**SECTION – I**

**INVITATION FOR BIDS (IFB)**

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FOR

**Annual Maintenance Contract for Upkeep & Maintenance of Region Head Quarters and Residential Premises at Kavadiguda, Secunderabad**

**Specification No: SR-I/C&M/WC-2232 /2020**

(**DOMESTIC COMPETITIVE BIDDING UNDER e-PROCUREMENT**)

**(SINGLE STAGE TWO ENVELOPE BIDDING)**

DATE OF ISSUANCE OF IFB: **08.05.2020**

FUNDING : DOMESTIC

1. Power Grid Corporation of India Ltd (POWERGRID), Southern Region-I Headquarters (SR-I), Secunderabad intends to finalize an agency for executing the “**Annual Maintenance Contract for Upkeep & Maintenance of Region Head Quarters and Residential Premises at Kavadiguda, Secunderabad ”.**
2. POWERGRID, therefore, invites bids from eligible bidders for “**Annual Maintenance Contract for Upkeep & Maintenance of Region Head Quarters and Residential Premises at Kavadiguda, Secunderabad ”** on Domestic Competitive Bidding basis under secured e-procurement procedure.
3. This Invitation for Bids extended through media, website or written communication or by any other means, and issuance of Bidding Documents as per para **7.0** below shall not be construed to mean that the prospective bidders to whom the Invitation for Bids has been extended and/or Bidding Documents have been issued is deemed to be an eligible bidder. The eligibility of the bidders shall be determined as per the provisions of Bidding Documents.

3.1 Bidding documents for this package consist of the following:

1. **Volume-I, Conditions of Contract:**

1.1 Invitation for Bids (IFB) Section-I

1.2 Instructions to Bidders (ITB) Section-II

1.3 Bid Data Sheet & Qualifying Requirement Section-III

1.4 General Conditions of Contract (GCC) Section-IV

1.5 Special Conditions of Contract (SCC) Section-V

1.6 Sample Forms and Procedures (FP) Section-VI

1.7 Proforma of Integrity Pact Attachement-10

1.8 Technical Specifications Section-VII

1.9 Detailed Description of Bill of Quantity Section-VIII(a) and Minimum Wages Section-VIII(b)

Estimation(Rate Analysis)

3.2 The scope of work covered under this package shall include “**Annual Maintenance Contract for Upkeep & Maintenance of Region Head Quarters and Residential Premises at Kavadiguda, Secunderabad”**, as detailed in the Bidding Documents:

The above scope of work is indicative and the detailed scope of work is given in the “Bill of Quantities (BOQ)”/ Scope of Work and Terms & Conditions of contract Section-V(a)of the Bidding documents.

3.3 The Duration of **Annual Maintenance Contract for Upkeep & Maintenance of Region Head Quarters and Residential Premises at Kavadiguda, Secunderabad** shall be the period as specified in GCC Sub-Clause 2.0.

3.4 Bidding will be conducted through the domestic competitive bidding procedures as per the provisions of ITB and the contract shall be executed as per the provisions of the Contract. Bidders may note that the Purchaser has uploaded its ‘Works and Procurement Policy and Procedures’ (WPPP) document along with its Modification/Amendment on “*Ineligibility of Firms for Participation in the Bidding Process”*and on “*Black-Listing of Firms / Banning of Business*” on POWERGRID’s website referred to at para 6.0 below. It shall be noted that no other party, including the Bidder/Supplier, shall derive any right from this ‘Works and Procurement Policy and Procedures’ (WPPP) document or have any claim on the Purchaser on the basis of the same. The respective rights of the Purchaser and the Bidder/Supplier shall be governed by the Bidding Documents/Contract signed between the Purchaser and the Supplier for the respective packages. The provisions of the Bidding Documents shall always prevail over that of ‘Works and Procurement Policy and Procedures’ (WPPP) document in case of contradiction.

1. The detailed Qualifying Requirements (QR) are given in the Bidding Document.
2. In order to participate, t**he Bidder should have class-III, 2048 Bits Digital Signature Certificate.**
3. The complete Bidding Documents are available at POWERGRID’s website [http://www.powergridindia.com](http://www.powergridindia.com/)as well as on portal <https://etender.powergrid.in>*.* Interested bidders can download the Bidding Documents from any of the website and commence preparation of bids to gain time, however in case of discrepancy in the document; the same downloaded from latter shall prevail.
   1. Interested bidders have to necessarily register themselves on the portal <https://etender.powergrid.in> to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact at the following address to complete the registration formalities:

**The contact details to reach the ERP SRM Helpdesk support is mentioned below:**

**Phone No – 0124-2822117**

**Email –** [erpsrmsupport@powergrid.co.in](mailto:erpsrmsupport@powergrid.co.in)

**Timings – 9:00 am To 6:00 pm**

**Working Days - Monday to Friday**

* 1. The said registration shall be free of cost. On completion of registration process, the registering bidders will be provided with User ID and Log-In password.
  2. Bidders are requested to read the ‘SRM-Bidders Manual and Pre-Requisite Document’ available on e-Tender web link <https://etender.powergrid.in> before proceeding for submission of bids. It is important to note that bidders can submit their bids online only *through* <https://etender.powergrid.in>*.* For proper uploading of the bids on the portal namely *https://etender.powergrid.in (hereinafter referred to as the ‘portal’)*, it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal:
  3. They may obtain further information regarding this tender from the Office of Sr. General Manager(C&M), POWERGRID Secunderabad at the address given at para 11.0 below from 10:00 hours to 17:00 hours on all working days till the sale of Bidding Documents is open as per para 11.0 below.
  4. For proper uploading of the bids on the portal namely <https://etender.powergrid.in> (hereinafter referred to as the ‘portal’), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal for the same directly from ERP SRM Help Desk as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of the Section II – ITB of the Bidding Documents.

1. Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 17:00 Hrs on 08.05.2020; however interested bidders *unless otherwise exempted as per ITB Clause* ***5.5*** have to pay document fees for participating in the tendering and submitting the bid. For this purpose the interested bidders shall be required to pay **INR** **5000/- inclusive of GST** as nonrefundable document fees in the form of demand draft in favour of **Powergrid Corporation of India Ltd., payable at Secunderabad / Hyderabad** *or furnish the details of exemption from payment of document fees including applicable documentary proof*, along with the hard copy of documents, i.e EMD and Power of Attorney before **11:00 Hrs on 08.06.2020**.

5.0 Important Instruction for participation in subject e-Tendering:

1. Bidders are requested to read the ‘SRM-Bidders Manual and Pre-Requisite Document’ available on e-Tender web link <https://etender.powergrid.in> before proceeding for submission of bids. It is important to note that bidders can submit their bids online only through<https://etender.powergrid.in>*.*
2. The complete Bidding Documents including tender drawings are available at POWERGRID’s website [http://www.powergridindia.com](http://www.powergridindia.com/)as well as on portal https://etender.powergrid.in*.* However, in case of any contradiction between the Bidding Documents at POWERGRID’s website and those at the portal, the latter shall prevail. Interested bidders shall download the Bidding Documents from the portal https://etender.powergrid.in*,* as per the provisions available therein. Interested bidders can download the Bidding Documents and commence preparation of bids to gain time. From e-Tendering portal, the bidders can download the bidding documents as a ‘Guest’ and/or after registering, as detailed below at (6.0).

The bidding documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred to any parts or reproduced or used otherwise for any purpose other than for which they are specifically uploaded.

1. Bidders shall ensure that their bids, complete in all respects, are submitted online through POWERGRID’s e-tendering portal only. **No DEVIATION in this regard is acceptable. *[Refer para 9.2 below]***

6.0 Interested bidders have to necessarily register themselves on the portal https://etender.powergrid.into participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal.

Registration on the portal is ‘Free of Cost’. On completion of registration process, the registering bidders will be provided with User ID and Log-In password within 12 working hours *(except on non working days)*.

**Kindly note that to submit the bids electronically, bidders must have a valid Class 3B Digital Certificate (signing and encryption / decryption certificate).**

Interested bidders may obtain further information regarding this IFB from the office of Sr.GM (C&M), POWERGRID at the address given at para 11.0 below from 1500 hours to 1700 hours on all working days till the closing time of submission as per para 7.0 below.

For proper uploading of the bids on the portal namely https://etender.powergrid.in *(hereinafter referred to as the ‘portal’)*, it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting from POWERGRID, as and when required, for which contact details are mentioned below. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section II – ITB of the Bidding Documents.

* 1. The Bidding Documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically issued.
  2. *Micro and Small Enterprises (MSEs) registered with National Small Industries Corporation Ltd. (NSIC) or with any other designated Authority of GoI under Public Procurement Policy for MSEs are exempted from submission of fee towards the cost of Bidding Documents as per the Provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012. This shall be subject to production of documentary evidence with regard to registration with authorities mentioned above.*

8.0 A ***Single Stage Two Envelope Bidding*** Procedure will be adopted and will proceed as detailed in the Bidding Documents.

8.1 Bids must be submitted/ uploaded under Single Stage Two Envelope Bidding Procedure on the portal at or before **11:00 hours on 08.06.2020**. Late bids will not be uploaded and accordingly be rejected. First Envelope i.e. Techno-Commercial Part shall be opened on **08.06.2020** in the presence of the bidders’ representatives who choose to attend in person at the address given below at **11:30 hours** or may be viewed by the bidders by logging in to the portal as per features available to them. Second Envelope i.e. Price-part shall be opened in the presence of the bidders’ representatives who choose to attend at the time and date and at the address given in the intimation for opening of Second Envelope in accordance with Clause **25** of ITB or may be viewed by the bidders by logging in to the portal as per features available to them.

The bid must be accompanied by a bid security **of INR 2,77,000/-** :

Bid security, *Document Cost (or exemption as applicable)*, Power of Attorney and **Integrity Pact** must be submitted in physical form at the address given at para 11.0 at below at or before **11:00 hours** **on 08.06.2020**. POWERGRID shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

8.2 A Pre‑Bid meeting will be held at the office of the Employer at Secunderabad on Dt: **20.05.2020** **at 11:30** hours (IST) to clarify the bidders regarding E-Procurement and other issues.

1. POWERGRID reserves the right to cancel/ withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

11.0 All correspondence with regard to the above shall be to the following address (By Post/In Person)

Sr.General Manager / (C&M),

Power Grid Corporation of India Ltd.,

Southern Region - 1 Headquarters,

Kavadiguda Main Road,

Secunderabad (Telangana) – 500080.

Contact Person: Mr. Janardhanarao.B, DGM(C&M),

Mobile – 9491399872

E-mail: [janardhana.rao@powergridindia.com](mailto:janardhana.rao@powergridindia.com)

Land Line No.: +91(0)40-27546649;

Mrs J. Mrinalini Paul /Sr.GM (C&M)

Mobile – 040-27546649

E-mail: [jmrinalini@powergridindia.com](mailto:jmrinalini@powergridindia.com)

For more information on POWERGRID, visit our site at:

<http://www.powergridindia.com>

For more information on the portal, site of at:

<https://etender.powergrid.in>*.*

**---- *End of Section-I (IFB)* ----**