

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

LIMITED TENDER ENQUIRY

BID DOCUMENT

(Scope of work and Special Conditions of Contract)

FOR SELECTION OF VENDOR FOR SUPPLYING OVERHEAD CABLE TRAY TO THE OFFICE
OF THE ACCOUNTANT GENERAL (A&E)-II, MAHARASHTRA, NAGPUR.

<u>Table of contents</u>	
Annexure-1	Instructions to the Bidders
Annexure-2	General Terms and Conditions (GTC)
Annexure-3	Buyer Added Bid Specific Additional Terms and Conditions (ATC)
Annexure-4	Specification for cable tray
Annexure-5	Bidder Details Form
Annexure-6	Timelines for bidders & Delivery details.
Annexure-7	UNDERTAKING

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-1

INSTRUCTIONS TO THE BIDDERS

- 1) Office of the Accountant General (A&E)-II, Maharashtra, Nagpur, hereinafter referred to as the 'Client', invites bidders to participate in LTE (Limited Tender Enquiry) UNDER SINGLE BID SYSTEM, to be submitted through e-mail, from reputed firms dealing with Ministries/Govt. departments for providing overhead Cable trays for its office.
- 2) While all efforts have been made to avoid errors in the drafting of the bid document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.
- 3) Tenders not accompanied by required documents/certificates shall be summarily rejected.
- 4) Bid shall have a validation period of not less than 30 days.
- 5) The Bidder should, at the time of submission of the bid, submit bids on bidder's company letterhead with signature and stamp of firm, in token of the Bidder having acquainted himself/themselves and accepted the entire Bid Document (Scope of Work and Special Conditions of Contract) including various conditions of contract.
- 6) The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 7) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the bid documents are liable to be rejected.
- 8) The parties to the Bid shall be the 'Bidders' (to whom the work would be awarded) and the Office of the Accountant General (A&E)-II, Maharashtra, Nagpur.
- 9) Earnest Money Deposit: Bidders are required to submit earnest money deposit (EMD) for an amount of ₹ 30,000/- (Rupees Thirty thousand only). EMD may be submitted in the form of an account payee demand draft or bank guarantee in favour of Accountant General (A & E)-II, Maharashtra, Nagpur payable at Nagpur from any of the Public sector or Private sector banks authorised to conduct Govt. business. EMD shall have a validity of not less than 60 days. EMD of the unsuccessful bidders will be returned to them within 15 working

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

days of declaration of successful bidder. The EMD of the successful bidder would be returned, after the receipt of performance security (PBG @ 10% of contract value) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends/ impairs or derogates from the tender in any respect within the validity period of their tender. Interest on EMD will not be paid on any account. All the bidders are required to submit the DD/ BG for EMD or required documents if seeking exemption, in the EIS section of this office in person along with the proof of submission of bid on GeM Portal before end of bid submission date.

- 10) The successful bidder shall submit performance security (PBG @ 10% of contract value) within 7 days of awarding the Purchase Order/Contract. The PBG shall be valid for the period of 5 years from the date of installation of the material.
- 11) For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Accountant General (A&E)-II, Maharashtra, Nagpur. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 12) For any bid related queries, bidders may contact client on eis.mh2.ae@cag.gov.in .
- 13) This bid and its work order are subject to Nagpur Jurisdiction & law. The Nagpur City Courts shall have exclusive Jurisdiction to settle any disputes which may arise out of or in connection with the contract.
- 14) This office reserves right to cancel this bid fully/partially at any stage of bidding process, without stating any reason thereof.

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-2

General Terms and Conditions

- A. Years of experience required for bidder: 03 years
- B. Document required from seller- Experience criteria, Past Performance, Bidder turnover certificate, Document to satisfy the Technical Specification of the product being offered, Compliance of specification and supporting document. In case any bidder is seeking exemption from Experience Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- C. MII Purchase performance: Yes

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-3

Buyer Added Bid Specific Additional Terms and Conditions

- 1) **Bidder financial standing:** The bidder should not be under liquidation, court receivership Or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- 2) Bidders must quote the prices inclusive of GST on whole bid. Buyer will not pay anything in addition to the prices quoted in the bid.
- 3) Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- 4) Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.
- 5) OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of order. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates & till 6 months after such date. Bidders are bound to accept the orders accordingly.
- 6) Scope of supply (Bid price to include all cost components): Supply, Delivery, Installation, Testing and Commissioning of Goods.
- 7) **Bidder Turn Over Criteria:** The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- 8) BIDDER must have & provide Dedicated/toll Free Telephone No. and Escalation Matrix of Telephone Numbers for Service Support.
- 9) Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC, and Corrigendum if any.
- 10) The bidder is required to upload, along with the bid, all relevant certificates such as BIS license, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

- 11) In case of malfunctioning of product bidder must provide onsite support within 3 working days after registering complaint for the same, for a period of 5 years.
- 12) **NET WORTH:** Net Worth of the bidder should be positive as per the last audited financial statement.
- 13) Bidders can also submit the EMD with Account Payee Demand Draft in favour of PAY AND ACCOUNTS OFFICER, Office of the Accountant General (A&E)-II, Maharashtra, Nagpur payable at Nagpur. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
- 14) Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of PAY AND ACCOUNTS OFFICER, Office of the Accountant General (A&E)-II, Maharashtra, Nagpur payable at Nagpur. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy of the original DD to the Buyer within **15** days of award of contract.
- 15) Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if
 - I) The Seller fails to comply with any material term of the Contract.
 - II) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
 - III) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - IV) The Seller becomes bankrupt or goes into liquidation.
 - V) The Seller makes a general assignment for the benefit of creditors.
 - VI) A receiver is appointed for any substantial property owned by the Seller.
 - VII) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

Buyer Added ATC clauses

1. The scope of supply includes supply, delivery, installation & commissioning of goods and confirmation from consignee that goods supplied were as per specifications mentioned in the bid and received by the consignee in working condition.
2. The supplied material should perform optimally for a period of 5 years from the date of such installation. Any repairs or maintenance required during such periods shall be carried out by the seller at no additional cost to the buyer.

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-4

Specifications for Cable Tray

Product Name	Over Head Perforated Cable Trays, along with all accessories needed for its installation.
Material	MS Powder Coated (White/Off White colour)
Length	850 meters
Specifications	200mm x 75mm x 1.5 mm

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-5

Bidder Details Form

1. Name of the firm
2. Name of the authorised person submitting the Bid
"Shri/Smt/Ms.
3. Designation of the authorized person submitting the Bid...
4. Name, Designation, address and Mobile Number of
alternate person
5. Address of the firm
6. Tel no. with STD code (0) (Fax)
..... (R)
7. Mobile No. of the person submitting the Bid
8. E-mail of the person submitting the Bid
9. Organization's email ID
10. Website Address
11. Registration & incorporation particulars of the firm:
I) Private Limited
II) Public Limited
III) Any other – Please specify
12. Name of Director(s).....
13. Email id of Director(s)
14. Mobile Number of Director (s)
15. Bidder's bank, its address and current account number

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

16. Permanent Income Tax number, Income Tax circle

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17. GST No.

Details of Uploaded Documents

1.	Copy of PAN	Yes/No
2.	Copy of GST Certificate	Yes/No
3.	Copy of MSME certificate, if applicable	Yes/No
4.	Copies of Last three years Balance Sheet or Certificate from CA as per the T & C	Yes/No
5.	Experience Certificates and Work orders	Yes/No
6.	Annexure – 1	Yes/No
7.	Annexure – 2	Yes/No
8.	Annexure – 3	Yes/No
9.	Annexure – 4	Yes/No
10.	Annexure – 5	Yes/No
11.	Annexure – 6	Yes/No
12.	Annexure – 7	Yes/No

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

Annexure-6

Timelines:

Sr. No.	Activity Scheduled	Date and Time
1	Date of Commencement of Bid	10/11/2022
2	Bid clarifications if any	14/11/2022, before 4PM
3	End Date of Submission of Bid	18/11/2022 2 PM
5	Date of Opening of Technical and Financial Bid	18/11/2022
6	Delivery of goods	Within 10 Calendar Days after placing supply order

Delivery Details:

- 1) Client : Office of The Accountant General (Accounts & Entitlement)-II Maharashtra, Opposite CP Office, Civil Lines, Nagpur – 440001.
- 2) Contact Person : Shri Prashant Pande, Assistant Accounts Officer.
- 3) E-mail : eis.mh2.ae@cag.gov.in
- 4) Phone number : will be shared in the supply order.

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA, NAGPUR

Bid Document No. 04/OH Cable Tray/22-23

Dated: 10/11/2022

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UNDERTAKING

(Notarized Affidavit to be executed on non-judicial stamp paper of Rs.10/-).

A copy of Affidavit same should be scanned and uploaded in the GeM Portal and hard copy should be delivered along-with other documents as per the timelines of the Bid Document.

- 1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the bid document No_____dated _____and undertake to comply with them unconditionally.**
- 2. That the rates quoted by me are valid and binding upon me for the entire period of contract.**
- 3. That I/We give the rights to the competent authority of the office of the Accountant General (A&E)-II, Maharashtra, Nagpur to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and act for blacklisting my/our agency.**
- 4. That I/We also declare that Government of India or any other Government body has not declared me/us ineligible or blacklisted or debarred me/us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of any nature.**
- 5. That I hereby undertake to provide the goods as per the directions given in the bid document/contract agreement.**

Place:

Date:

Dated Signature of Bidder along-with Stamp

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Name of the Bidder