

BIDDING DOCUMENTS

FOR

**Empanelment of Agency(s) for In-house Reprographics facilities for POWERGRID
Corporate office at Plot no. 2, Sector 29, Gurugram.**

SPECIFICATION NO.:- CC/NT/S-MISC/DOM/A15/26/05968



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)
POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

SECTION-I

POWER GRID CORPORATION OF INDIA LTD.
(A Government of India Enterprise)

BIDDING DOCUMENTS

INVITATION FOR BIDS (IFB)

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Corporate office at Plot no. 2, Sector 29, Gurugram.**

SPECIFICATION NO.:- CC/NT/S-MISC/DOM/A15/26/05968

RFX NO 5002005450



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)
POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

(This document is meant for the exclusive purpose of bidding against this Specification and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.)

Invitation for Bids (IFB)

(OPEN)

(SINGLE STAGE TWO ENVELOPE BIDDING)

DATE OF ISSUANCE OF IFB : 15.06.2026
SPECIFICATION NO. : CC/NT/S-MISC/DOM/A15/26/05968 (Rfx:) 5002005450
FUNDING : DOMESTIC
PRE BID : 19.06.2026

- 1.0 Power Grid Corporation of India Ltd. (A Government of India Enterprise) incorporated under the Companies Act, 1956, having its Registered Office at B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi – 110 016 (hereinafter referred to as 'POWERGRID'/'Owner'), invites bids from eligible bidders for the following package on Domestic Competitive Bidding on **OpenTender basis on SRM Portal**:

“Empanelment of Agency(s) for In-house Reprographics facilities for POWERGRID Corporate office at Plot no. 2, Sector 29, Gurugram”

This Invitation for Bids extended through written communication or by any other means, 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.

2.0 Scope of work:

The scope of work of this rate contract covers deployment of machine(s) in space provided by POWERGRID for establishing such facility, collection of reprographic job from all floors/desks in office building, photocopying, supply and making binding with spirals, supply and fixing of covers/separators, drawing etc. The work shall also include cutting, folding, sorting, compiling, stapling and making complete bundles as required by users. All the material, consumable etc. shall be provided by Contractor.

In view	DESCRIPTION	No. of Machine
01	B/W Photocopy (A4/A3)	2
02	Colour Photocopying Machine (A4/A3)	1
03	Colour Photocopying Machine (A0/A2 Size)	1
04	Computer with relevant software's	1
05	Spiral Binding Machine (A4/A3)	2
06	Lamination Machine (A4/A3)	1

- **Agencies will also have to install individual voltage stabilizers as may be required for working of above machines.**

3.0 Charges Payable to Powergrid:

POWERGRID would provide space for establishing in-house facility for reprographics work. The responsibility for upkeep and proper maintenance of space provided including all fittings and fixtures shall be of the contractor. POWERGRID shall recover the cost of energy consumed by contractor based on energy meter reading. For this purpose, energy meter shall be installed by POWERGRID and bill would be raised by HR-Admn Deptt. Contractor shall pay within 15 days from receipt of bill for the electricity charges to POWERGRID, failing which same shall be recovered from running bills.

3.1 The duration of the Contract for subject package shall be the period as specified in ITB Sub-Clause 23.0.

3.0 The complete Bidding Documents have been forwarded to the Bidder through portal <https://etender.powergrid.in>.

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.

4.0 The Bidders are requested to note that the subject documents have been forwarded to them on their Organization ID registered on <https://etender.powergrid.in>. The Bidders may check the various details associated with the registration of their organization for updation, if any.

Bidders may please note that for proper submission of their proposals, they are responsible and expected to apprise themselves adequately for the procedure and provisions available on the portal for the same directly from <https://etender.powergrid.in>. Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the Proposal.

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

6.0 Soft Copy Part of the Bids must be uploaded under Single Stage Two Envelope Bidding Procedure on the portal at or **before 11:00 hours on 30.06.2026**. The e-Procurement system would not allow any late submission of bids through the portal after due date & time as specified.

Hard Copy Part of the Bids must be submitted under Single Stage Two Envelope Bidding Procedure at the address given in ITB at **or before 11:00 hours on 02.07.2026**. In case Hard copy part of the bid is not received by the Employer till the deadline for submission of the same prescribed by the Employer, but the bidder has uploaded the soft copy part of the bid, **the soft copy part of the first envelope bid uploaded on the portal shall be opened**. Such bids will be rejected during preliminary examination.

However, in case of MSEs who are exempted from submission of Bid Security in line with ITB 8.1, non-submission of Hard copy part shall not lead to outright rejection of the bid, but the

documents required to be submitted in the hard copy part shall be sought through clarifications as brought out at ITB 16.

First Envelope i.e. Techno-Commercial Part shall be opened on **02.07.2026** at **11:30** hours in the presence of the bidders' representatives who choose to attend in person at the address below or may be viewed by the bidders by logging in to the portal. 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 17.1 of ITB or may be viewed by the bidders by logging in to the portal.

Bid security must be submitted either in physical form or paid online (for details refer Clause ITB 8). The aforesaid documents in physical form or documentary evidence of online payment of the specified amount to POWERGRID, should be submitted at the address given at para 8.0 below at or before **1100 Hrs 02.07.2026.**

Power of Attorney, Integrity Pact (if applicable) must be submitted in physical form at the address given at para 8.0 below at or before **1100 Hrs. 02.07.2026**. POWERGRID shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

7.0 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.

8.0 All correspondence with regard to the above shall be to the following address:

(By Post/In Person)
Manager (MM)/ Sr.DGM (MM)
Power Grid Corporation of India Limited
'Saudamini', 3rd Floor, Plot No.-2, Sector-29
Gurgaon (Haryana) - 122001.
Tel.- 0124-282 2356/2303
Email: bhupinder@powergrid.in
suneelkumar@powergrid.in

For more information on the portal, visit on site : <https://etender.powergrid.in>.
