

Tender No: RECPDCL/Projects/2020-21/1275

Dated: 16.09.2020

Notice Inviting Tender
(Limited to agencies as per list of authorized Microsoft Partners for Microsoft Project Management solutions enclosed in "Annexure- XIV")
(ONLY THROUGH E-TENDERING MODE)

For

Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only.

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	16.09.2020
Pre-Bid meeting for query resolution	23.09.2020 at 15:00 Hrs.
Last date of submission of bids	30.09.2020 up to 20:00 Hrs.
Date of opening of technical bids	01.10.2020 at 11:00 Hrs.
Date of opening of financial bids	To be intimated later

Note:

- Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may take up to 24 hours subject to the submission of all requisite documents required in the process.
- 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 Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only

Important information

Sl. No.	Event	Information to the agencies
1	Date of Release of NIT	16.09.2020
2	Last date for queries / seeking clarification	23.09.2020 at 11:00 Hrs.
3	Pre Bid Meeting	23.09.2020 at 15:00 Hrs.
4	Last date of submission of Tender	30.09.2020 up to 20:00 Hrs.
5	Date of Opening of Technical bid(s)	01.10.2020 at 11:00 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@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@recpdcl.in
11	Contact Person	Shri Rishiraj Mallik, Dy. 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

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.
3. This is a limited tender only for Microsoft Project Portfolio Management Partners List. (attached as Annexure-XIV)

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

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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 Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only initially for one year and extendable up to additional 2 years, as per Table - I below:

TABLE-I

Sr. No.	Item	Unit	Quantity required
1	Subscription of Microsoft Project Management solution (Cloud based) 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 (as per Microsoft website) for Project online essential licenses	Nos.	20
2	Subscription of Microsoft Project Management solution (Cloud based) 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 (as per Microsoft website) for P3 licenses	Nos.	6
3	Subscription of Microsoft Project Management solution (Cloud based) 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 (as per Microsoft website) for P5 licenses	Nos.	3
4	Project online essential, Project plan P3 and P5 configuration with Power BI Pro integration (excluding the cost of Power BI pro) for P5 users and implementation of the licenses in ongoing projects of RECPDCL (maximum of 4 projects) for fully functional Power BI customized dashboards and drill down reports as per requirement of RECPDCL for 15 working days after completion of training and handholding period	Man-day	15
5	Subscription of Power BI Pro (Cloud based) licenses for integration & 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 Microsoft website) for P5 licenses	Nos.	3

Note:

- The above quantity is tentative and are subject to increase based on the actual requirement at sole discretion of RECPDCL as per General Terms and Conditions under Section IV.
- In case any additional services are required by RECPDCL for configuration and integration of licenses, the L1 bidder will be awarded the same based on the man-day rate quoted by the L1 bidder under item no. 3 above. The total man-day requirement will be mutually decided along with the bidder based on the service requirement of RECPDCL.

- In case additional licenses are procured under Quantity variation clause (Clause no 25 under Section VI), the quoted rate of L1 bidder will be considered as unit rate and L1 bidder will be awarded the work of supply of the additional licenses.
- Bidders are advised to quote rate reasonably and RECPDCL reserves the right to ask justification of quoted price from the bidder at any point of time. In case the bidder fails to justify the quoted rate, RECPDCL reserves the right to terminate the bid.
- 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 Management solution (Cloud based) 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.

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.
 - c) Bid to be submitted through online mode on website <http://www.tenderwizard.com/REC> in the prescribed form.
- (vi) **Cost of Bidding:** -The bidder shall bear all costs associated with the preparation and submission of its bid, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

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

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

- The content on the envelope, tender number, bidder's name & address should be clearly marked on the top of the sealed envelopes.
- 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.
- 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)

- Bid should accompany an Earnest Money Deposit of Rs10,000/- (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.
- 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.
- EMD will be returned to unsuccessful bidders on request after acceptance of the work order by the successful bidder.
- The EMD of the successful bidder shall be returned on receipt of the valid performance bank guarantee towards work order.
- No interest will be payable by the REC PDCL on the EMD/ Performance Bank Guarantee.
- 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.
- Adjustment of EMD amount with pending claims/bills, if any, of the bidder will not be allowed.

4. Eligibility Criterion Documents/ Technical Bid

- 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:
 - Annexure-I -----Letter of submission of Tender
 - 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/- (Rupees Ten Thousand Only 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
- viii. Annexure-VII-----**Performance Bank Guarantee to be submitted after opening of Financial bid by the L1 bidder only.**
- ix. Annexure-VIII-----Power of Attorney to be submitted in favour of the authorized person signing the Bid
- x. Annexure-XII: Acceptance form for participation in reverse auction event

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

- 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 bidder who are under liquidation, court receivership and /or similar proceedings 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-XI-----**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 Annexure-XI 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-XI**) 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-XI**) 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.

- j. Bidders are advised to quote rate reasonably and RECPDCL reserves the right to ask justification of quoted price from the bidder at any point of time. In case the bidder fails to justify the quoted rate, RECPDCL reserves the right to terminate the bid.

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 in soft format **through tenderwizard as specified in point no 1 above under Section-III** 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/Saturday/Sunday, the bids must be received by the appointed time on the next working day. The hard copy of the bids along with EMD must be received in the address mentioned in Section-I within 7 working days from the final date of submission of the bid.
- 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 as specified in point no 6.b above 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** or through video conferencing. 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 RECPDCL/Saturday/Sunday, 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 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 specified in **Section - V**.

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 physically or virtually (through video conferencing), 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 ANNEXURE-XI of this tender document.
- b. Bid shall be evaluated on the basis of total rate quoted by bidder for the items at Sr. No. 1,2,3,4 & 5 i.e. **Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft**

Partners of India only as per the Price Bid format, i.e. Annexure-XI, which shall be filled by the bidder as a Financial Bid.

- c. Work shall be awarded to LQ-1 bidder based on Total Price inclusive of GST in INR per year for Items mentioned under Sr. No. 1,2,3,4 & 5 (Financial Bid- Annexure-XI).
- d. RECPDCL also reserves right to conduct reverse auction as per Clause No. 27 of Section-VI at its sole discretion, if required.

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.

In case of Reverse Auction, all Technically Qualified bidders after Stage-II evaluation (i.e. financial bid evaluation), as detailed under Clause No. 27 of Section-VI, shall be allowed to participate in the reverse Auction and the bidder with lowest price after reverse auction shall be considered as the successful bidder.

SECTION-IV

SCOPE OF WORK

The scope of work covers the **Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only.** The intent of the above is to use the same as a project management tool having various features as detailed below.

1. General Scope of work

- a. The split of different types of licenses should be
 - i. Power BI Pro license for Customized Dashboard & drill down Reports: 4 number
 - ii. Information user for Senior Management: 4 number
 - iii. Project Managers :16 numbers
- b. The tool should accommodate 250 projects and archival should be available.
- c. Vendor should understand existing project management process and develop work flow for effective utilization of tool. Vendor should implement complete workflow development for end to end project management with email integration for every project phase completion. Change/enhancement in work flow to be supported during the support contract.
- d. Tool should have in built document management system for storing project documents with version controlling.
- e. Tool should have provision to create home page for each of the project and links to all important project documents to be available on home page
- f. Vendor should provide training for project management team and end users before Go live date for 2 days as specified in point no 4 below.
- g. User manual to be provided for admin and end users for reference.

2. Features of Project Management Tool (Cloud based solution):

- a. Project Initiation& Planning
 - i. Tool should identify reason for the project initiation if it is legal requirement, enhancement, technology refreshment, innovation etc.
 - ii. Tool should accommodate Responsibility Assignment matrix, project plan and Governance document.
 - iii. The tool should allow planning of resources as a team or individual. Availability of resources and resource utilization should be visible for management user credentials.
 - iv. The ability to create, prioritize, track and assign projects within the tool
 - v. Tool should be able to support work break down structure for listing all activities/ tasks. Sequencing and interdependencies of different tasks in project to be managed
 - vi. Tool should have provision to define timelines for various phases.
- b. Budget management
 - i. To be able to create the budget and updates forecasts at a summary or detail level.
 - ii. Allows privileged system users to prepare and manage budgets for different project.
 - iii. On escalation of project cost, the system should allow revisiting scope, budget or schedule adjustment and mail should be triggered to relevant stake holder when cost overrun occurs.
- c. Risk Management
 - i. Tool should be capable of identifying the project risk, prioritize risk
 - ii. Risk assessment and generating risk score based on probability of occurrence and impact
 - iii. Risk mitigation and periodic risk review to update/ modify risk and follow up for risk mitigation efforts done
- d. Project progress tracking and reporting
 - i. Project reports should focus on important details like metrics, issues, open work and resources, and provide project managers an insight to keep projects on track.
 - ii. Web based real-time portfolio dashboards with project metrics and color indicator (flag) to give senior management visibility of how all projects are performing and easy identification of those that need attention.

- iii. Customized views of dashboard based on role should be available.
 - iv. Able to generate reports on weekly, monthly, yearly phase wise and also based on total projects that are monitored.
 - v. Every user to have a customized status report that shows them all their assigned work, work due soon and overdue work.
 - vi. Role based creation of personal views of any report, including creating report filters that work across multiple projects
 - vii. A Project Schedule Gantt that displays all the items from a project in a structured hierarchical Gantt.
 - viii. Reports needs to be printed, emailed and exported to a variety of sources: Microsoft Excel (including to a web query), PDF, XML etc. Should be able to schedule reports to be sent to the relevant audience at specific times.
 - ix. Able to see project progress of all the projects based on project phases, based on project completion progress and consolidated project status of all the projects covering different phases
 - x. Submit timesheets to capture project and non-project time spent for payroll, invoicing, and other business purposes
3. The selected bidder has to provide the subscription for Microsoft Project Management solution (Cloud based) 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 requirement of RECPDCL. The detailed job of bidder will include along with the supply of licenses:
- I. Basic configuration of Microsoft Project Management solution (Project online essential, Project plan P3 and P5) along with brief training for 2 working days: This involves a Train the trainer for one batch of participants where they get to learn the Project Lifecycle from creation to closure inside Microsoft Project Management solution (Cloud based) licenses (Project online essential, P3 and P5). The selected bidder will assist RECPDCL in basic configuration of the licenses (Project online essential, P3 and P5) for the users of RECPDCL i.e. assigning responsibilities, creating project teams, creating project portfolio etc. The training should accommodate for adoption of the platform. This means training should be unique to REC PDCL's needs as per ongoing projects of RECPDCL (as detailed in annexure-XV) and not just a standard training programme available in the market.
 - II. Project Online Handholding (13 working days): Handhold the users on how to create project schedules, WBS, tracking of projects, resource allocation, budgeting, resource optimization, report generation, storing of requisite data, communicate with team members, Risk assessment and perform other daily activities inside Microsoft Project Management solution (Project online essential, Project plan P3 and P5).

The training and handholding activity should be included without any additional cost along with the license cost.

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

4. Project Online configuration and implementation (15 man-days):

- a. Configure Project Online to suit RECPDCL Project management processes.
- b. Configure User Access based on roles inside RECPDCL
- c. Configure Views to show a high level over view of Project Progress (Physical and financial progress), resource deployment status, delayed activities to be performed, other project bottlenecks
- d. Configure Risk and Issue management
- e. Configure collaboration between team members inside project online

- f. Enable Document repository to store and manage documents inside projects
- g. Configure the platform to accommodate business processes inside RECPDCL for Project creation, approval, change and closure.
- h. Power BI Pro integration for P5 license users along with design & development of fully functional customized dashboard and customized reports as per requirement of RECPDCL.

This also includes creation of 4 types of projects (one in each category of PMA/PMC, PIA and Quality control project) and completing the life cycle of these projects till closure. High level activities of each category of projects are enclosed as Annexure-XV.

5. IT security and cloud services:

- a. All project related data should be hosted in secured cloud servers being provided by empanelled 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.

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

Sr. No.	Service Requirement	Time duration
1.	Subscription of Microsoft Project Management solution (Cloud based) licenses for implementation of the same in ongoing projects of RECPDCL for Senior Management (P5 licenses -3 nos) , Project Managers (P3 licenses-6 nos) and Field Executives (Project online essential licenses- 20 nos)	Within 10 days from issuance of Work Order/LoA
2.	2 days' training along with basic configuration and 13 working days' handholding (total 15 days for training, basic configuration and handholding)	Immediately after completion of supply of the licenses
3	Project online essential, Project plan P3 and P5 configuration with Power BI Pro integration for P5 users and implementation of the licenses in ongoing projects of RECPDCL (for 4 projects) for fully functional Power BI customized dashboards and drill down reports as per requirement of RECPDCL for 15 working days after completion of training and handholding period	As per requirement of RECPDCL with at least 7 days' prior intimation to the bidder

7. Performance standard and Service Level parameters:

a. Uptime Guarantee:

The bidder must have to ensure Up-time for their services of Microsoft Project Management solution (Cloud based) for each account, as per the Microsoft standard SLA guarantee. Any bug found after implementation should be resolved in 1-week time for high priority and 2 weeks" time for medium and Low priority

- High priority: Any Bug which is preventing basic operation of the tool should be resolved within 6 hours
- Low/ Medium Priority: Any other bug in tool, workflow issue etc should be resolved within 24 hours

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 day 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.

8. 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 additional 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

Sr. No.	Minimum Qualification Criteria	Documents required to be submitted
1.	<p>The bidder should be a company incorporated under Companies Act as per Government of India or Proprietor Firm. The Bidder should have been in operation in India for a period of at least for 4 years.</p> <p>In case, bidder is a Consortium / Joint Venture Firm, both the members of the Consortium/JV should meet above criteria.</p>	<p>In case of company Certificate of incorporation/Registration certificate issued under Indian Companies Act 1956 or the Companies Act 2013 is to be submitted.</p> <p>In case of Proprietor Firm, relevant document of registration is to be submitted.</p> <p>In addition to above, PAN Card/GST Certificate should be provided by the bidder along with Annexure-II.(For JV/Consortium, both members should have document as asked)</p>
2.	<p>Bidder's average annual turnover should be Rs. 7 lakhs for last four financial years (FY 2018-19, 2017-18, 2016-17, 2015-16).</p> <p>For JV/Consortium, the Lead bidder should fulfil this criteria.</p>	<p>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.)</p>
3	<p>Net Worth for the each of the last four Financial Years should be positive. Net worth means the sum total of the paid up capital and free reserves (excluding reserves created out of revaluation) reduced by aggregate value of accumulated losses (including debit balance in profit and loss account for current year) and intangible assets. For JV/Consortium, both members should have positive net worth.</p>	<p>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.)</p>
4.	<p>The bidder should have successfully executed similar contracts of sale and implementation of license of Microsoft Project Management solution (Cloud based) 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:</p> <p>(i) Single work order/Contract Value of Rs. 8 lakhs OR (ii) Two work orders/Contract Value each of Rs. 5 lakhs each.</p> <p>For JV/Consortium, the Lead bidder should fulfil this criterion.</p>	<p>Bidder should submit</p> <p>(i) copy of Work order (mandatory) & <u>Any document out of the following:</u></p> <p>(ii) Proof of release of performance security after completion of the contract</p> <p>(iii) Proof of settlement/release of final payment against the contract</p> <p>(iv) Certificate for successful completion of work/Performance report by the client.</p>
5.	<p>The vendor should not be black listed by any Govt./Semi Govt./State Govt./PSU etc.</p>	<p>Undertaking regarding this should be provided by the bidder as per annexure-IV.</p> <p>For JV/Consortium, both members should comply this criteria.</p>

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 Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only.
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. Financial Eligibility Criteria as per **Annexure-III of Section VIII along with a CA Certificate with CA's Registration No., Signature and Seal.**
 - iv. Format for No-Deviation Certificate enclosed as **Annexure-V of Section VIII,**
 - v. EMD as per **Annexure-VI of Section VIII**
 - vi. Bank Guarantee as per **Annexure-VII only for the successful bidder after placing of work Order**
 - 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
 - viii. Power of Attorney has to be submitted issued by the Bidding Company in favour of the authorized person signing the Bid as per format of Annexure-VIII. Scanned copy of Power of Attorney has to be uploaded and original has to be submitted before last date & time of submission of bid.
 - ix. **Financial Bid as per Annexure-XI 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 Management solution (Cloud based) licenses:
 - i. 80% Payment will be made on successful completion of subscription of all licenses
 - ii. 15% Payment will be made on successful completion of training and handholding period of 15 days as per scope of work.
 - iii. 5% Payment will be made after completion of contract period
 - b. Configuration and Implementation: 100% Payment will be released after successful completion of configuration and implementation of the licenses in ongoing projects of RECPDCL as per scope of work.
 - c. In case of procurement of additional licenses, the same payment terms will be applicable as mentioned in clause no 13.A.a above.
- B. The payment for all items excluding additional 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.

14. 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 14.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 there from. 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 14.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.

15. **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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. Performance Bank Guarantee:

On acceptance of Letter of Award, 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 Six 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

22. Rates and Prices

- a. Bidders should quote item-wise rates/prices for services as mentioned in Annexure-XI (Financial Bid).
- b. All items including in FINANCIAL BID (ANNEXURE-XI) must be quoted failing which the bid is liable to be rejected.
- c. However, payment shall be made to LQ-1 bidder based on the Rate Quoted for all Items in FINANCIAL BID (ANNEXURE-XI) 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.

23. 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.
- g. Price offer is enclosed/ Price is disclosed in the Technical bid.
- h. Awardee of the work qualifies the letter of acceptance of the work with his conditions.
- i. 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.
- j. 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.
- k. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
- l. Any other conditions as mentioned elsewhere in the RFP document.

24. 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.

25. 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.

26. Additional Requirements / Conditions for Consortium or Joint Venture (JV) Bidders:

- a. For JV / Consortium, there shall be a lead bidder exclusively specified and has to propose their associate. Associate's role has to be clearly defined.
- b. A lead bidder shall submit only one bid for the tender. It or any member of JV shall not be a member either in individual capacity or as a member of another JV / consortium for the same tender.
- c. All bid documents have to be signed by JV/consortium parties jointly and shall submit as per eligibility and tender requirements.
- d. Number of members in a JV/ Consortium Firm shall not be more than TWO. JV/Consortium with Foreign companies is not allowed.
- e. Joint venture / Consortium agreement - as per format Annexure-IX has to be executed between the JV/ Consortium members and shall be submitted by the JV/ Consortium Firm along with the bid documents.
- f. Memorandum of Understanding (MOU): The complete details of the members of the JV/ Consortium Firm, their share and responsibility in the JV Firm etc. particularly with

reference to financial, technical and other obligations shall be furnished in the MOU as per their own customized format.

- g. Authorized Member of Joint Venture/ Consortium Firm: 'Lead Bidder' shall be authorized on behalf of the Joint Venture/ Consortium Firm to deal with the tender, sign the agreement or enter into contract in respect of the said tender, to receive payment, to submit EMD/ PBG/ Security Deposit and such activities in respect of this tender/ contract. All notices/ correspondences with respect to the contract would be sent only to this 'Lead Bidder' of the Joint Venture/ Consortium Firm.
- h. A power of attorney (as per Annexure-VIII of NIT document), duly notarized shall be submitted for individually for representatives of both members of Joint Venture/ Consortium Firm signing the bid documents.
- i. Once the bids are submitted, the MOU shall not be modified / altered/ terminated during the period of engagement with RECPDCL including any extension later by RECPDCL or validity of any work order awarded to the said JV/ Consortium. In case, the tenderer fails to observe/comply with this stipulation, the Security Deposit / Performance Bank Guarantee (PBG) shall be liable to be forfeited.
- j. Duration of the Joint Venture Agreement shall be valid during the entire engagement period/currency of the contract including the period of extension, if any.
- k. EMD shall be submitted only in the name of 'Lead Bidder' at the time of bid submission and shall be deemed as EMD submitted by JV/ Consortium Firm.
- l. Lead bidder and its associates are both responsible and liable for all acts / deeds etc. jointly and severally for execution of the project/ Work/ Assignment etc. The Joint Venture/ Consortium members shall also be liable jointly and severally for the loss, damages caused to the RECPDCL during the course of execution of the contract or due to non-execution of the contract or part thereof. Failing in any of the above clauses at any time of engagement period, or extension if any will result into disqualification of bids/contract submitted by the bidder.

27. **Reverse Auction:** RECPDCL reserves the right to conduct the reverse auction (if required) for the products/ services being asked in the tender. The terms and conditions for such reverse auction event shall be as per the Acceptance Form attached as Annexure - XII of this document. The bidders shall mandatorily submit a duly signed copy of the Acceptance Form along with the tender document as a token of acceptance.

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. 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 Annexure-XI should be submitted/uploaded through online/e-tendering mode only.
- 3.2 The prices shall remain FIRM till entire contract period /completion of the Assignment.
- 3.3 Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- 3.4 Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
- 3.5 All items in the TABLE-I in FINANCIAL BID (ANNEXURE-XI) must be quoted failing which the bid is liable to be rejected.
- 3.6 Work shall be awarded to LQ-1 bidder based on “**Total Price inclusive of GST in INR per year**” in Financial Bid- Annexure-XI.
- 3.7 In case the price/rate of a required line item is mentioned as zero i.e. ‘0’ in FINANCIAL BID (Annexure-XI) the same shall be treated as the bid price.
- 3.8 The quantities of licenses indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- 3.9 All rates/prices to be quoted in **Indian Rupees only**, considering the tender terms and conditions and scope of work.
- 3.10 TDS will be deducted at source as per rules as applicable.
- 3.11 No advance payment shall be made.
- 3.12 Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- 3.13 Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
- 3.14 RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

SECTION-VIII: Annexures

Annexure-I

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

To,
Addl. Chief Executive Officer,
REC Power Distribution Company Limited (RECPDCL),
4th Floor, KRIBHCO Bhawan, A-10, Sector-1, Noida 201301
Uttar Pradesh (UP), Phone: (0120) 4383783,
Fax: 0120-4383768, Email: co@recpdcl.in

Sub: Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only

Sir,

With reference to your Tender No. ----- dated ----- for **Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only**, 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:

Full Name.....

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.

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

NIT No: RECPDCL/Projects/2020-21/668 dated: 13.08.2020

Name of Work: Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only

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 Management solution (Cloud based), Brief training,
 Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office,
 Noida from authorized Microsoft Partners of India only" 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

"CA certificate should clearly mention the above fields in their respective letterhead"

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:

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

We shall abide by all specifications and terms and conditions of the tender.

By signing this document, we hereby accept and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the bid document.

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 2020 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 for "Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only" 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.,
 REC Power Distribution Company Ltd.
 4th Floor, KRIBHCO Bhawan,
 A10, Sector-1, Noida (U.P.)-201301
 (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 the work plus 6months' claim period.

POWER OF ATTORNEY

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

(a) 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 for Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only in response to the NIT No. dated issued by REC Power Distribution Company Ltd. (RECPDCL), Noida 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 RECPDCL may require us to submit. The aforesaid Attorney is further authorized for making representations to REC Power Distribution Company Ltd., Noida and providing information/responses to RECPDCL representing us in all matters before RECPDCL and generally dealing with RECPDCL 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)

**AGREEMENT FOR CONSORTIUM/JOINT VENTURE FIRM
(For Consortium/Joint Venture Firm)**

(On non-judicial stamp paper of appropriate value to be purchased in the name of executants companies or as required by the jurisdiction in which executed)

This consortium/Joint Venture agreement entered into this ____ day of _____ 2020__ at _____
Between _____ (hereinafter referred as “_____”) and having office at _____,
India Party of the First Part And _____ (hereinafter referred as “_____”) and having
office at _____, India Party of the Second Part

Whereas RECPDCL has invited tender vide no: Tender No: RECPDCL/Projects/2020-21/668 dated: 13.08.2020 for selection of agencies for Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only

And whereas a combination of entities who, have executed a binding agreement in the prescribed format, to enter into a Consortium/Joint Venture, and meeting the requirements stipulated in the tender document may submit a bid signed by the Lead Member, which shall legally bind all the Members of the Consortium/Joint Venture who will be jointly and severally liable for the performance and all obligations there under to the RECPDCL for execution of the project/ Work/ Assignment etc. The Consortium/Joint Venture members shall also be liable jointly and severally for the loss, damages caused to the RECPDCL during the course of execution of any awarded contract or due to non-execution of the contract or part thereof.

And whereas the Parties have had discussions for formation of a Consortium/Joint Venture for the said tender and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship.

It is hereby as mutual understanding of the parties agreed and declared as follows:

1. M/s. shall act as Lead Member for and on behalf of Consortium/Joint Venture Members. The said Consortium/Joint Venture Members further declare and confirm that we shall jointly and severally be liable and shall be fully responsible to the RECPDCL for execution of the project/ Work/ Assignment etc. The Consortium/Joint Venture members shall also be liable jointly and severally for the loss, damages caused to the RECPDCL during the course of execution of any awarded contract or due to non-execution of the contract or part thereof.

2. The Lead Member is hereby authorized to:

- (i) Sign and submit the bid on behalf of Consortium/Joint Venture members pursuant to the bid initiated
- (ii) In the event, the Consortium/Joint Venture Firm being empanelled with RECPDCL, to enter into any awarded Contract with RECPDCL, including negotiation of the terms thereof.
- (iii) To receive all payments on behalf of the Consortium/Joint Venture Firm from RECPDCL.

3. In case of any breach of the stipulations of the tender/bid Document by the Lead Member, Consortium/Joint Venture Partner along with the Lead Member do hereby agree to be fully liable and responsible to carry out all the obligations and responsibilities under the tender and any awarded Contract later on.

4. It is further agreed by the Members that the sharing of responsibilities and obligations shall not in any way be a limitation of joint and several responsibilities and liabilities of the Members to RECPDCL.

5. It is clearly understood that the lead member shall ensure performance under the agreements and if Consortium/Joint Venture Members fail to perform its /their respective obligations under the agreement(s), the same shall be deemed to be a default by all the Consortium/ Joint Venture Members.

6. This Consortium/Joint Venture agreement shall be construed and interpreted in accordance with the laws of India and the courts in Delhi shall have the exclusive jurisdiction in all matters arising there under.

In witness whereof, the Members to the Consortium/Joint Venture agreement have through their authorized representatives executed these presents and affixed seal of their companies, on the day, month and year first mentioned above.

(Party of the first part)

Name*:

Designation*:

Seal & Sign:

(Party of the second part)

Name*:

Designation*:

Seal & Sign:

Witness:

1.

2.

* Please provide the name and designation of each signatory.

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 ProcessWebsite address: www.tenderwizard.com/REC

- Click on "[TenderFreeView](#)" 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 ScannedCopy 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 be 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											
Sr. No .	Service Description	Item Unit	Quan tity **	Unit Pric e in INR per year	Total Price in INR per year	% of GST		GST Tax amount in INR			Total Price inclus ive of GST in INR per year
						CGS T & SGS T/UG ST	IGS T	CGS T & SGS T/UG ST	IGS T	Total Tax Amo unt	
A	B	C	D	E	F=D x E	G	H	I=FX G	J=F XH	K=I+J	L=F+ K
1	Subscription of Microsoft Project Management solution (Cloud based) 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 (as per Microsoft website) for Project online essential licenses	Per licens e per year	20		0.00			0.00	0.00	0.00	0.00
2	Subscription of Microsoft Project Management solution (Cloud based) licenses for implementation of the same in ongoing projects of	Per licens e per year	6								

	RECPDCL at Corporate Office, Noida and Pan-India Project Offices initially for one year and extendable up to additional 2 years (as per Microsoft website) for P3 licenses										
3	Subscription of Microsoft Project Management solution (Cloud based) 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 (as per Microsoft website) for P5 licenses	Per license per year	3								
4	Project online essential, Project plan P3 and P5 configuration with Power BI Pro integration (excluding the cost of Power BI pro) for P5 users and implementation of the licenses in ongoing projects of RECPDCL (maximum of 4 projects) for fully functional Power BI customized dashboards	Man-days	15		0.00			0.00	0.00	0.00	0.00

	and drill down reports as per requirement of RECPDCL for 15 working days after completion of training and handholding period										
5	Subscription of Power BI Pro (Cloud based) licenses for integration & 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 Microsoft website) for P5 licenses	Per license per year	3								
Total Price inclusive of GST in INR per year											

**: -The above quantity is tentative and are subject to increase based on the actual requirement at sole discretion of RECPDCL

Note:-

- I. All items in FINANCIAL BID (Annexure-XI) must be quoted failing which the bid is liable to be rejected.
- II. Price quoted by bidder shall be firm for contract period.
- III. 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.
- IV. 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.
- V. Work shall be awarded to LQ-1 bidder based on **Total Price inclusive of GST in INR per year for all items of Financial Bid- Annexure-XI, i.e. for “Subscription of Microsoft Project Management solution (Cloud based), Brief training, Implementation and handholding of the same in ongoing projects of RECPDCL at Corporate Office, Noida from authorized Microsoft Partners of India only”.**
- VI. In case any additional services are required by RECPDCL for configuration and integration of licenses, the L1 bidder will be awarded the same based on the man-day rate quoted by the L1 bidder under item no. 3 above. The total man-day requirement will be mutually decided along with the bidder based on the service requirement of RECPDCL.

- VII. In case additional licenses are procured under Quantity variation clause (Clause no 25 under Section VI), the quoted rate of L1 bidder will be considered as unit rate and L1 bidder will be awarded the work of supply of the additional licenses.
- VIII. 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.
- IX. The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.
- X. All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.
- XI. TDS will be deducted at source as per rules as applicable.
- XII. No advance payment shall be made.
- XIII. Bidders are to quote their rates strictly as per above Financial Bid format.
- XIV. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- XV. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder
- XVI. RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.
- XVII. 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.
- XVIII. Bidders are advised to quote rate reasonably and RECPDCL reserves the right to ask justification of quoted price from the bidder at any point of time. In case the bidder fails to justify the quoted rate, RECPDCL reserves the right to terminate the bid.

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.

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder in their letterhead)

In a bid to make our entire procurement process more fair and transparent, RECPDCL intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found as technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event. The following terms and conditions are accepted by the bidder on participation in the bid event:

1. RECPDCL shall provide the user id and password to the authorized representative of the bidder. (Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).
2. RECPDCL decision to award the work would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of RECPDCL, bid process, bid technology, bid documentation and bid details to any other party.
4. The bidder is advised to fully make aware themselves of auto bid process and ensure their participation in the event of reverse auction and failing to which RECPDCL will not be liable in any way.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of RECPDCL.
6. In case of intranet medium, RECPDCL shall provide the infrastructure to bidders. Further, RECPDCL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case an auction event is restarted, the best bid as already available in the system shall become the basis for determining start price of the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offers. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out rightly rejected by RECPDCL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of the auction event shall be considered by RECPDCL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

E-Reverse Auction Guidelines

These Guidelines are intended to guide about e-Reverse Auction processes, awarding criteria, and confidentiality requirements, and to the binding nature of bids made at e-Reverse Auction.

The aim of e-Reverse Auctions is to enable negotiations to be engaged in using technology that allows a faster pricing process, a more objective way of selecting bidders and greater transparency of market prices. REC and bidders are expected to follow the standards set forth in these Guidelines.

1. Reverse Auctions are carried out under the framework of rules as defined by RECPDCL and all bidders participating in Reverse Auction shall understand/accept and give an undertaking for compliance with the same to the REC in the prescribed format (Annexure – XII).
2. Any bidder not willing to submit such an undertaking shall be disqualified for further participation with respect to the said procurement.
3. Reverse Auction shall be carried out amongst the bidders who have quoted within lowest price + 15% of the evaluation criteria price. However, in case no other bidders fall within +15% of L1 quoted prices then reverse auction can take place up to lowest price + 25% or as decided by RECPDCL shall be allowed to participate in the online Reverse Auctioning.
4. The overall lowest price quoted by the bidder will be considered as Reserve Base Price during reverse auction, further the item wise price of all items shall be arrived from the overall lowest quoted price in the same ratio as quoted by the bidders earlier in the financial bid and all the technically qualified bidders will be considered at same platform.
5. Decrement value to be kept for conducting Reverse Auction shall range from 0.50% to 5% of the Reserve Base Price converted to the nearest round figure, depending upon the value of the bid.
6. Preferably the time duration to be kept for conducting Reverse Auction process is from 11:00 AM to 3:00 PM with the incremental time duration of 30 minutes from the time of last quote considering that the bidder may be provided the sufficient time for quoting their best lowest rates. The window may be extended to accommodate 30 minutes, if required, response time. The auction will terminate either at the scheduled end time or as extended as per requirement till there is no response during the incremental time duration. However, RECPDCL reserves the right to modify the process with pre-information to bidders if required.
7. The eligible bidders can participate in the online Reverse Auction from any place of their choice and need not to visit RECPDCL office for this purpose.
8. The User ID and password for online reverse auction is same as used in online bidding process/ provided at the time of bidder registration.
9. The Reserve Base Price for Reverse Auction will be informed after the Opening of Price Bid. This shall be the lowest rate received against the initial price bids submitted by participating bidders.
10. RECPDCL shall make all out efforts to rectify the problem(s) leading to system failure during the online reverse auction. However in case the system could not be restored within the reasonable time period as deemed fit by RECPDCL, the reverse auction event shall be suitable extended/ shall be restarted again after rectification by giving a new schedule for the same, which shall cover the left over time period as per the original schedule. On restart of reverse auction the last R1 price received during reverse auction at which the reverse auction event got terminated, shall be the starting price.
11. Where necessary, RECPDCL will facilitate training for participation in Reverse Auction either on its own or through the service provider for the Reverse Auction to familiarize the vendors/bidders with Reverse Auction process.
12. Any vendor/bidder not participating in training shall do so at his own risk and it shall not be open for him to make any complaint/grievance later.
13. No request for postponement/fixing of Training Date/Time shall be entertained.
14. The Date and Time of commencement of Reverse Auction shall be communicated to the shortlisted bidders at least One day in advance.

15. Any force majeure or other condition leading to postponement of auction shall entitle RECPDCL to postpone the auction.
16. The Reverse Auction may be conducted by RECPDCL through a service provider specifically identified/appointed/empanelled by RECPDCL.
17. In case Reverse Auctions conducted by RECPDCL through a Service Provider, the REC shall enter into a separate agreement clearly detailing the role and responsibilities of the service provider hosting the web portal for the Reverse Auction. The Service Level Agreement (SLA) by RECPDCL with the service provider is an arrangement for smooth and fair conduct of the Reverse Auction.
18. All the bids made from the log-in ID given to bidder shall ipso facto be considered. Bids are to be made by the vendor / bidder using log-in ID and password assigned by the service provider/auctioneer.

Note: RECPDCL reserves right to amend/modify the procedure of reverse auction at its sole discretion.

Microsoft Project Portfolio Management Partners List for India as on 13.08.2020

1. Outline Systems India Private
2. Proventures Education & Consulting Services PvtLtd
3. Multiverse Solutions Pvt Ltd
4. Robert Bosch Engineering and Business Solutions Private Limited
5. Concept Infoway Private Limited
6. Diametriks Consulting Pvt. Ltd. (Project Online, Project Server, PPM)
7. NDS Infotech Ltd.
8. e2e Projects
9. Hidden Brains InfoTech Pvt. Ltd.
10. AVA Software Pvt Ltd
11. Azucane Business Solutions Pvt. Ltd.
12. Reboot Software Private Limited

Activities for PMC contracts

- **Survey work by RECPDCL for cluster-wise approval of quantity to be erected in each habitation.**
Survey data is submitted by turnkey contractor to DISCOM. DISCOM submits the survey data to RECPDCL for further checking in order to finalise the BOQ and LOA to Turnkey contractor.
- **GTP and Drawing checking by RECPDCL.**
RECPDCL checks the GTP's and drawings of various items submitted by turnkey contractors to DISCOM. GTP's and drawings are being checked as per DISCOM/REC standards/Tech. Specs/IS.
- **Material inspection work by RECPDCL.**
Material inspection calls are being raised by turnkey contractors to DISCOM after confirmation from their respective vendors regarding readiness of material. Accordingly, DISCOM issues material inspection calls to RECPDCL. RECPDCL conducts material inspection of various items such as transformers, conductors, poles, energy meters, other hardware items etc on sample basis as per standard practice of DISCOM/International or national standards.
- **Verification of material supplied at site by RECPDCL.**
Dispatch instructions are issued by DISCOM to turnkey contractors for those items of which material has been approved. Accordingly, turnkey contractor dispatches the material at his site store as per quantity mentioned in Dispatch Instruction. RECPDCL verifies that quantity of material received at site should be same as quantity mentioned in dispatch instruction of that material.
- **Monitoring of Erection works by RECPDCL.**
RECPDCL monitors the quantity and quality of material being installed at various site locations on daily basis and variations in quantity and quality of material being installed are informed to DISCOM on Daily/Weekly/Monthly basis.

Activities for PMA contracts

- **Project Formulation (Optional)**
 - a. Preparation of Need Assessment Document
 - b. Formulation of DPR's
- **Monitoring and coordination of bidding process (Mandatory):**
 - a. Assist utilities in preparation of tender documents for appointment of turnkey contractor.
 - b. Assist utilities in bidding process (including pre bid meetings etc.) and technical evaluation of bids.
 - c. Assist the utilities for placement of Letter of Award and related activities.
- **Project Planning and Implementation (Mandatory):**
 - a. Assisting Discoms in preparation of detailed work implementation schedule in association with turnkey contractor.
 - b. Coordination & monitoring of project implementation activities.
 - c. To monitor DPR wise monthly physical & financial progress of the scheme, prepare a consolidated report & submit to utility for onward submission to Nodal Agency.

- d. Identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with utilities & project implementing agency (Contractor).
- e. To assist utilities in addition of the created assets to their asset register.
- f. Recommend the claim of utility for fund release from Nodal Agency. The recommendation is to be supported by a report on expenditure, progress and constraints if any for timely completion of project.
- g. Submit a report to Nodal Agency, regarding Project Completion and expenditure incurred along with recommendation in accordance with the guidelines.
- h. To assist utility in supervision of flow of funds in dedicated bank account of projects.
- **Quality Monitoring (Mandatory):**
 - a. To prepare a Quality Assurance (QA) Plan with the approval of the utility
 - b. To carry out field quality inspection of ongoing/ completed works
 - c. Joint inspection (along with representative of state utility) of material at site on sample basis i.e. 10% of major materials (Poles, conductor, meters, transformers and cable)
- **MIS & Web Portal up-dation (Mandatory):**
 - a. Assisting utilities in timely updation of information on utility / Nodal Agency Web Portal.
 - b. Periodic reporting to the Project Management Cell of utility. Coordination with Nodal Agency/ MoP and any other works as may be required to achieve the objectives of the scheme.

Activities for RQM contracts

- **Material inspection work by RECPDCL.**
Material inspection calls are being raised by DISCOM to Manufacturer and same is conveyed to REC Ltd. Accordingly, REC issues material inspection calls to RECPDCL without intimating manufacturer. RECPDCL conducts Joint material inspection with DISCOM officials and Third party(if any) of various items such as Power Transformers, Distribution Transformer, Conductors, Poles, Energy meter, other hardware items, etc. at manufacturers premises with reference to technical specifications of DDUGJY and relevant IS. If material found as per relevant standards, then it is reported as acceptable by RECPDCL, if not, same is rejected by RECPDCL and report of acceptance or rejection is submitted by RECPDCL to REC Ltd.
- **Field inspection works by RECPDCL.**
Field Inspection of 10% of total scope of work in a district/Project is covered under two stages of inspection i.e. Stage-I and Stage-II and same is inspected within 30 days of timeframe.

Stage –I: Regional office, REC Ltd of the concerned state issues the inspection call for field inspection specifying and same is carried out by RECPDCL after collecting relevant documents from DISCOMs. Out of total coverage in a project, 50% of UE villages & 5% of IE villages and 5% of Feeder created are covered under this stage of inspection. After inspection a details report is submitted to CPM, RO, REC Ltd. of concerned state.

Stage –II: Remaining 50% of UE villages, 5% of IE villages, 100% of New substations, 25% of Augmentation and 5% of Feeder created are covered under this stage of inspection. After inspection a details report is submitted to CPM, RO, REC Ltd. of concerned state.

Activities for TPI contracts

- **Material Inspection:** Important materials of REDB (33/11kV or 66/11kV) substation as well as that of VEI (Village Electricity Infrastructure) shall both be inspected at manufacturer premises before dispatch. Ten percent (10%) of 14 types of REDB materials and 11 types of VEI materials shall be inspected by the TPIA as per MQP. The inspection/testing/ witnessing of acceptance

tests shall be as per Drawings/Technical Specifications & applicable national & international standard

- **Village/Substation Inspection:** 50% villages are to be inspected in 2 (two) stages. Stage-I inspection shall cover 10% and Stage-II inspection shall cover 50% villages including revisit of the villages inspected during stage-I inspection.

Stage-I inspection shall begin and end when the physical progress in the project is completed in 10% and 30 % of villages respectively. Five (5) nos. of villages in a project are to be thoroughly inspected at the very beginning when the same is completed in the project. These villages after rectification of defects will become modal quality village. The findings of inspection of these five villages shall be used as training resource and necessary improvement in Quality Assurance.

Stage-II inspection shall begin and end when the physical progress in the project is completed in 50% and 90 % of villages respectively. 100% New and 100% Augmented 33/11 kV or 66/11 kV capacity substation for quality of material as per MQP/Drawings/Technical Specifications and works in the field as per FQP.

In 50% villages of the project, 100% verification of BPL connections, 100% Distribution Transformer Substations, 100% LT Lines, 50% of 33kv Lines and 100% of the 11KV lines attributed to the village (emanating from cut-point/grid substation) as well as the 11 KV line laid within the village, verification of energisation of village & BPL beneficiaries, installation of service connections in public places, hours of supply in the village, time taken by DISCOM to raise first energy bill in favor of beneficiaries.

Activities for PIA contracts

- **Bid management activities:**
 - a. Preparation of Bid documents based on the approved DPR
 - b. Techno-commercial and financial evaluation of bids received, preparation of LoA and award of contract under intimation with DISCOM
- **Procurement of products in accordance with the quality guideline of nodal agency/DISCOM/other utilities:**
 - a. Setting up of designated stores along with adequate infrastructure for material management i.e. storage of materials, keep track of receipt and issuance details, store security, insurance etc.
 - b. Scheduling inspection of material to be procured and conducting pre-dispatch inspection of materials at manufacturers' premises along with third party inspecting agencies of DISCOM/nodal agency of the scheme
 - c. Issuance of Dispatch clearance and monitoring of logistics activities for timely supply of the materials in designated stores
- **Project implementation activities:**
 - a. Cluster wise deployment of manpower with specific responsibilities to monitor the work to be executed by Turnkey contractors
 - b. Coordination with local Govt. bodies/DISCOMs/regulatory departments/Ministry in order to get requisite compliances for implementation of the project.
 - c. Monitoring of Erection Testing and commissioning work as per work schedule/PERT chart shared by the contractor with the help of PMA agencies (if appointed by DISCOM/Utilities/Client).

- d. Maintaining the quality of the workmanship as per IS/IEC standards or other standards issued by Nodal agency/DISCOM and compliance of the quality observations being highlighted by Third Party Auditors appointed by DISCOM/Nodal agencies.
- e. Physical verification of the project based on the claims submitted by Turnkey contractors
- f. Addressing the project bottlenecks as identified by Internal Quality Control Team and PMA agencies
- g. Addressing the project punch points in order to closure of the project
- **Financial management:**
 - a. Keep track of fund inflow from nodal agency/DISCOM/Clients and outflow to turnkey agencies through dedicated bank accounts
 - b. Processing of claims submitted by Project Execution Team and submission of fund requisition to DISCOMs/Nodal Agencies/Clients