

**TENDER ENQUIRY DOCUMENT
FOR
EMPANELMENT OF TENDER PROCESSING AGENCY
FOR
DEPARTMENT OF MEDICAL EDUCATION, GOVERNMENT OF MADHYA PRADESH**

Tender Enquiry Ref.: HITES/PCD/MP/TPA/20-21

Dated: 07.09.2020



(Subsidiary of HLL Lifecare Ltd., a Govt. of India Enterprise)

B-14 A, Sector-62, Noida-201 307

Phone: 0120-4071500; Fax: 0120-4071513

URL: www.hllhites.com; Email: pcd@hllhites.com

Tender Enquiry No.: HITES/PCD/MP/TPA/20-21

Date: 07.09.2020

TENDER ENQUIRY DOCUMENT (Tender ID: 2020_HLL_56958)

Procurement & Consultancy Services Division of HLL Infra Tech Services Limited (HITES), for and on behalf of Department of Medical Education, Government of Madhya Pradesh invites sealed tenders, from eligible and qualified tenderers for empanelment of the services of a “tender processing agency”. Eligible bidders are requested to submit their best offer in line with the Terms & Conditions as detailed below, read with Annexure I to III.

❖ **INSTRUCTIONS TO BIDDER (ITB)**

1.0 All quotation/s and subsequent Correspondence should be sent to the address given below:

Head (P&CD),
HLL Infra Tech Services Limited (HITES),
Procurement & Consultancy Services Division
B-14A, Sector-62, Noida-201 307
Phone: 0120-4071500; Fax: 0120-4071513
pcd@hllhites.com

Note: Bidders are requested to participate in this tender by downloading the Tender Enquiry Document from the website www.hllhites.com or <https://etenders.gov.in/eprocure/app>.

2.0 Quotations shall be submitted in **two bid** (technical and price bid) system only.

The envelope shall be superscribed with “**Tender No. & Date of Opening**” and “**Quotation for Empanelment of Tender Processing Agency, Department of Medical Education, Government of MP**”. The signed copy of Tender Enquiry Document and shall contain **EMD of Rs. 40,000 & Tender Processing Fees of Rs. 590** in the favour of HLL Infra Tech Services, and relevant documents mentioned herein.

Tender processing Fee is inclusive of GST @18% (HITES GSTIN: 09AADCH4882R1ZP). The bidders shall submit the required Tender Processing Fee in form of Demand Draft / Banker’s Cheque.

The earnest money shall be denominated in Indian Rupees. The earnest money shall be furnished in any one of the following forms:

- i. Account Payee Demand Draft (in the favour of HLL Infra Tech Services)
- ii. Banker’s cheque
- iii. Bank Guarantee
- iv. Fixed Deposit Receipt.

EMD Exemption: MSE firms as per classification given in MSME Act 2006 and holding Permanent Registration Certificate from the District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries

Corporation or any other body specified by Ministry of Micro Small and Medium Enterprises will be granted exemption from payment of Earnest Money Deposit. In case the tenderer falls in these categories, it should furnish copy of its valid registration details (as the case may be).

A) The MSE's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSE's certificate matches with the nature of the services and goods /items to be supplied as per Tender.

B) Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

Tender/s received in any other mode is liable to be summarily rejected.

Venue for:- ➤ Pre-bid video conference meeting (Online) with prospective bidders ➤ Submission of tender processing fee, EMD in physical form ➤ E-Tender Opening (Online)	HLL Infra Tech Services Limited, Procurement & Consultancy Services Division, B-14 A, Sector-62, Noida- 201307
Instruction for Pre Bid Video Conferencing Prospective bidder will be provided with the link for joining the online pre-bid video conference. It will be uploaded on CPP Portal and HITES Website on the pre-bid date.	
Last date for submitting pre-bid query	10-09-2020 at 09:00 AM
Date & Time of pre-bid meeting	10-09-2020 at 11:00 AM
Last date and time of online submission of tender	24-09-2020 at 01:00 PM
Last date and time of physical submission of EMD, Tender processing Fee, any other document specified in the Bidding Document	24-09-2020 at 02:00 PM
Date of Tender Opening (Online only)	24-09-2020 at 02:30 PM

- 3.0 Late Tender:** There is NO PROVISION of uploading late tender beyond stipulated date & time in the e-tendering system. If the necessary Tender Processing Fee and EMD in original are not submitted within the scheduled time, the tender shall be declared as late tender and shall be ignored.
- 4.0** Bidders have to submit Original Bank Instruments for EMD/ documentary proof for EMD exemption within the above-mentioned date and time.
- 5.0** The due date and time for submission of online-tenders and its opening may get auto extended at system-level based on the number of responses received against the tender.
- 6.0** There can be a maximum of three iterations of the said auto-extensions at system-level and, if applied, the bidders shall be notified of the same through system generated email/ SMS.

- 7.0** The validity of the EMD should remain valid for a period of **135 days** from the original date of tender opening as per the enquiry, even if the due dates gets auto extended. Any further extensions of validity, if required in the EMD, shall be specifically notified vide amendments.
- 8.0** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding, DSC need to be registered on the website mentioned above.
- 9.0** Prospective bidders may send their queries on or before scheduled date and time mentioned so that they can be studied and addressed during pre-bid meeting. Query can also be raised during pre-bid meeting. No queries/ representations should be entertained after pre-bid meeting.
- 10.0** Bidders may simulate bid submission (technical & financial) in advance of the bid submission deadline. No clarifications/troubleshooting regarding any problems being faced during online bid submission shall be entertained in post issue of clarification.
- 11.0** For trouble shooting, problem in document uploading or any other help for CPP Portal, go to link below
<https://etenders.gov.in/eprocure/app?page=FrontEndContactUs&service=page>.
- 12.0** Interested bidders are advised to download the complete Tender Enquiry document from the websites <https://etenders.gov.in/eprocure/app>, for complete details.
- 13.0** Bidders shall ensure that their tender(s), complete in all respects, are submitted online through CPP website: <https://etenders.gov.in/eprocure/app> only. No DEVIATION is acceptable.
- 14.0** Bidders are advised to follow the instructions provided in the “Instructions for Online Bid Submission” in Section II - ITB of Tender Enquiry Document.
- 15.0** Bid Security (EMD) in original should be deposited within the scheduled date & time in the Tender Box located at: HLL INFRATECH SERVICES LIMITED, 100% subsidiary company of HLL Lifecare Limited, (A Government of India enterprise), Procurement & Consultancy Services Division, B-14A, Sector-62,Noida-201 307.
- 16.0** The Bidder shall download the Tender Enquiry Document along with other Formats directly from the websites <https://etenders.gov.in/eprocure/app> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case if the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
- 17.0** Prospective bidders are advised to browse the above websites regularly before submission of their bids as any further amendments will be published in website only.
- 18.0** In the event of any of the above mentioned dates being declared as a holiday/closed day for the Tender inviting organization, the tenders will be received/opened on the next working day at the appointed time.
- 19.0** Late tender/ telegraphic tenders & tenders over email shall not be considered and no claim, whatsoever will be accepted.
- 20.0** Within **ten (10) days** from date of the issue of notification of award by the Purchaser/Consignee, the supplier, shall furnish **performance security** (format attached as Annexure III) to the Purchaser/ Consignee for **₹ 50,000, initially valid for 18 months**.
- 21.0 TENDER VALIDITY:**
The Rates should be valid for acceptance of order at least for **90 days** from the date of opening of tender.

22.0 The tenderer should sign & stamp each page of this tender enquiry document as a token of having read & understood the terms & conditions contained herein.

23.0 The tenderer shall submit an affidavit as per format given in **Annexure-II**.

24.0 The bidder shall provide documentary evidence w.r.t their past major successful projects of Consultancy/ Tender Processing/ Project Management. The copies of work order and completion certificate (in case of projects) or copies of empanelment letters and fees received (in case of empanelments from State/ Central Government or Government Agencies/ Authorities/ Corporations/ PSUs / reputed private company to be furnished along with the tender.

25.0 Eligibility Criteria

The Consultancy firms/ Tender Processing Agency/ Project Management Units must meet the pre-qualification criteria specified below and submit the necessary supporting documents with bid:

1. Bidder must be a firm (Pvt. Ltd., LLP, Proprietorship, Partnership) with minimum 3 years of experience as on date of bidding. Certificate of incorporation or partnership deed with PAN to be furnished.
2. Must have successfully completed at least 1 similar project with State/ Central Government or Government Agencies/ Authorities/ Corporations/PSU/ reputed private company. Work order and completion certificate to be furnished.
or
Must have accrued a fees of minimum INR 20 lakh per annum for Consultancy/ Tender Processing Agency/ Project Management in any of last 3 financial years through empanelment with State/ Central Government or Government Agencies/ Authorities/ Corporations/ PSUs / reputed private company. Bank receipts verified by CA. CA certificate with UDIN to be furnished
3. Average Annual Turnover of INR 20 Lakh in last 3 financial years. Auditor certificate and audited financials to be furnished.
4. Must have positive net worth as on 31.03.20. Auditor/ CA certificate (with UDIN) to be furnished.
5. Must be registered with GSTIN. GST registration certificate along with PAN Copy to be furnished.
6. As per the order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP (BE-II) dated 04.06.2020, the purchaser reserves the right to give preference to the local supplier.

26.0 PRICES:

- **Fees:** Prices quoted in INR only and should be Lumpsum basis (as per Price Schedule in Annexure-I).
- Fees quoted by the agency shall remain valid for the project value (upto Rs. 50 crores). Thereafter a proportionate increase in the fees shall be acceptable.
- In case the quotation does not indicate clearly whether the Prices are firm or not, the quoted Price shall be deemed as firm & final.

Prices should be quoted clearly as per Price Schedule in Annexure-I.

27.0 SCOPE OF WORK:

The tender processing agency must perform the following activities for the purpose of the project awarded to them:

- Drafting of tender document.
- Assistance in uploading tender document on state portal & department website.
- Requesting proposals
- Preparation of press release and press advertisements
- Organizing Pre Bid meetings
- arranging approval on minutes of meeting
- Revise the document as per necessary amendments proposed by the departmental committee.
- Technical Evaluation as per GoMP & GoI rules and regulations.
- Financial evaluation as per GoMP & GoI rules and regulations.
- To submit compiled evaluation report for approval to departmental committee.
- Issuance of letter of award to successful bidders.

Tentative list of planned tenders is as mentioned below:

- Establishment of CT/MRI services at all Medical Colleges.
- Creation of e-library.
- Hiring of Bio Medical waste services.
- Laundry service Management.
- IT implementation project.

28.0 LOCATION: Unless otherwise specified , location of job would be at Bhopal

29.0 Unless specifically mentioned to the contrary in the offer itself, it will be assumed that all terms and conditions mentioned in this enquiry are acceptable to the tenderer.

30.0 The tender quotation of the Supplier not in conformity with the above conditions is liable to be rejected.

31.0 HITES reserves the right to reject or accept any or all tender(s) without assigning any reason or to place the order for part or full quantity.

32.0 Bidders may please note that complete Tender Enquiry Document is available on our website www.hllhites.com or <https://etenders.gov.in/eprocure/app> for download. Online bids will be submitted **only in CPP Portal** within due date and time.

❖ **GENERAL CONDITIONS OF THE CONTRACT (GCC)**

1.0 PAYMENT TERMS:

Payment shall be made as per terms & conditions of contract in the following manner:

➤ **Payment terms :-**

- 1) 20% against submission of 1st draft of document.
- 2) 20% against submission of Pre bid meeting minutes for approval.
- 3) 20% against technical bid evaluation.
- 4) 20% against financial bid evaluation.
- 5) 20% against issuance of letter of award.

➤ **Disbursement & expenses :-**

Fees quoted by the agency must include all local to & fro expenses as required for visit to office at Bhopal. **No TA/DA shall be reimbursed for local movements.** However, in case the project requires an outstation visit (i.e. outside Bhopal) that shall be paid on actual on submission of original invoices. However, it will not form a part of consultancy fees and it will be reimbursed with prior approval of the client.

2.0 FORCE MAJEURE:

If at any time, during the currency of the contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enmity, civil commotion, sabotages, fires, floods, explosions, epidemics, quarantines, restrictions, strikes, lock outs or acts of God (herein after referred to as 'the events') then provided, neither party has any claim for damage against the other in respect of such non-performance or delays in performance, deliveries under the contract shall be resumed as soon as possible if any of the events have ceased to exist within one month of expiry of contract delivery period. After this, the purchaser may cancel the contract at its discretion without any financial repercussion on either side.

3.0 APPLICABLE LAW & RESOLUTION OF DISPUTES:

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Any dispute arising out of or in connection with this tender, Jurisdiction of the court will be at New Delhi, India.

ANNEXURE-I

PRICE SCHEDULE
PRICE SCHEDULE FOR PROVIDING SERVICES AS TENDER PROCESSING AGENCY AT
DEPARTMENT OF MEDICAL EDUCATION BHOPAL

1	2	3			4
Sr. No.	Brief Description of Services	Price per unit (Rs.)			Total Price in ₹
		Lump Sum Charges In ₹ (a)	GST [%age] (b)	GST [value in ₹] (c)	(4) = a+c
1					

Total Tender price in INR: _____

In words: _____

Name _____

Business Address _____

Place: _____

Signature of Tenderer _____

Date: _____

Seal of the Tenderer _____

DECLARATION REGARDING NON BLACK LISTING OF THE FIRM

I/We, (Name)_____ contractor/partner/sole proprietor (*strike out the word which is not applicable*) of (Firm)_____ do hereby declare and solemnly affirm to that the individual firm/companies are not black-listed by the Union or state Government or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my/our firm

DEPONENT

Address _____

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated:

DEPONENT

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

Director Medical Education
6th Floor, Satpura Bhawan,
Bhopal 462 004.

WHEREAS _____ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid till such time to cover two months beyond the warranty period from the date of Notification of Award i.e. up to _____ (indicate date).

.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

Seal, name & address of the Bank and address of the Branch