidders are required to ascertain the correctness of amount related to all the applicable taxes/ duties/ levies as mentioned in the table above as it will largely impact during the L1 Price assessment at the time of evaluation of price bid.

2. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
3. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
4. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, SECI reserves the right to take decision accordingly.
5. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
6. All figures are to be rounded off to the nearest Rupee only.
7. In case of any variation (positive/ negative) in existing rates of taxes/ duties/ levies or a new tax/ duty/ levy is introduced or any existing tax/ duty/ levy is abolished or application of any Tax in the course of the performance of this Contract, which will/ may impact the overall pricing in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to factor any such change by addition to the Contract Price or deduction therefrom, as the case may be. All these adjustments would be carried out by considering the base price of taxes equivalent to the amount mentioned under taxes and duties column of the price bid format.
8. Variation in taxes, duties, levies etc. after award of job but within the Time schedule as mentioned in TENDER shall be to the account of SECI. Any variation in taxes, duties, levies etc. beyond Time schedule shall be to BIDDER's account. In case of statutory variation in GST during currency of the Contract, the Contractor shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the date of submission of Bid and on the date of revision. Claim for payment of GST / Statutory variation in GST, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.

Authorized Signatory

Name

Designation

Name of the Company

Address

TECHNICAL PROPOSAL

(Please fill all the information)

	PARTICULARS	(To be filled by the bidder)	
1	Experience in the field of Maintaining and Servicing of Electronic Security Systems Including Fire Alarm System, CCTV, Public Addressing System and Access Control System for not less than Three Years as on date of bid submission date	Yes/No	
2	Experience of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector. (Minimum at least three organisation)	Number of Organisations	
3	Experience of similar work specially in Government Departments / Institutions under Central Government/ State Government in India	Number of Organisations	

Note: For every parameter (S. No 1 to 3) documentary proof is required. The same may be liable for rejection if no documentary evidence is provided.

Note:

Prospective Bidders are requested to submit the necessary Documentary evidence including PO/WO/Completion Certificate/ Performance Certificate with Details of work orders indicating scope of assignment, name of client(s), value of assignment, date & year of award etc, along with relevant copies of contract/ work orders.

Format-VII

Format for Turnover for last 03 (Three) financial years

(i.e. Current financial year up to date of submission of bid & 3 preceding financial years)

S No	Financial Year	Turnover	Remarks
1	2018-19		
2	2019-20		
3	2020-21		

In addition to the above, the Bidder has to submit the following documents /information:

- i) Copy of audited balance sheet(s) for last 3 Financial Years ending on 31st March 2021
- ii) In case where audited results for the last preceding financial year are not available, certification of financial statements from a practicing Chartered Accountant shall also be considered acceptable, provided the bidder provides the detailed Financial Statements certified by the Management of the company

Date:

Signature of Chartered
Accountant with Seal

Seal and Signature of Bidder

Witnesses:

"NO DEVIATION" CONFIRMATION

To,

M/s SOLAR ENERGY COPRORATION OF INDIA LIMITED

SUB:

BID NO:

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

E-Banking Mandate Form
(To be issued on Bidder letter head)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number:
 - f) Type of account (current/saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9 digit MICR code

I/We hereby authorize Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the SECI responsible.

(Signature of vendor/customer)

POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Power of Attorney to be provided by the Bidding Company in favour of its representative as evidence of authorized signatory's authority.

Know all men by these presents, We (name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding the position of as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid in response to the NIT No dated issued by **Solar Energy Corporation of India Limited (SECI), New Delhi** including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the SECI may require us to submit. The aforesaid Attorney is further authorized for making representations to the Solar Energy Corporation of India Limited, New Delhi and providing information / responses to SECI, New Delhi representing us in all matters before SECI, New Delhi and generally dealing with SECI, New Delhi in all matters in connection with Bid till the completion of the bidding process as per the terms of the above-mentioned NIT.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the NIT.

Signed by the within named

..... **(Insert the name of the executant company)**

through the hand of Mr.duly authorized by the Board to issue such Power of Attorney

Dated this day of

Accepted

Signature of Attorney

(Name, designation and address of the Attorney)

Attested

.....

(Signature of the executant)

(Name, designation and address of the executant)

.....

Signature and stamp of Notary of the place of execution

Common seal of has been affixed in my/our presence pursuant to Board of Director's Resolution dated.....

WITNESS

1.

(Signature)

Name.....

Designation

2.

(Signature)

Name.....

Designation

Notes:

The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.

The person authorized under this Power of Attorney, in the case of the Bidding Company / Lead Member being a public company, or a private company which is a subsidiary of a public company, in terms of the Companies Act, 1956, with a paid-up share capital of more than Rupees Five crores, should be the Managing Director / whole time director/manager appointed under section 269 of the Companies Act, 1956. In all other cases the person authorized should be a director duly authorized by a board resolution duly passed by the Company.

Also, wherever required, the executant(s) should submit for verification the extract of the chartered documents and documents such as a Board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s)

List of Banks

1. SCHEDULED COMMERCIAL BANKS	2. OTHER PUBLIC SECTOR BANKS
SBI AND ASSOCIATES	1. IDBI Bank Ltd.
1. State Bank of India	3. FOREIGN BANKS
2. State Bank of Indore	1. Bank of America NA
	2. Bank of Tokyo Mitsubishi UFJ Ltd.
	3. BNP Paribas
	4. Calyon Bank
	5. Citi Bank N.A.
	6. Deutsche Bank A.G
NATIONALISED BANKS	7. The HongKong and Shanghai Banking Corpn. Ltd.
1. Allahabad Bank	8. Standard Chartered Bank
2. Andhra Bank	9. Societe Generale
3. Bank of India	10. Barclays Bank
4. Bank of Maharashtra	11. Royal Bank of Scotland
5. Canara Bank	12. Bank of Nova Scotia
6. Central Bank of India	13. Development Bank of Singapore (DBS, Bank Ltd.)
7. Corporation Bank	14. Credit Agricole Corporate and Investment Bank
8. Dena Bank	4. SCHEDULED PRIVATE BANKS
9. Indian Bank	1. Federal Bank Ltd.
10. Indian Overseas Bank	2. ING Vysya Bank Ltd.
11. Oriental Bank of Commerce	3. Axis Bank Ltd.

12. Punjab National Bank	4. ICICI Bank Ltd.
13. Punjab & Sind Bank	5. HDFC Bank Ltd.
14. Syndicate Bank	6. Yes Bank Ltd.
15. Union Bank of India	7. Kotak Mahindra Bank
16. United Bank of India	8. IndusInd Bank Ltd
17. UCO Bank	9. Karur Vysya Bank
18. Vijaya Bank	10. IDFC
19. Bank of Baroda	11. RBL
	12. South Indian Bank

The Performance Security issued by any Scheduled Commercial Banks as per RBI shall be acceptable.