

Tender No: RECPDCL/Projects/2019-20/2220

Dated: 20.08.2019

Notice inviting tender

(Through e-tendering mode only)

For

Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices

Description of task, Eligibility criteria, e-tender submission format and procedure is available on REC Power Distribution Company Limited (RECPDCL) website (www.recpdcl.in), Rural Electrification Corporation (REC) website (www.recindia.nic.in), Central Public Procurement Portal (www.eprocure.gov.in).

Important dates	
Date of release of NIT	20.08.2019
Pre-Bid meeting for query resolution	03.09.2019 at 15:00 Hrs.
Last date of submission of bids	11.09.2019 up to 13:00 Hrs.
Date of opening of technical bids	11.09.2019 up to 15:00 Hrs.
Date of opening of financial bids	To be intimated later

Note:

1. Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take 24 hours subject to the submission of all requisite documents required in the process.
2. If there is any clarification based on the pre bid meeting the same shall be uploaded in the RECPDCL and REC's website only.

-Sd-
(Bhupender Gupta)
Addl. CEO, RECPDCL

[This document is meant for the exclusive purpose of Agency/Company against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

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SECTION-I

TENDER INFORMATION

Name of the assignment:

Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices.

Important information

Sl. No.	Event	Information to the agencies
1	Date of Release of NIT	20.08.2019
2	Last date for queries / seeking clarification	02.09.2019 at 11:00 Hrs.
3	Pre Bid Meeting	03.09.2019 at 15:00 Hrs.
4	Last date of submission of Tender	11.09.2019 up to 13:00 Hrs.
5	Date of Opening of Technical bid(s)	11.09.2019 up to 15:00 Hrs.
6	Date of Opening of Financial bid(s)	To be intimated later
7	Address for communication	REC Power Distribution Company Limited (RECPDCL), 4 th Floor, KRIBHCO Bhawan, A-10, Sector-1, Noida 201301 Uttar Pradesh (UP), Phone: (0120) 4383783, Fax: 0120-4383768, Email: co.delhi@recpdcl.in
8	Tender Document	The details can be downloaded free of cost from the websites viz. www.recpdcl.in (or) www.recindia.nic.in (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC
9	EMD #	Rs 10,000 (Rupees Ten Thousand Only)
10	Address for Bid submission	Shri Bhupender Gupta, Addl. CEO REC Power Distribution Company Limited (RECPDCL), 4 th Floor, Kribhco Bhavan, A-10, Sector-1, Noida 201301 Uttar Pradesh (UP), Phone: (0120) 4383783, Fax: 0120-4383768, Email: co.delhi@recpdcl.in
11	Contact Person	Shri Rishiraj Mallik, Asst. Manager(Tech.) REC Power Distribution Company Limited (RECPDCL) Phone: (0120) 4383772, Fax: 0120-4383768, Email: rishiraj.mallik@recpdcl.in
12	Validity of Bid	180 days from the date of opening of bid

The EMD (Earnest Money Deposit) is to be submitted by all the participating Bidders in the form of demand draft/Bank Guarantee of an amount of Rs. 10,000 (Ten Thousand Only) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi. The EMD of unsuccessful Bidder will be returned within 180 days from the period of expiry of NIT and EMD of successful Bidder will also be returned after acceptance of work order.

Exemption for payment of EMD amount will be given to Micro, Small & Medium Enterprises (MSMEs) registered with National Small Industries Corporation Ltd. (NSIC). However, relevant valid document/ Certificate from NSIC or Ministry of MSMEs, Govt. of India is required to be submitted without which bidders are not entitled for exemption.

SECTION-II

INTRODUCTION

REC Power Distribution Company Limited (RECPDCL), registered office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi- 110003 an ISO 9001:2015,14001:2015 & OSHAS 18001:2007 certified company, a wholly owned subsidiary of REC Limited (formerly Rural Electrification Corporation Ltd.) is engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India's power schemes for power utilities across the country and various regulatory assignments with SERCs. It includes the project works under Rural Electrification (RGGVY), PMC works of RGGVY/DDUGJY, DPR preparation for R-APDRP/ RGGVY/NEF/DDUGJY/IPDS and other power projects scheme, Third Party Inspection, Feeder Renovation Program, Feeder separation, HVDS program, Lender's Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, system study, MRI based billing and Cost Book Data Preparation as per the need of the power utilities, Regulatory Commission across the country.

The Major Responsibilities of the bidder shall include:

RECPDCL is intending to engage a bidder for Subscription of Microsoft Project professional (cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years, as per Table - I below:

TABLE-I

Sr. No.	Service Requirement	Quantity
1.	Subscription of Microsoft Project professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support.	20
2.	On-site project implementation along with On the job training of the software including basics of Project Management for a pool of 20 engineers by implementation of at least 3 types of projects at corporate office, Noida only for 1 st year of subscription and support till contract period as per scope of work	300 man-hours of training
OPTIONAL ITEMS		
3.	On-site project implementation along with On the job training of the software including basics of Project Management in Corporate Office, Noida and/or RECPDCL project offices (at least 5 locations)	2 days in each location

Note:

- The above quantity is tentative and are subject to increase/decrease based on the actual requirement at sole discretion of RECPDCL as per General Terms and Conditions under Section IV.
- The Approximate Quantities as indicated above are estimates for the initial immediate order only however RECPDCL reserves the right to procure either whole or some part of the given quantity including optional items, as and when required.
- The licenses shall be procured/renewed initially for one year which can be extended for a further period of one year each time up to a maximum of two more years on satisfactory performance as per requirement at sole discretion of RECPDCL at same rate i.e. Tendered rate of L1 bidder till the contract period.
- The validity of the license of Microsoft Project Professional (cloud based solution) shall be calculated from the date of set-up and configuration of the software new accounts and date of renewal in case of existing accounts subject to the verification of REC PDCL.
- Separate order/release order shall be released for optional items as per the requirement & sole discretion of RECPDCL.

Note: The major responsibilities as specified above are indicative only and are not Exhaustive in any manner.

SECTION-III

INSTRUCTION TO BIDDERS

1. General Instructions for e-Tendering:

Bidders shall submit their responses online through e-tendering website www.tenderwizard.com/REC.

- (i) The submission and opening of Bids will be done through e-tendering process.
- (ii) Bidder can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or www.recindia.nic.in or www.eprocure.gov.in and RECPDCL's e-tendering portal i.e. www.tenderwizard.com/REC.
- (iii) To participate in the e-Bid submission, it is mandatory for agency to have user ID & Password. For this purpose, the agency has to register them self with REC PDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token of class-III for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.
- (iv) **Steps for Registration:**
 - a) Go to website <http://www.tenderwizard.com/REC>
 - b) Click the link 'Register Me'
 - c) Enter the details about the E-tendering as per format
 - d) Click 'Create Profile'
 - e) Bidder will get confirmation with Login ID and Password

Note- Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process. It is sole responsibility of the bidder to register in advance.

(v) Steps for application for Digital Signature from Tender Wizard:

- a) Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost and follow the instructions as provided therein.
- b) In case of any assistance, the interested bidder may contact RECPDCL officers whose address is given at the Bid. In addition to the RECPDCL officers, the bidders may also contact at Tender Wizard helpdesk numbers given in **Contact Us** section in the e-tendering portal www.tenderwizard.com/REC.

2. Preparation of Bids:

- a. The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.
- b. Eligibility Criteria Documents, Technical Bid and Financial Bid to be submitted through online mode on website www.tenderwizard.com/REC and **one hard copy of Eligibility criteria documents specified in point no. 4 below in page 6, bid document and EMD** should be put in separate envelopes duly sealed.
- c. The content of the envelope, TENDER number, bidder's name & address should be clearly marked on the top of the sealed envelopes. All the envelopes thus prepared shall be put in a single sealed envelope clearly mentioning the TENDER number, bidder's name & address on the top of the sealed envelope. The respective envelopes should also have "DO NOT OPEN BEFORE...." Super scribed in the front with the date of opening.
- d. **NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY.**
- e. The bid shall valid for a period of 180 days from the date of last submission of bids for this tender shall essentially comprise of the following and should be submitted online, the same should be digitally signed and separate duly signed hard copy as per the method specified above should be submitted at the stipulated location on or before the last date of submission on or before the stipulated time:

- i. Eligibility Criteria Documents, EMD, Technical Bid along with all annexures and supporting documents to be submitted online as well as hardcopy.
- ii. The Eligibility/ Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.
- iii. **Price Bid as per attached Annexure to be submitted ONLINE ONLY.**

Note: The bidder should note that the hard copy and technical bid (both online and hardcopy) should not have any pricing details, in case of a default the bid shall be summarily rejected.

- f. The content on the envelope, tender number, bidder's name & address should be clearly marked on the top of the sealed envelopes.
- g. All pages of the bid being submitted must be signed and sequentially numbered by the authorized signatory of the bidder (indicating the acceptance of all terms and conditions), irrespective of the nature of the content of the page in the format: "Current page no, /total no. of pages". Unsigned and Unstamped bids shall be summarily rejected.
- h. The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.

3. Earnest Money Deposit (EMD)

- a. Bid should accompany an Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled Commercial bank in favor of 'REC Power Distribution Company Limited' payable at New Delhi. Cheques, Money orders, Cash or Bank Guarantee etc. shall not be accepted as EMD. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder. Bid without a valid EMD will be rejected outright.
- b. Exemption for payment of EMD amount will be given to Micro, Small & Medium Enterprises (MSMEs) registered with National Small Industries Corporation Ltd. (NSIC). However, relevant valid document/ Certificate from NSIC or Ministry of MSMEs, Govt. of India is required to be submitted without which bidders are not entitled for exemption.
- c. EMD will be returned to unsuccessful bidders on request after acceptance of the work order by the successful bidder.
- d. The EMD of the successful bidder shall be returned on receipt of the valid performance bank guarantee towards work order.
- e. No interest will be payable by the REC PDCL on the EMD/ Performance Bank Guarantee.
- f. The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity and/or on submission of false documents/ undertaking and/or unable to perform the purchase/ work order in full or part thereof.
- g. Adjustment of EMD amount with pending claims/bills, if any, of the bidder will not be allowed.

4. Eligibility Criterion Documents/ Technical Bid

- a. The Agency qualifying the eligibility criteria mention in section VI should upload Bid document with duly signed scanned soft copy of the documents given below for the prequalifying response:
 - i. Annexure-I -----Letter of submission of Tender
 - ii. Annexure-II -----General Criteria Details
 - iii. Annexure-III-----Financial Eligibility Criteria
 - iv. Annexure-IV-----No blacklisting declaration
 - v. Annexure-V-----No-Deviation Certificate
 - vi. Annexure-VI-----EMD of Rs 10,000/- in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.

Exemption for payment of EMD amount will be given to Micro, Small & Medium Enterprises (MSMEs) registered with National Small Industries Corporation Ltd. (NSIC). However,

relevant valid document/ Certificate from NSIC or Ministry of MSMEs, Govt. of India is required to be submitted without which bidders are not entitled for exemption.

- vii. Certificate from NSIC or Ministry of MSMEs, Govt. of India for exemption of EMD, to be submitted in original on or before last date of submission of Bids

Note: - The bidder should submit self/company attested photocopies of the documents wherever required.

- b. All the documents except Financial Bid should be addressed to:
Addl. Chief Executive Officer, 4th Floor, KRIBHCO Bhawan, A-10, Sector-1, Noida- 201301, Uttar Pradesh (UP).
- c. Offer from following types of bidder will not be accepted:
 - i. Who are under liquidation, court receivership and /or similar proceedings
 - ii. Offer from joint bidders/consortium will not be accepted
- d. The subject work is indivisible and shall be awarded to single successful bidder unless stated otherwise elsewhere in the tender document.
- e. Bidder cannot make any claim against RECPDCL towards its expense incurred in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during bidding process

5. Preparation of Financial Bid

- a. **Annexure-IX** -----Financial Bid (to be submitted through online mode only) Financial bid to be submitted in the specific format designed same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.
- b. Bidders has to quote their rates strictly as per the financial bid format enclosed as Form-III should be submitted/uploaded through online/e-tendering mode only.
- c. The prices shall remain FIRM till entire contract period /completion of the Assignment.
- d. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- e. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
- f. All items in the FINANCIAL BID (**Annexure-IX**) must be quoted failing which the bid is liable to be rejected.
- g. Do not upload Financial Bid document with any other bid documents. Financial bid has to be uploaded separately.
- h. In case the price/rate of a required line item is mentioned as zero i.e. '0' in FINANCIAL BID (**Annexure-IX**) the same shall be treated as the bid price.
- i. Rates quoted should be firm and fixed. No price variation and escalation will be allowed till contract period/Completion of the Assignment.

6. Submission of Bids:

a. Sealing and Marking of Bids

- i. The bids shall be submitted in sealed covers as described in clause 3.2 above.
- ii. The envelope containing EMD, Eligibility Criteria Document, and Technical Bid shall be addressed to Addl. Chief Executive Officer, 4th Floor, KRIBHCO Bhawan, A-10, Sector-1, Noida- 201301, Uttar Pradesh (UP) mentioning tender no. and date.

- iii. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or delayed.
- iv. Telex, cable, e-mail, facsimile or unsealed bids etc. shall be rejected outright.

b. Deadline for Submission of Bids

- i. Bids must be received by RECPDCL at the address given in **Section - I** not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for RECPDCL, the bids will be received up to the appointed time on the next working day.
- ii. The RECPDCL may, at his discretion extend the deadline for submission of bids by amending the tender document, in which case all rights and obligations of the RECPDCL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- iii. Amendments, corrigendum, clarifications etc. to the Tender Document may be issued by RECPDCL at any time, prior to the deadline for submission of bids.
- iv. From the date of issue, amendments, corrigendum, clarifications etc. to Tender Document shall be deemed to form an integral part of the Tender Document.

c. Late and Delayed Bids

Any bid received by RECPDCL after the deadline for submission of bids prescribed by the RECPDCL will be summarily rejected and/or returned unopened to the bidder.

7. Bid Opening and Evaluation

RECPDCL will open the bids in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified in **Section- I**. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for RECL, the bids shall be opened at the appointed time and location on the next working day.

8. Opening of EMD

RECPDCL will open the EMD envelope first. In case the EMD (and bid document/ application money cost, if applicable) is not found in order the bid shall be summarily rejected. Eligibility/ Pre-Qualification Criteria Document envelope of only those bidders will be opened and/or evaluated whose EMD (and bid document/ application money cost, if applicable) is found in order.

9. Opening of Eligibility/ Pre-Qualification Criteria Document

RECPDCL will open the Eligibility Criteria document in case the Eligibility/ Pre-Qualification Criteria Document(s) is/ are not found in order the bid shall be summarily rejected. Technical bid of only those bidders will be opened and/or evaluated whose EMD and Eligibility Criteria Documents are found in order as specified in this document.

10. Opening of Technical Bids

RECPDCL will open and/or evaluate the technical bid only if the EMD (and bid document cost/ application money, if applicable) and Eligibility Criteria Requirement are submitted as per requirement in the presence of bidder's representatives, who choose to attend, at the time, on the date and at the place specified in **Section - I**.

11. Clarification of Bids

- a. During evaluation of the bids, RECPDCL may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

- b. No Bidder shall contact RECPDCL on any matter relating to its bid, from the time of the bid opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of RECPDCL, it should be done in writing.
- c. Any effort by a Bidder to influence RECPDCL in its decisions on bid evaluation, bid comparison or award decisions may result in rejection of the Bidder's bid and RECPDCL will declare the bidder ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of RECPDCL.
- d. RECPDCL reserves the right to revise or alter the scope and/or specifications of the tender before acceptance of any bid but prior to opening of the financial bids. However, in such an eventuality, all the eligible/ pre-qualified bidder(s) may be given an opportunity to consider such changes and revise their financial bid accordingly at their discretion, if found necessary. In case the specifications offered deviate from the specifications as described in this tender, the Bidder should describe unambiguously in what respect and to what extent the item offered by him differ from tendered specifications, even if the deviation is not very material.

12. Evaluation of Technical Bids

- a. Evaluation and comparison of bids will be done as per provisions of Eligibility Criteria supporting documents as proof of eligibility criteria.
- b. RECPDCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

13. Opening of Financial Bids

- a. RECPDCL will open the financial bids of only those bidders, who have been found to be eligible/prequalified as well as technically qualified to undertake the work.
- b. The Financial Bids of the eligible/pre-qualified technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue.
- c. The date, time and venue of opening of financial bids shall be informed to the technically qualified bidder only.

14. Evaluation and Comparison of Financial Bids

- a. Bidder should quote their rates/prices in Indian Rupees only for entire scope of work as per Price Schedule included to Form - III of this tender document.
- b. The rate quoted by the bidder for OPTIONAL ITEMS in FINANCIAL BID (FORM-III) would not be considered for bid evaluation.
- c. Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work. The total evaluated price as per the evaluation methodology mentioned as under at Form - III of this tender document and the other details mentioned therein will be the basis for the evaluation purposes and for arriving at inter-se ranking of the various bidder of the tender.
- d. Bid shall be evaluated on the basis of rate quoted by bidder for the item at Sr. No. 1 i.e. **Subscription of Microsoft Project Professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support** as per the Price Bid format, i.e. Form-III, which shall be filled by the bidder as a Financial Bid.
- e. Work shall be awarded to LQ-1 bidder based on Total Price inclusive of GST in INR per year for Item 1 at S.No.1 (Financial Bid- Form III).

15. Award Criteria

The purchaser will award the contract to the successful bidder whose bid has been determined to be in full conformity to the bid documents and has been determined as the lowest evaluated bid.

RECPDCL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive, prequalified, technically qualified and has been determined as the lowest evaluated bid provided further that the bidder is determined to be qualified to perform the work/ services satisfactorily.

SECTION-IV

SCOPE OF WORK

1. The scope of work covers the **Subscription of Microsoft Project professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support.**
2. **Features of Microsoft Project Professional (Cloud based solution):**
 - a. Team members can update task status, share documents, and communicate on projects
 - b. Submit timesheets to capture project and non-project time spent for payroll, invoicing, and other business purposes
 - c. Project management in the cloud through desktop client and web browser. One license covers up to 5 devices per user
 - d. Plan projects with familiar scheduling tools like Gantt charts and built-in customizable templates to get you started
 - e. Track and monitor project health including everything from burn down charts to financials
 - f. Save your projects to the cloud for ease of access and seamless collaboration with your team
 - g. Assign resources to project tasks and request and lock in resources
3. The selected bidder has to provide the subscription for Microsoft Project Professional (cloud based solution) licenses initially for a period of one year which can be extended for a further period of one year each time up to a maximum of two more years on satisfactory performance as per requirement at sole discretion of RECPDCL at same rate i.e. Tendered rate of L1 bidder till the contract period. The work order for the same will be placed on yearly basis by our Head Office at Noida depending upon the performance of the bidder. The detailed job of bidder will include:
 - a. Implementation and onetime facilitation of user ids and passwords for Microsoft Project professional (Cloud based solution) users.
 - b. Implementation of Microsoft Project professional (Cloud based solution) in existing ongoing projects of RECPDCL (i.e. preparation of WBS structure, Gantt chart, resource management, Project progress tracking, MIS generation etc.) for at least 3 types of projects (one in each category of PMA/PMC, PIA and Quality control project). The implementation will be conducted at Corporate Office, Noida only.
 - c. Implementation of hierarchy of users along with proper supervisory rights as required by RECPDCL management.
 - d. On the job training including basics of Project Management along with study materials for 20 users is to be imparted during implementation of the projects on man-hours basis at Corporate Office, Noida only.
 - e. Total man-hour as specified in Section-II above will be consumed by RECPDCL (for implementation of projects, on the job training, addressing issues w.r.t. Microsoft project Professionals etc.) within 120 days from the date of issuance of LoA to the bidder.
 - f. Project and IT support as and when required by RECPDCL is to be provided through telephone/remote assistance/on-site visits. The vendor should provide a relationship manager to handle all support services and should be capable of resolving any service deficiency / issue which we can escalate and get resolved to our satisfaction.
 - g. Providing Technical supports (Telephonic/ Remote/ Onsite) for any kind of query raised by users during business hours (9AM- 6PM) in working days.
 - h. The selected Vendor should offer 24x7x365 days uninterrupted service as per Scope of work and Terms & conditions this tender.
 - i. Provisioning of Office 365 Admin portal for facilitating management of ids and generation of MIS Reports.
 - j. The bidder shall be responsible for commissioning of all the activities pertaining to the optional items as per and when required by RECPDCL.

Note: - *The major responsibilities as specified above are indicative only and are not exhaustive in any manner.*

4. IT security and cloud services:

- a. All project related data should be hosted in secured cloud servers being provided by empaneled agencies of Ministry of Electronics and Information Technology (Meity), Govt. of India (only) as per URL: <https://www.meity.gov.in/content/gi-cloud-meghraj> with all necessary supports and services by bidder including firewalls and antivirus to protect from external/internal attacks at no additional cost to the RECPDCL till the contract period.

5. Deliverables and Timelines: The bidders should provide the services as per the following time schedule:

S. No.	Service Requirement	Time duration
1.	Subscription of Microsoft Project professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support (20 numbers)	Within 10 days from issuance of Work Order/LoA
2.	Practical on-job training along with basics of Project Management of a pool of 20 engineers by implementation of 3 types of projects at corporate office, Noida (100 man-hours) only for 1 st year and support till contract period as per scope of work	Within 120 days from issuance of Work Order/LoA as per requirement of RECPDCL
OPTIONAL ITEMS		
3.	Subscription of Microsoft Project professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support (as per future requirement upto maximum of 10 users)	Within 10 days from issuance of Repeat Work Order/LoA
4.	Practical on-job training by implementation of 3 types of projects at Project Offices of RECPDCL in at most 5 locations 20 man-hours in each location	Within 40 days from issuance of Work Order/LoA as per requirement of RECPDCL

6. Performance standard and Service Level parameters:

a. Uptime Guarantee:

The bidder must have to ensure Up-time for their services of Microsoft Project professional (cloud based solution) for each account, as per the Microsoft standard SLA guarantee.

b. Response and Resolution Time:

- i. Response Time: Maximum Two (2) hours response time for any reported fault.
- ii. Resolution Time: Maximum Four (4) hours resolution time.

c. Penalty for non-compliance:

In case the Up-time commitment is not met, same shall attract a penalty per 0.5% of the contract value per week or part thereof subject to maximum of 5% of the contract value based on the initial purchase/work order or release order. The penalty amounts shall be recovered from the payments due to the vendor.

7. Period of contract:

- i. The selected vendor shall enter into a rate contract with RECPDCL for the quoted item (s) during the contract period extended or otherwise.
- ii. The initial contract period shall be one year from the date of commissioning. On satisfactory performance as ascertained by RECPDCL, the work order/contract can be

extended for a further period of one year each time up to a maximum of two more years as per requirement at sole discretion of RECPDCL at same rate i.e. Tendered rate of L1 bidder till the contract period.

- iii. In case of continued non-satisfactory performance, RECPDCL have the right to withdraw the work & get completed the work at the risk and cost of the agency. Further the agency may be blacklisted for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black listing to various state/central utilities/ Ministry of Power/State Governments/other agencies not to consider the said agency for any assignment including of the same on websites.
- iv. Rates quoted should be firm and fixed for each license and optional items as per requirement of REC PDCL till the initial contract period of one year from the date of issuance of Work Order/LoA as well as for extended period of the contract as the case may be.

SECTION-V

ELIGIBILITY CRITERIA

1. Eligibility/ Pre-qualification Criteria

S. No.	Minimum Qualification Criteria	Documents required to be submitted
1.	The bidder should be a company incorporated under Companies Act as per Government of India. The Bidder should have been in operation in India for a period of at least for 4 years.	Certificate of incorporation/Registration certificate/ PAN Card/GST Certificate should be provided by the bidder along with Annexure-II.
2.	The bidder should be a Microsoft authorized partner/distributor for license of Office 365/Project Management as on the date of release of tender.	Authorization certificate from Microsoft with 3 years validity from the date of last date of bid submission.
3.	Bidder's average annual turnover should be Rs. 7 lakhs for last four financial years (FY 2018-19, 2017-18, 2016-17, 2015-16)	Audited balance sheet of last four financial years i.e. FY 2018-19, 2017-18, 2016-17, 2015-16 are to be submitted with summary as cover page on company's letterhead as per Annexure-III and a certificate to this effect from CA, in original must be submitted (CA Certificate with CA's Registration No., Signature and Seal.)
4.	The bidder should have successfully executed similar contracts of distribution of license of Microsoft Project Professional for any Central/ State Government/ Semi Government/ Public Sector/Private Sector in last four financial years (FY 2018-19, 2017-18, 2016-17, 2015-16) in either of the following: (i) Single work order/Contract Value of Rs. 7.2 lacs OR (ii) Two work orders/Contract Value each of Rs. 4.5 lacs each.	Bidder should submit (i) copy of Work order (mandatory) & <u>Any document out of the following:</u> (ii) Proof of release of performance security after completion of the contract (iii) Proof of settlement/release of final payment against the contract (iv) Certificate for successful completion of work/Performance report by the client.
5.	The vendor should not be black listed by any Govt./Semi Govt./State Govt./PSU etc.	Undertaking regarding this should be provided by the bidder as per annexure-IV.

Note: -

1. Bid should accompany an earnest money deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled commercial bank in favor of 'REC Power Distribution Company Ltd.' payable at New Delhi as per **Annexure-VI**. Cheques, Money orders or Cash etc. shall not be accepted as EMD. The bidders are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder (OR) The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted against submission of EMD however, related valid document /certificate from NSIC/MSME registered with Central/State Government of India should be submitted.
2. The bidder must fulfill the above eligibility criteria for evaluation of their technical bids. Technical bid of bidders fulfilling the above eligibility criteria will only be evaluated by the duly constituted technical evaluation committee. Bids of the bidders not fulfilling the eligibility criteria given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

3. RECPDCL reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the RECPDCL on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.

SECTION-VI

GENERAL TERMS & CONDITIONS OF TENDER

1. The scope of work covers Subscription of Microsoft Project professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years.
2. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
3. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
4. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
5. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.
6. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
7. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
8. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements even if the tender is in evaluation stage.
9. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
10. RECPDCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of work, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for RECPDCL's action.
11. RECPDCL reserves the right for extension of the contract from 2nd year onwards to the existing vendor or re-tendering of the work as per requirement.
12. The bidder should submit the documents through e-tendering mode viz:
 - i. Letter of submission of bid enclosed as **Annexure-I of Section VIII**
 - ii. General Criteria Details enclosed as **Annexure-II of Section VIII along with all enclosures as specified in the annexure**
 - iii. Authorization certificate from Microsoft with 3 years' validity from the date of last date of bid submission.
 - iv. Financial Eligibility Criteria as per **Annexure-III of Section VIII along with a CA Certificate with CA's Registration No., Signature and Seal.**
 - v. Format for No-Deviation Certificate enclosed as **Annexure-V of Section VIII,**
 - vi. EMD as per **Annexure-VI of Section VIII**

- vii. Bank Guarantee as per **Annexure-VII only for the successful bidder before placing of work Order**
- viii. Certificate from NSIC or Ministry of MSMEs, Govt. of India for exemption of EMD, to be submitted in original on or before last date of submission of Bids
- ix. **Financial Bid as per Annexure-IX through online only**

Fulfilling the above conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

13. **Terms of Payment:**

- A. The payment to the bidder for the performance of the works under the contract will be made by RECPDCL as per the guidelines and conditions specified herein.
 - a. Subscription of Microsoft Project professional (cloud based solution) licenses:
 - i. **70% Payment** will be made on successful completion of subscription of all licenses as per scope of work.
 - ii. **25% Payment** will be made after 1 month from the date of successful completion of subscription of all licenses as per scope of work.
 - iii. **5% Payment** shall be made after successful completion of the assignment/contract period of one year from the date of issuance of LoA.
 - b. **On-site project implementation along with On the job training & support till contract period as per scope of work:**
 - i. **95% Payment** will be released after successful completion of the onsite project implementation along with on the job training as per scope of work.
 - ii. **5% Payment** shall be made after successful completion of the assignment/contract period of one year from the date of issuance of LoA.
- B. The payment for all items excluding optional items will be made to successful Bidder after the award of work, in the following manner: -
 - a. No advance payment shall be made.
 - b. Payments shall be subject to deductions of any amount for which the successful bidder is liable under the agreement against the respective purchase/ work order. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act,1961 and any other taxes.
 - c. Payment shall be made on pro-rata basis i.e. as per actual number of licenses mentioned in purchase/ work order, after submission of invoice by the successful bidder.
 - d. All relevant proof in support of the milestone achieved as per payment terms are required to be submitted along with the claims.
 - e. Payment for all items shall be made in Indian Rupees only.

13. **Taxes & Duties:**

Notwithstanding anything contained herewith, with respect to taxes and duties following clauses shall be applicable:

- a. If any supply of goods or services under or in respect of this contract is subject to GST, and if the Contractor is liable to GST in relation to any supply under this contract, the parties agree that the amount of GST applicable on any supply from the Contractor to the Employer under or in respect of this contract shall be reimbursed by the Employer on actual basis as applicable on the supply by the Contractor in pursuance of the contract. The same would be subject to the following:
 - i. The Contractor shall also indicate the possible locations and respective GSTIN's from where the supply is proposed to be made by him. Any exemptions/ tax benefits, if applicable to the Contractor on the date of submitting the price bid shall be indicated by him and for the purpose of calculation of the amount of GST to be reimbursed, the

Employer shall factor such exemptions/ tax exemptions irrespective of withdrawal of such exemptions/ tax benefits to the Contractor during the execution of the Contract.

- ii. Invoice/Debit Note containing particulars specified under the GST Act and related Rules, Notifications, etc as prescribed by the Government in this regard, shall be considered as appropriate and necessary for taking reimbursement of the GST so charged.
 - iii. In the event that the Contractor fails to provide the invoice in the form and manner prescribed under the GST Act and Rules, the Employer shall not be liable to make any payment against such invoice.
- b. Notwithstanding anything contained anywhere in the Contract, in the event that the input tax credit of the GST charged by the Contractor is denied by the tax authorities to the Employer for reasons associated with non-compliance/ incorrect compliance by the Contractor, the Employer shall be entitled to recover such amount from the Contractor by way of adjustment from any of the subsequent invoices issued by the Contractor on the Employer. In addition to the amount of GST, the Employer shall also be entitled to recover interest at the rate of applicable SBI base interest rate +2% and penalty, in case any penalty is imposed by the tax authorities. The Employer shall determine whether the denial of credit is linked to the non-compliance/ incorrect compliance of the Contractor and the said determination shall be binding on the Contractor.

c. Change in Law

- i. Subject to clause 12.b above, if any rates of Tax are decreased or any change in interpretation or application of any Tax which entails a decrease in the Taxes declared by the Contractor in the Price Schedule, which was or will be assessed on the Contractor in connection with performance of the Contract (i.e. during scheduled completion period as per contract), an equitable adjustment of the Contract price shall be made to fully take into account any such change by deduction therefrom. However, if any rates of Tax are increased, which was or will be assessed on the Contractor in connection with performance of the Contract, no change shall be made in the Contract Price and the Employer shall not reimburse any additional amount payable thereto.
- ii. Subject to clause 12.b above, if a new Tax is introduced or an existing Tax is abolished, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract price shall be made to fully take into account any such change by addition to the Contract price or deduction therefrom.
- iii. These adjustments shall not be applicable on procurement of raw materials, intermediary components etc. and in respect of raw materials, intermediary components etc., neither Employer nor the contractor shall be entitled to claim arising due to increase or decrease in the rate of tax, introduction of new tax or abolition of an existing tax in the course of the performance of the contract.

d. Anti-profiteering measure

As per Section 171 of the Central Goods and Services Tax Act, 2017, any reduction in rate of tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices. In pursuance of the above provision, contractor is required to factor in the credit efficiencies available under GST and benefit due to reduction in tax rate to the employer and accordingly, declare the prices in the Price Schedule.

Rate quoted by the bidder shall remain firm & fixed and shall be binding on the Successful Bidder till completion of work irrespective of actual cost of execution of the project. No escalation in rate quoted by the bidder will be granted on any reason whatsoever. The bidder shall not be entitled to claim any additional charges, even though it may be necessary to extend the completion period for any reasons whatsoever.

14. Liquidated damages (LD) for delay for commissioning of services

- a. Time is essence of the contract.
- b. The successful bidder must accomplish all the activities of the service, and clear the verification of all the licenses as per the specified schedule. Any Failure to do so on or before the stipulated date will entail a liquidated damage equal to 0.5% of the contract value per week or part thereof subject to maximum of 5% of the contract value may be levied from the bill of the contractor.
- c. LD can be recovered from any dues of the party.
- d. In case of delay in compliance with the order beyond one week of the stipulated time period, RECPDCL will have the right to cancel the order & forfeit the EMD/ revoke the performance and/or any other bank guarantee etc.
- e. In addition, the bidder shall also be liable to pay RECPDCL a cancellation charge of 2% of the value of unsupplied items. In case of non-payment of cancellation charges RECPDCL reserves the right to realize the same from the security deposits of the bidder, if any, already available with them, this may be against any other work order. In such a situation, RECPDCL will complete the execution of incomplete orders through alternate sources at the risk and cost of the defaulting vendor.
- f. Liquidated Damages can be recovered from any dues of the successful bidder.

15. Termination/ Cancellation of Purchase/ Work Order

- a. RECPDCL may at any time terminate/ cancel the purchase/ work order, if the bidder is unable to provide the services as per the requirements. In such cases, if any amount is due to the Bidder on account of the work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions of the tender document and after alternate arrangement to complete the work has been made at the selected bidder's cost and risk. The selected bidder will give at least one-month notice prior to discontinuing the service.
- b. RECPDCL may at any time terminate/cancel the purchase/ work order by giving written notice to the selected bidder, without compensation to the selected bidder, if the selected bidder becomes bankrupt or otherwise insolvent, provided that such termination will not be prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to RECPDCL.
- c. RECPDCL may by written notice sent to the selected bidder, terminate/cancel the purchase/ work order in whole or in part at any time on its convenience. The notice of termination/cancellation shall specify that termination/cancellation is on RECPDCL's convenience, the extent to which performance of work under the purchase/ work is terminated/ cancelled, and the date upon which such termination/cancellation becomes effective. RECPDCL reserves the right to elect:
 - i. To have any portion completed at the purchase/ work order terms and prices; and/or
 - ii. To cancel the remainder and pay to the selected bidder an agreed amount for partially completed services.

16. Force Majeure:

The REC PDCL and Agency shall ensure due compliance with the terms of this tender/Work order. However, no party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of the tender/Work order to the extent that such a failure is due to force Majeure events which include fire, riot, strike, lock out, forces of nature, accident, and act of God. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such an event and give written notice within 72 hrs. of occurrence to the other party to this

effect. The services covered under this tender/Work order shall be started as soon as the condition of force majeure ceases to exist against the particular party to this tender/Work order.

17. **Governing Law and Disputes**

- a. If any dispute (s) or differences (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to have amicable resolution and settlement through a committee appointed by Chairman, RECPDCL. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Chairman, RECPDCL. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time. The venue of the arbitration shall be New Delhi, India.
- b. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent lite interest during arbitration proceedings. Notwithstanding any references to Arbitration, the parties shall continue to perform their respective work/obligation under the contract.

18. **Sub-Contracting**

Agencies to which work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.

19. **Indemnity Clause**

The vendor shall indemnify RECPDCL against all third party claims of infringement of Intellectual Property Rights- including Patent, trademark/copyright or industrial design rights arising from the use of supplied software/hardware/manpower etc. and related services or any part thereof.

20. **Performance Bank Guarantee:**

On acceptance of tender, the successful bidder is required to submit the prescribed Performance Guarantee of 10% of the value of work order within 10 days(or within the period as specified in tender document or Letter of Award/Intent/ Work Order etc.) of intimation of acceptance of tender for due and proper fulfillment of contract. The Performance Guarantee shall be valid up to three months after contract period.

In case, the supplier is called upon to deposit the Performance Guarantee and if the supplier fails to furnish the same within the prescribed period, such failure will constitute a breach of the conditions and RECPDCL shall be entitled to forfeit the EMD without prejudice to any other right to damage that the company may have in the matter

21. **Rates and Prices**

- a. Bidders should quote item-wise rates/prices for services as mentioned in Form-III (Financial Bid).
- b. All items including OPTIONAL ITEMS in FINANCIAL BID (FORM-III) must be quoted failing which the bid is liable to be rejected.
- c. The rate quoted by the bidder for OPTIONAL ITEMS in FINANCIAL BID (FORM-III) would not be considered for bid evaluation. However, payment shall be made to LQ-1 bidder based on the Rate Quoted for Item No.1 and optional items in FINANCIAL BID (FORM-III) if required in future, at the sole discretion of RECPDCL.
- d. All statutory duties and taxes (including excise and customs) Sales Tax and other charges will be payable by the bidder.
- e. Price quoted by bidder shall be firm for contract period.

- f. The bidder shall go into a rate contract with REC PDCL valid till the contract period of one year from the date of commissioning of licenses as well as for extended period of the contract as per requirement basis at sole discretion of REC PDCL.
 - g. RECPDCL reserves the right to procure the additional licenses as and when required at its sole discretion at the same price quoted by LQ1 bidder or lower rate till the initial contract period as well as for extended period of the contract.
 - h. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
22. **Disqualification of bids:** The bid is liable to be disqualified if
- a. Not submitted in accordance with the prescribed forms and/or compliances.
 - b. During the validity period, or its extended period, if any, the Bidder increases his quoted prices.
 - c. The Bidder qualifies the bid with his own conditions, which are in conflict with the conditions mentioned herein.
 - d. Bid received after due date and time.
 - e. Bid not accompanied by all requisite forms and supporting documents.
 - f. Information submitted in Technical bid is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
 - f. Price offer is enclosed/ Price is disclosed in the Technical bid.
 - g. Awardee of the work qualifies the letter of acceptance of the work with his conditions.
 - h. Bidders may specifically note that while processing the tender documents, if it comes to knowledge of RECPDCL explicitly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up in the processing of tender, then the bidders so involved are liable to be disqualified for this contract/ work order/ tender as well as for all other requirements of RECPDCL for a further period of two years.
 - i. In case any party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified.
 - j. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
 - k. Any other conditions as mentioned elsewhere in the RFP document.
23. **Language of Bids:** All bids and supporting documentation shall be submitted in English language and should be clear, free from jargons and ambiguous words or phrases requiring interpretation. Expressions like 'subject to availability', 'subject to acceptance', 'to be provided later', 'as per OEM's standard warranty' etc. shall not be accepted.
24. **Repeat order (s):** RECPDCL reserve the right to procure the additional licenses through repeat order(s) on LQ1 bidder at their quoted rates and as per terms & conditions of this tender limited up to 50% of the initial/original purchase order value till the contract period at the sole discretion of RECPDCL.

SECTION-VII

TENDER EVALUATION METHODOLOGY

1. OPENING OF BID:

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at (Annexure – I) hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

2. EVALUATION OF BID PRE-QUALIFYING CRITERIA:

Evaluation and comparison of bids will be done as per provisions of Pre-Qualifying Criteria supporting documents as proof of eligibility criteria at section – V.

The RECPDCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

3. PREPARATION OF FINANCIAL BIDS:

- 3.1 Bidders has to quote their rates strictly as per the financial bid format enclosed as Form-III should be submitted/uploaded through online/e-tendering mode only.
- 3.2 All items including OPTIONAL ITEMS in FINANCIAL BID (FORM-III) must be quoted failing which the bid is liable to be rejected.
- 3.3 The rate quoted by the bidder for OPTIONAL ITEMS in FINANCIAL BID (FORM-III) would not be considered for bid evaluation. However, payment shall be made to LQ-1 bidder based on the Rate Quoted for Item No.1 and optional items in FINANCIAL BID (FORM-III) if required in future, at the sole discretion of RECPDCL
- 3.4 The prices shall remain FIRM till entire contract period /completion of the Assignment.
- 3.5 Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- 3.6 Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
- 3.7 All items in the TABLE-I in FINANCIAL BID (FORM-III) must be quoted failing which the bid is liable to be rejected.
- 3.8 Work shall be awarded to LQ-1 bidder based on “**Total Price inclusive of GST in INR per year**” in Financial Bid- Form III.
- 3.9 In case the price/rate of a required line item is mentioned as zero i.e. ‘0’ in FINANCIAL BID (FORM-III) the same shall be treated as the bid price.
- 3.10 The quantities of licenses indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- 3.11 All rates/prices to be quoted in **Indian Rupees only**, considering the tender terms and conditions and scope of work.
- 3.12 TDS will be deducted at source as per rules as applicable.
- 3.13 No advance payment shall be made.

- 3.14 Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- 3.15 Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
- 3.16 RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

SECTION-VIII: Annexures

Annexure-I

**Letter for Submission of Tender
(To be submitted on Company's letterhead duly signed)**

To,
Addl. Chief Executive Officer RECPDCL,
1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi-110019

Sub: Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices

Sir,

With reference to your Tender No. ----- dated ----- for **Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices**, I wish to submit our bid as per requirement of RECPDCL as per scope of work of the above said tender.

Further, I hereby certify that

1. **I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
2. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.
3. Our bid shall remain valid for period of 180 days from the last date of bid submission.

Date:

Signature.....

Place:

Name.....

Full

Designation.....

Address.....

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

BIDDER'S GENERAL DETAILS
(To be submitted on Company's letterhead duly signed)

NIT No: RECPDCL/TECH/TRP/18-19/3471 dated: 18.10.2018

Name of Work: Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices along with project and IT support initially for 1 year extendable upto 2 years.

GENERAL DETAILS

1. Name of Company: _____

2. Year of Incorporation: _____

3. Name of Authorized Person: _____

4. Regd. Address:

a) Address of Office: _____

b) Contact Person's Details

i. Name & Designation: _____

ii. Address: _____

iii. Tel. No. (Landline & Mobile): _____

iv. Email ID: _____

5. Type of Firm (Please tick): Private Ltd./ Public Ltd./ LLP/ Joint Venture Company

6. Permanent Account Number: _____

7. GSTIN: _____

8. EMD Details: Rs. _____

DD/BG No. _____

Name & Address of Bank: _____

Signature.....

Full Name.....

Designation.....

Address.....

Enclosures:

- i. Certificate of incorporation
- ii. Registration certificate
- iii. PAN Card
- iv. GST Certificate
- v. EMD

FINANCIAL ELIGIBILITY CRITERIA
(To be submitted on Company's letterhead duly signed)

To,
 Addl. Chief Executive Officer
 REC Power Distribution Company Ltd.
 4th Floor, KRIBHCO Bhawan,
 A10, Sector-1, Noida (U.P.)-201301

Dear Sir,

We wish to submit bid against RECPDCL's NIT No: _____ dated: _____ for "Subscription of Microsoft Project professional (Cloud based solution) and on the job training of RECPDCL employees on implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices along with Project and IT support" for which details of our financial parameters as per eligibility criteria requirements mentioned in Section-IV are as follows:

Name of Bidding Company:

Financial Particulars	Financial Year	Value as per Audited Annual Accounts
Annual Turnover	FY 2015-16	
	FY 2016-17	
	FY 2017-18	
	FY 2018-19	

(Signature & seal of Authorized Signatory)

Name:

Designation:

Date:

Place:

(Signature & seal of Chartered Accountant)

Name:

Date:

Place:

Membership No.

Enclosed: CA certificate

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED
(To be submitted on Company's letterhead duly signed)

I, _____ Authorized Signatory of M/s _____ hereby give undertaking that we, as a company are not black-listed by any Central/ State Government/ Semi Government Organization/ Public Sector Undertaking/ Private Institution in India. Further, if information furnished above stands false at any stage, we shall be completely liable for actions taken by RECPDCL as per terms & conditions of the tender including disqualification and exclusion from future contracts/assignments.

(Signature of Authorized Signatory)

Name*:

Designation*:

Seal:

FORMAT FOR NO-DEVIATION CERTIFICATE
(To be submitted on Company's letterhead duly signed)

Unless specifically mentioned in this schedule, the tender shall be deemed to confirm the RECPDCL's specifications:

S.No.	Clause	Details of deviation with justifications

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Company:

**Signature
Name**

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

BID BANK GUARANTEE (EARNEST MONEY DEPOSIT) FORMAT

This deed of Guarantee made this day of 2018 by

 (Name of the Bank) having one its branch at
 acting through its Manager (hereinafter called the
 "Bank") which expression shall wherever the context so requires includes its successors and
 permitted assigns in favour of REC Power Distribution Company Ltd., registered under the
 Companies Act, 1956, having its office at 4 th Floor, KRIBHCO Bhawan, A10, Sector-1, Noida (U.P.)-
 201301 (hereinafter called "RECPDCL") which expression shall include its successors and assigns.
 WHEREAS RECPDCL has invited tender vide their Tender Notice No:

Dated to be opened on AND WHEREAS
 M/s

..... (Name of
 Tenderer) having its office at
 (hereinafter called the
 "Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job of Supply of
 Steel Tubular Poles in Tripura for electrification works under SAUBHAGYA/DDUGJY as contained in
 the tender. AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a
 sum of /- (Rupees..... only) as Earnest Money for
 participation in the Tender aforesaid. AND WHEREAS, we

..... (Name of Bank) have at the request of the tender agree to give
 RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the
 aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as
 mentioned in the Tender or any extension thereof as RECPDCL and the Tender may subsequently
 agree and if the Tender for any reason back out, whether expressly or impliedly, from his said Tender
 during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee
 for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New
 Delhi on demand without demur to the extent of /-(Rupees
 only).

We further agree as follows:

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said
 Tender or grant other indulgence to or negotiate further with the Tender in regard to the conditions
 contained in the said tender or thereby modify these conditions or add thereto any further conditions
 as may be mutually agreed to in between RECPDCL and the Tender AND the said Bank shall not be
 released from its liability under these presents by an exercise by RECPDCL of its liberty with
 reference to the matters aforesaid or by reason of time being given to the Tender or any other
 forbearance, act or omission on the Page 29-30 of 34 part of the RECPDCL tender or any indulgence
 by RECPDCL to the said Tender or any other matter or thing whatsoever.

2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the
 obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of
 any dispute or dispute having been raised by the Tender (whether or not pending before any
 arbitrator, tribunal or court) or any denial of liability by the Tender stopping or preventing or purporting
 to stop or prevent any payment by the Bank to RECPDCL in terms thereof.

3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tender, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of ₹ /-(Rupees only).and this Guarantee shall remain in force till unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Note: The date shall be thirty (30) days after the last date for which the bid is valid.

PERFORMANCE BANK GUARANTEE

M/s REC Power Distribution Company Ltd.,
Core-4, Scope Complex, Lodhi Road,
New Delhi — 110003 (INDIA)

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE NO.: _____

In consideration of REC Power Distribution Company Ltd., having its office at _____

_____ (hereinafter
referred

to as "RECPDCL" which expression shall unless repugnant to the content or meaning thereof include
all its

successors, administrators and executors) and having issued Work Order No.

_____ dated

_____ with/on

M/s _____ (hereinafter referred to as "The Agency"
which

expression unless repugnant to the content or meaning thereof, shall include all the successors,
administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and
conditions

given in the Letter of Intent/ Purchase Order
No. _____

dated _____ and RECPDCL having agreed that the Agency shall furnish to RECPDCL a
Performance Guarantee for the faithful performance during the entire contract, of the value of

_____.

We, _____ ("The Bank") which shall
include

OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee
No.

_____ in your favor for account of _____

_____ (The Agency) in cover of performance guarantee in
accordance

with the terms and conditions of the Work Order/ Sanction Order.

Hereby, we undertake to pay up to but not exceeding _____ (say _____

_____ only) upon receipt by us of your first written demand

accompanied by your declaration stating that the amount claimed is due by reason of the Agency
having

failed to perform the Work Order/ Sanction Order and despite any contestation on the part of above
named-agency.

This letter of Guarantee will expire on _____ including 180 days of claim period
and

any claims made hereunder must be received by us on or before expiry date after which date this
Letter

of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized signature
Chief Manager/ Manager
Seal of Bank

Note: PBG shall be valid till completion of warranty period of 18 months plus 6 months' claim period.

Annexure-VIII

E-BIDDING HELP MANUAL

Helpdesk Nos.

Phone : 011-49424365

Other Contact Numbers:

1. Shri Harsh Jain (www.tenderwizard.com) 9999297644
2. Shri Krishna (www.tenderwizard.com) 8800900127



Step 1:Registration Process

Website address: www.tenderwizard.com/REC

- Click on "[Tender Free View](#)" to see (view and download) all the tender notifications and corrigendum's
- Click on "[Register Me](#)" Hyperlink and get your User Id and Password.
- (Certain special chars like ~ ` ' # \$ % & * ! () ; \ / ? " : < > + - { } [] are not allowed in the company id or any key attributes).
- Once you fill all the details asked by "[Register Me](#)" form and obtain your password, contact the Office of RECPDCL to enable your User ID.
- After this, vendor can key in their User Id and Password and get successful entry in to the application.

STEP 2:Participation

Vendor should login with his USER ID and PASSWORD

- After Successful entry into the application click on hyperlink "[UnApplied](#)" to see the tender.
- By clicking on hyperlink "[UnApplied](#)" you can see the latest tenders which are floated and other details relevant to tender.
- On this screen ([UnApplied](#)) you will find various gif's on the left hand side. Click on  "[Edit form](#)" gif and see all the documents attached. Please download these documents and go through them.
- Once you have gone through the entire tender document and you wish to participate in the tender click on  "[Request Tender Form](#)" gif. And Then click on "Submit".
- Now once you have requested for tender documents click on "[In Progress](#)" stage. You can see the status as "[REQUESTED](#)".

Note: - will send you forms (Electronic Financial bid & Technical bid sheets) .

- You will get two excel files "[Technical Sheet.xls](#)" and "[Cost Sheet.xls](#)" along with other documents. Firstly, you need to download this document by clicking on hyperlink "[Click here to Download Empty Document.](#)" Then Save the file with the same file name

Note:-

- 1) You should not change the file name of any Excel file.
- 2) You should only key in the values in blue cells only.

STEP 3: Submission

Vendor should prepare the scanned copy of DD (EMD)

- **EMD Submission:** Click on "[Click here to enter EMD Details and Attach Scanned Copy of EMD](#)". Fill all the fields provided in that sheet and press on "[Scan](#)" button to attach the scanned copy of the EMD.
- Vendor should fill values in blue cells only, provided in these sheets. These can be uploaded by clicking on "[Click here to Upload filled File](#)".

Reminder:

[Technical Sheet](#) and [Cost Sheet](#) should be uploaded by using "[Click here to Upload filled File](#)". All other supporting documents could be uploaded using "[Click here to Attach General Documents](#)" link provided below.

- Please don't change the name of the file as system will not accept any other file name.

Steps for uploading the additional documents (supporting documents) to your account.

1. In the left hand menu click on General Document, general document page will appear
2. Click on upload new file Button for uploading new document, upload sheet will appear
3. Select the file to be uploaded, enter the description and attachment name.
4. Click on Upload file
5. Repeat step 2 and 3 for uploading new files

To change the description and attachment name for the uploaded file use Update existing file button

Note: This is for altering the description and attachment name only

Attachment of general document to a particular tender

Go to tender Documents screen of that particular tender

1. Go to [Click here to Attach General Documents](#) –Additional documents can be optionally Uploaded General Document Summary sheet will appear.
2. In General Document Summary screen select the file you want to attach and make necessary changes for Tender Stage and click Attach file button.
3. If you need to attach any new files for the tender follow Steps for uploading the Additional documents.

Other details could be scanned and uploaded but ensure that it is smaller in size (i.e. < 1MB for Fast Uploading of Document). (only.doc, .jpg,.gif,.xls, .bmp, .pdf.)

- **The server time will be displayed at the right hand side of the page please follow this time, and all the actions i.e;(Requesting, Submitting, Opening etc.) takes place according to this time only.**

NOTE :

✓

You will see all the red colored links changing to black color, when you have uploaded.


- A) **Technical Sheet**
- B) **Cost Sheet or price bid**
- C) **EMD details**

- i) Once you fill the above documents only then you will able to submit the tender by clicking on the “**Submit the Tender Form**” button before the tender closing date and time.

STEP 4: Acknowledgement

Once you submit the tender you will get the submitted token number, submitted date and submitted time. Take the print of that sheet then click on “OK”. Then the status will change to submitted.

STEP 5: OPENING

- After the tender is opened at the stipulated date and time, the award details can be accessed in the OPENED/AWARDED stage.
- To view the opened tenders click on the “**Opened/Awarded**” link then click on edit form  to view your competitors bid sheets who participated with you and who are not disqualified.

Note:

- If you do not get the submitted status and token number, contact tendering authority well in advance. RECPDCL is not responsible for tender’s not received or submitted properly. Vendors are requested to undergo training and get their doubts clarified well in advance.
- If any queries please contact RECPDCL Office and if required, personal training would be given. Please feel free to contact if you have any clarifications regarding E-Tendering.

Financial Bid FORMAT (To be submitted through Online Mode Only)

Name of the Bidder											
Table-I											
S. No.	Service Description	Item Unit	Quantity **	Unit Price in INR per year	Total Price in INR per year	GST Percentage		GST Tax amount in INR			Total Price inclusive of GST in INR per year
						CGST & SGST/UGST	IGST	CGST & SGST/UGST	IGST	Total Tax Amount	
A	B	C	D	E	F=D x E	G	H	I=FXG	J=FXH	K=I+J	L=F+K
1	Subscription of Microsoft Project professional (Cloud based solution) along with project and IT support initially for 1 year extendable upto 2 years	Per license per year	20		0.00			0.00	0.00	0.00	0.00
2	On-site project implementation along with On the job training of the software including basics of Project Management for a pool of 20 engineers by implementation of at least 3 types of projects at corporate office, Noida only for 1st year of subscription	Man-hour of training	300		0.00			0.00	0.00	0.00	0.00
Total Price inclusive of GST in INR per year											0.00
Optional Items											
3	On-site project implementation along with On the job training of the software	Days	2		0.00			0.00	0.00	0.00	0.00

including basics of Project Management in Corporate Office, Noida and/or RECPDCL project offices (at least 5 locations)										
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**:- The above quantity is tentative and are subject to increase/decrease based on the actual requirement at sole discretion of RECPDCL

Note:-

- I. All items including OPTIONAL ITEMS in FINANCIAL BID (Annexure-IX) must be quoted failing which the bid is liable to be rejected.
- II. The rate quoted by the bidder for OPTIONAL ITEMS in FINANCIAL BID (Annexure-IX) would not be considered for bid evaluation. However, payment shall be made to LQ-1 bidder based on the Rate Quoted for Sr. No.1 & 2 and optional items Sr. no. 3 in FINANCIAL BID (Annexure-IX) if required in future, at the sole discretion of RECPDCL.
- III. Price quoted by bidder shall be firm for contract period.
- IV. The bidder shall go into a rate contract with REC PDCL valid till the contract period of one year from the date of commissioning of licenses as well as for extended period as per requirement basis at sole discretion of REC PDCL.
- V. The contract shall be valid for one year from the date of commissioning of licenses which may be extended as per the requirement of REC PDCL on same price quoted by the selected bidder or lower rate and terms & conditions of the contract further for two years in terms of one year each, based on performance of the bidder during the contract period.
- VI. Work shall be awarded to LQ-1 bidder based on **Total Price inclusive of GST in INR per year for items at Sr. No. 1 & 2 (excluding Sr.No.3) of Financial Bid- Annexure-IX, i.e. for “Subscription of Microsoft Project Professional (cloud based solution) licenses for implementation of the same in ongoing projects of RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years along with Project and IT support including necessary support for RECPDCL”.**
- VII. In case the price/rate of a required line item is mentioned as zero i.e. ‘0’ the same shall be treated as the bid price.
- VIII. The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- IX. All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- X. TDS will be deducted at source as per rules as applicable.
- XI. No advance payment shall be made.
- XII. Bidders are to quote their rates strictly as per above Financial Bid format.
- XIII. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- XIV. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder
- XV. RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.
- XVI. RECPDCL reserves the right to procure the additional licenses as and when required at its sole discretion at the same price quoted by LQ1 bidder or lower rate till the initial contract period as well as for extended period of the contract.

Note: Financial bid to be uploaded in the specific format designed, same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.