REC Power Development and Consultancy Limited
(Formerly Known as REC Power Distribution Company Limited
A wholly owned subsidiary of REC Limited, a 'Navratna CPSE'
under Ministry of Power. Govt. of India)

Tender No: RECPDCL/IT/2021/1058 Dated: 18.08.2021

Notice Inviting Tender

(Through e-tendering mode only)

For

Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business-Starter Edition with 30 GB storage including necessary support for RECPDCL

Description of task, Eligibility criteria, e-tender submission format and procedure is available on REC Power Development and Consultancy Limited (RECPDCL) website (www.recpdcl.in), REC Limited (RECL) website (www.recindia.nic.in), Central Public Procurement Portal (www.eprocure.gov.in).

Important dates	
Date of release of NIT	18.08.2021
Pre-Bid meeting for query resolution	25.08.2021 at 11:00 Hrs.
Last date of submission of bids	02.09.2021 up to 15:00 Hrs.
Date of opening of technical bids	02.09.2021 at 16:00 Hrs.
Date of opening of financial bids	To be intimated later

Earnest Money Deposit (EMD): Not Applicable

INDEX

Sl.NO.	Section	Particulars	Page no.
1	SECTION-I	TENDER INFORMATION	3
2	SECTION-II	INTRODUCTION	4
3	SECTION-III	INSTRUCTIONS TO BIDDERS	5-9
4	SECTION-IV	SCOPE OF WORK	10-12
5	SECTION-V	ELIGIBILITY CRITERIA	13-14
6	SECTION-VI	GENERAL TERMS & CONDITIONS	15-20
7	SECTION-VII	TENDER EVALUATION METHODOLOGY	21-22
8	SECTION– VIII	TENDER FORMS	
		FORM-I LETTER FOR SUBMISSION OF TENDER	
		FORM-II PREQUALFICATION CRITERIA DETAILS	
		FORM-III FINANCIAL BID	
		FORM-IV NO DEVIATION CERTIFICATE	
ANNEXURES			
ANNEXURE-A		PROFORMA FOR EMD DECLARATION	
ANNEXURE-B		PERFORMANCE BANK GUARANTEE	
ANNEXURE-C		E-BIDDING HELP MANNUAL	

SECTION-I

TENDER INFOMRMATION

Name of the assignment:

Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL.

Important information

Sl. No.	Event	Information to the agencies
1.	Date of Release of NIT	**18.09.2021**
2.	Last date for queries / seeking clarification	**25.08.2021 up to 10:30 Hrs.**
3.	Pre Bid Meeting	**25.08.2021 at 11:00 Hrs.**
4.	VC link for Pre-bid meeting	**https://meet.google.com/jtj-fjds-quk**
5.	Last date of submission of Tender	**02.09.2021 up to 15:00 Hrs.**
6.	Date of Opening of Technical bid (s)	**02.09.2021 at 16:00 Hrs.**
7.	Date of Opening of Financial bid (s)	**To be intimated later**
8.	Address for communication	REC Power Development and Consultancy Limited D Block Ground Floor, REC World Head Quarter Plot no. I-4, Sector -29, Gurugram e-mail: co@recpdcl.in
9.	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
10.	EMD*	Not Applicable
11.	Address for Bid submission	Additional CEO, REC Power Development and Consultancy Limited D Block Ground Floor, REC World Head Quarter Plot no. I-4, Sector -29, Gurugram e-mail: co@recpdcl.in
12.	Contact Person	Shri A R Krishna Kumar, DM(IT) REC Power Development and Consultancy Limited D Block Ground Floor, REC World Head Quarter Plot no. I-4, Sector -29, Gurugram e-mail: co@recpdcl.in
13.	Validity of Bid	180 days from the last date of bid submission

- Original Copy of the EMD declaration proforma, to be submitted on or before last date of submission of Bids.

SECTION-II
INTRODUCTION

REC Power Development and Consultancy Limited (RECPDCL), registered office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi- 110003 an ISO 9001:2008,14001:2004 certified & OSHAS 18001:2007, a wholly owned subsidiary of Rural Electrification Corporation Ltd (REC), a "Navratna CPSE" under the Ministry of Power, Govt. of India 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 providing renewal/purchase of annual subscription based license (s) of Google Apps/Suite for business with 30 GB storage including necessary support for RECPDCL as per Table - I below:

TABLE-I

S.No.	Service Requirement	Quantity
1.	Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL	300

Note:

- The above quantity is tentative and are subject to increase/decrease based on the actual requirement at sole discretion of RECPDCL.
- The Approximate Quantities as indicated above are estimates for the initial immediate order only however RECPDCL reserves the right to procure either whole or some part of the given quantity, as and when required.
- The accounts 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 Google App/Suite for business shall be calculated from the date of commissioning in case of new email accounts and date of renewal in case of existing email accounts subject to the verification of REC PDCL.
- Separate order/release order shall be released for additional items as per the requirement & sole discretion of RECPDCL.

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

SECTION-III

INSTRUCTION TO BIDDERS

3.1 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.

3.2 Preparation of Bids:

3.2.1 The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.

3.2.2 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, bid document and EMD declaration proforma** should be put in separate envelopes duly sealed.

3.2.3 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.

3.2.4 NOTE: FINANCIAL BID TO BE SUBMITTED THROUGH ONLINE MODE ONLY.

3.2.5 The bid shall 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:

1. Eligibility Criteria Documents, EMD Declaration Proforma, Technical Bid along with all annexures and supporting documents to be submitted online as well as hardcopy.

2. The Eligibility/ Technical Compliance to be submitted online as well as hardcopy as per tender requirements and scope of work and technical specifications.

3. **Price Bid as per attached Annexure to be submitted ONLINE ONLY.**

Note:

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

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

3.2.7 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.

3.2.8 The bid should be properly indexed and with proper binding as one volume, it should not comprise of loose papers.

3.3 Earnest Money Deposit (EMD)

a. Bid should accompany dully filled & Signed EMD declaration proforma on the bidder's letter head.

b. Bid without EMD declaration proforma will be rejected outright.

3.4 <u>Eligibility Criterion Documents/ Technical Bid</u>

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:

1. Form-I ----------Letter of submission of Tender
2. Form-II ----------Eligibility Criteria Details
3. Form-IV ----------No Deviation Certificate
4. Dully filled & Signed EMD declaration proforma on the bidder's letter head

Note: -

1. The bidder should submit self/company attested photocopies of the documents wherever required.

2. All the documents except Financial Bid should be addressed to:
Addl. CEO, REC Power Development and Consultancy Limited, Plot No. 1-4, REC World Headquarters, D-Block, Sector 29, Gurugram, Haryana-122017

3.5 <u>Preparation of Financial Bid</u>

i. Form-III---------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.

ii. Bidders has to quote their rates strictly as per the financial bid format enclosed as Form-III should be submitted/uploaded through online/e-tendering mode only.

iii. The prices shall remain FIRM till entire contract period /completion of the Assignment.

iv. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.

v. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.

vi. All items in the FINANCIAL BID (FORM-III) must be quoted failing which the bid is liable to be rejected.

vii. Do not upload Financial Bid document with any other bid documents. Financial bid has to be uploaded separately.

viii. In case the price/rate of a required line item is mentioned as zero i.e. '0' in FINANCIAL BID (FORM-III) the same shall be treated as the bid price.

ix. Rates quoted should be firm and fixed. No price variation and escalation will be allowed till contract period/Completion of the Assignment.

3.6 Submission of Bids:

3.7.1 <u>Sealing and Marking of Bids</u>

i. The bids shall be submitted in sealed covers as described in clause 3.2 above.

ii. The envelope containing EMD Declaration Proforma, Eligibility Criteria Document, and Technical Bid shall be addressed to Addl. CEO, REC Power Development and Consultancy Limited, Plot No. 1-4, REC World Headquarters, D-Block, Sector 29, Gurugram, Haryana-122017, 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.

3.7.2 Deadline for Submission of Bids

i. Bids must be received by RECPDCL at the address given in **Section - I** 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, the bids will be received up to the appointed time on the next working day.

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.

3.7.3 Late and Delayed Bids

Any bid received by RECPDCL after the deadline for submission of bids prescribed by

the RECPDCL will be summarily rejected and/or returned unopened to the bidder.

3.7 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**. 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 RECL, the bids shall be opened at the appointed time and location on the next working day.

3.8 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.

3.9 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 and Eligibility Criteria Documents are found in order as specified in this document.

3.10 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 in the presence of bidder's representatives, who choose to attend, at the time, on the date and at the place specified in **Section - I**.

3.11 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 RECL, 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 RECL.

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.

3.12 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.

3.13 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, 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.

3.14 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 Form - III of this tender document.

b. Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work. The total evaluated price as per the evaluation methodology mentioned as under at Form - III of this tender document and the other details mentioned therein will be the basis for the evaluation purposes and for arriving at inter-se ranking of the various bidder of the tender.

c. Bid shall be evaluated on the basis of rate quoted by bidder for the item at S.No. 1 i.e. **Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL** as per the Price Bid format, i.e. Form-III, which shall be filled by the bidder as a Financial Bid.

d. Work shall be awarded to LQ-1 bidder based on Total Price inclusive of GST in INR per year for Item 1 at S.No.1 (Financial Bid- Form III).

3.15 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.

SECTION-IV

SCOPE OF WORK

1. The scope of work covers the **Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL**.

A. **Features of Google Suite for business:**

1	**Business Gmail- domain specific**	30GB per user (upgradeable up to 16TB / user)
2	**Full Mobile Sync**	To Sync Email, Calendar, Contacts
3	**Hangouts**	For Text chat, Group chat, Voice and Video chat
4	**Hangouts+**	For Video conferencing (Multi-party)
5	**Shared Calendars**	Integrated online calendars designed for teams
6	**Google Drive**	Online storage and sharing of your files, documents and folders
7	**Google Docs, Sheets and Slides**	Work smarter using real-time document collaboration.
8	**Google Forms**	To create surveys, feedbacks, questionnaire etc.
9	**Google+**	For corporate social network
10	**Google Sites**	Intranet Portals, Team and Project Sites
11	**Mobile Support**	Support for all major mobile platforms including Android, Apple iOS, BlackBerry, Windows Phone and Chrome OS
12	**Outlook Support**	IMAP and POP integrate Gmail with popular desktop email client software.
13	**Reliability**	99.9% Up-time service level agreement (SLA) guarantee
14	**Control Panel**	Full featured Admin Control Panel allows IT admin to manage all users, services, security policies and devices from one single location
15	**Mobile Device Management (MDM)**	To manage all the mobile phones from Google Apps Control Panel.

1.1 Selected bidders shall be responsible for the following activities:

i. Renewal of annual subscription for existing email accounts of Google Workspace, Business- Starter Edition.

ii. The bidder shall be responsible for all kind of migration activities required for the existing email accounts as per the list provided by RECPDCL to ensure the successful renewal/commissioning of the same.

iii. Creation of new email accounts of Google Workspace, Business- Starter Edition with 30 GB storage for email account as per the requirement and list provided by REC PDCL.

iv. Providing Admin Level training for email account management activities like account creation, deletion, suspension, creating workgroups, aliases, backup, archival and restoration of data.

v. Providing 24*7 Technical supports (Telephonic/ Remote/ Onsite) for any kind of query raised by users.

vi. The selected Vendor should offer 24x7x365 days uninterrupted service as per Scope of work and Terms & conditions this tender.

vii. The selected vendor/ Service provider should maintain Toll-free phone numbers with a ticketing system for getting technical support and escalation process.

viii. The vendor should also provide the Onsite support if required by RECPDCL.

ix. Configuration & Integration of Email accounts with Domain Server.

x. Migration of all existing email accounts with zero data loss.

xi. Configuration & security setting/filtering of email account/Google business Apps as per requirement of RECPDCL.

xii. To provide reports as per RECPDCL requirement, alert notification if any security breach and exhaust of data storage space.

xiii. The vendor should provide a relationship manager to handle all support services and should be capable of resolving any service deficiency / issue which we can escalate and get resolved to our satisfaction.

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

2. Deliverables and Timelines:

The bidders should provide the services as per the following time schedule:

S.No.	Service Requirement	Time Duration
1.	Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL	Within 7 days from issuance of work order/PO/Release Order

Note:

The above time duration includes (Renewal of existing email accounts with necessary migration with zero data loss, of **Google Workspace for Business- Starter Edition with 30 GB storage for each email accounts as per scope of work).**

3. Performance standard and Service Level parameters:

a. Uptime Guarantee:

The bidder must have to ensure Up-time for their services of Google App/Suite for business with 30 GB storage for each email accounts, as per the Google standard SLA guarantee.

b. Response and Resolution Time:

- Response Time: Maximum Two (2) hours response time for any reported fault.
- 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 week 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.

4. <u>Period of contract:</u>

I. The initial contract period shall be one year from the date of commissioning/renewal of existing email accounts. 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.

II. 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.

SECTION-V

ELIGIBILITY CRITERIA

1. **Eligibility/ Pre-qualification Criteria**

S.No.	Minimum Qualification Criteria	Documents required to be submitted
1.	The bidder should be a company incorporated under Companies Act as per Government of India. The Bidder should have been in operation in India for a period of at least for 4 years.	Certificate of incorporation/Registration certificate, PAN Card & GST Certificate should be provided by the bidder needs to be submitted along with the bid.
2.	The bidder should be a Google authorized partner/distributor for license of Google App/Suite/ Workspace for Business as on the date of release of tender.	Authorization certificate/ Consent/eMail from Google.
2.	Bidder's average annual turnover should be Rs. 3.5 Lacs for last four financial years (FY 2020-21, 2019-20, 2018-19,2017-18)	Audited balance sheet of last three FY 2020-21, 2019-20, 2018-19, 2017-18 are to be submitted with summary as cover page on company's letterhead and a certificate to this effect from CA, in original must be submitted (CA Certificate with CA's Registration No., Signature and Seal.) In case audited balance sheet of FY 2020-21 is not available then balance sheet of FY 2016-17 shall be submitted.
3.	The bidder should have successfully executed similar contracts of distribution of license of Google App/Suite/ Workspace for Business for any Central/ State Government/ Semi Government/ Public Sector/Private Sector in last four financial years (FY 2020-21, 2019-20, 2018-19, 2017-18) in either of the following: (i) Single work order/Contract Value of Rs. 4 lacs OR (ii) Two work orders/Contract Value each of Rs. 2.5 lacs each.	Bidder should submit (i) copy of Work order (mandatory) & **Any document out of the following:** (ii) Payment receipts (iii) Proof of release of performance security after completion of the contract (iv) Proof of settlement/release of final payment against the contract Certificate for successful completion of work/Performance report by the client.
4.	The vendor should not be black listed by any Govt./Semi Govt./State Govt./PSU etc.	Undertaking regarding this should be provided by the bidder.
5.	The bidder should have Fully operational office/ Head Office/ Branch Office in Delhi/NCR.	Undertaking regarding this should be provided by the bidder.

Note: -

1. Bid should accompany dully filled & signed EMD declaration proforma on company letter head 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 Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL.

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. The bidder should submit the documents through e-tendering mode viz:

    i. **Letter of submission of bid enclosed as Form-I**
    ii. **General Criteria Details enclosed as Form-II**
    iii. **Financial bid/Performa of schedule financial bid as Form-III,**
    iv. **Format for No-Deviation Certificate enclosed as Form-IV,**
    v. **Supporting documents for qualifying eligibility criteria mentioned in Section V.**
    vi. **For evaluation of bids, Original copy of EMD declaration proforma, to be submitted in original on or before last date of submission of Bids.**

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.

11. Terms of Payment:

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.

- **90% Payment: -** The payment (i.e. 90%) will be made on successful commissioning of renewal/purchase of annual subscription based license (s) of Google Workspace for business- Starter Edition with 30 GB storage including necessary support for REC PDCL and after submission of proof of successful commissioning/ closure document of creation of email accounts/ renewal of existing email accounts duly signed by the concerned officer at RECPDCL.

- **10% Payment: -** The balance payment (i.e. 10%) shall be made after successful completion of the assignment/ contract period of one year from the date of commissioning of email accounts as well as for extended period of the contract as per requirement basis at sole discretion of REC PDCL.

The payment for all 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 of successful commissioning/ closure document of creation of email accounts/ renewal of existing email accounts duly signed by the concerned officer at RECPDCL

e) Payment for all items shall be made in Indian Rupees only.

f) Commercial Terms & Conditions:

A. Taxes & Duties:
Notwithstanding anything contained herewith, with respect to taxes and duties following clauses shall be applicable:

A.1. 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:

a) 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.

b) 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.

c) 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.

A.2. 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.

Change in Law

A.3. Subject to clause A.2 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 therefrom. 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.

A.4. Subject to clause A.2 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.

A.5. 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.

B. **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.

C. 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.

12. 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 email accounts 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.

13. 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.

14. **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.

15. 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.

16. 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.

17. 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.

18. Performance Bank Guarantee:

- The Vendor should furnish performance security to the RECPDCL for an amount of 3% of the contract value, valid up to for 90 days after contract period (Fifteen months) for performance and support service/maintenance obligation.
- The same shall be extended suitably in case of further extension of contract period.
- The PBG is to be submitted within 15 days of placement of LOI/Work Order.
- RECPDCL can deduct as compensation from the Performance Security/Bank Guarantee for failures on the Vendor's part to complete its obligation under the contract.
- The performance security shall be in the form of a Bank Guarantee from a Scheduled Bank or A Bankers Cheque or Demand Draft as per format enclosed.

19. Rates and Prices

a. Bidders should quote item-wise rates/prices for services as mentioned in Form-III (Financial Bid).

b. All statutory duties and taxes (including excise and customs) Sales Tax and other charges will be payable by the bidder.

c. Price quoted by bidder shall be firm for contract period.

d. 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.

e. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

20. Period of contract

20.1. The contract shall be valid for one year from the date of commissioning of email accounts, which may be extended 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.

20.2. Rates quoted should be firm and fixed for email accounts as per requirement of REC PDCL till the initial contract period of one year from the date of commissioning of email accounts as well as for extended period of the contract as the case may be.

20.3. 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.

21. Repeat order (s): -

RECPDCL reserve the right to procure the additional email accounts of Google Workspace for Business- Starter Edition with 30 GB storage space per email account 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.

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 (Form – 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-QUALIFIYING 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.

The 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 Form-III 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 (FORM-III) 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- Form III.

3.7 In case the price/rate of a required line item is mentioned as zero i.e. '0' in FINANCIAL BID (FORM-III) the same shall be treated as the bid price.

3.8 The quantities of email accounts 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

Form-I

Letter for Submission of Tender

To,

Addl. Chief Executive Officer RECPDCL,
REC Power Development and Consultancy Limited
Plot No. 1-4, REC World Headquarters
D-Block, Sector 29, Gurugram, Haryana-122001

Sub: Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business-Starter Edition with 30 GB storage including necessary support for RECPDCL.

Sir,

1. With reference to your Tender No. ---------- dated ---------- for **Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL, along with the rate contract initially valid for one year**, I wish to apply for engagement with RECPDCL as "**Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL**".

   Further, I hereby certify that

   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.

SECTION-VIII

Form-II

PREQUALFICATION CRITERIA DETAILS

Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business- Starter Edition with 30 GB storage including necessary support for RECPDCL.

1. THE FIRM
2. Name

Regd. Address

a) Address of Office

b) Contact Person's

I. Name & Design.

II. Address

III. Tel No. Landline Mobile

IV. Email ID

3. Type of Firm: Private Ltd./ Public Ltd./ Cooperative/ (Please tick) Partnership/ Proprietor
(Please Tick whichever is applicable)
4. PAN:
5. Service Tax Reg. No.:
6. E.M.D. Details Rs._
BG/DD No._
Name & Address of Bank:

Please upload duly signed copies by authorized signatory of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients with amount of work order in support of above and any other document indicated in prequalifying/Eligibility criteria/)

Signature……
Full Name……
Designation……

Address…….

SECTION-VIII

Form-III

Financial Bid (To be submitted through Online Mode Only)

Name of the Bidder											
Table-I											
S. No.	Service Description	Item Unit	Quantity **	Unit Price in INR per year	Total Price in INR per year	GST Percentage		GST Tax amount in INR			Total Price inclusive of GST in INR per year
						CGST & SGST/UGST	IGST	CGST & SGST/UGST	IGST	Total Tax Amount	
A	B	C	D	E	F=DXE	G	H	I=FXG	J=FXH	K=I+J	L=F+K
1	Providing Renewal/Purchase of annual subscription based license (s) of Google Workspace for Business-Starter Edition with 30 GB storage including necessary support for RECPDCL	Per email account	300		0.00			0.00	0.00	0.00	0.00
Total Price inclusive of GST in INR per year											0.00

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

Note:-

I. All items in FINANCIAL BID (FORM-III) 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 contract shall be valid for one year from the date of commissioning of email accounts 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.

IV. Work shall be awarded to LQ-1 bidder based on **Total Price inclusive of GST in INR per year for item at S.No. 1 of Financial Bid- Form III, i.e. for "***Providing purchase/ renewal of annual subscription based license (s) of Google Apps/Suite/Workspace for business with 30 GB storage including necessary support for RECPDCL*".

V. 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.

VI. The quantities of equipment/ products/ systems indicated in the list are tentative. Payment will be made as per actual on pro rata basis.

VII. All rates/prices to be quoted in Indian Rupees only, considering the tender terms and conditions and scope of work.

VIII. TDS will be deducted at source as per rules as applicable.

IX. No advance payment shall be made.

X. Bidders are to quote their rates strictly as per above Financial Bid format.

XI. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.

XII. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder

XIII. RECPDCL can place order in staggered manner and can evolve a superset/ subset of the requirements for placing order.

XIV. 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.

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.

SECTION-VIII

Form-IV

FORMAT FOR NO-DEVIATION CERTIFICATE

Unless specifically mentioned in this schedule, the tender shall be deemed to confirm the RECPDCL's specifications:

S.No.	Clause	Details of deviation with justifications

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

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.

Annexure- A

Proforma for Earnest Money Declaration

(To be submitted on Bidder's Letter Head)

Whereas, I/we (name of agency) _____have submitted bids for _____(name of Goods/Work/Service) for tender no: _____dated: _____

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/we withdraw and/or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.

Or

2. If, after award of the work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/we shall be suspended for one year and shall not be eligible to bid for REC Power Development and Consultancy Limited (RECPDCL) Tenders from the date of suspension order.

Date: Signature with Seal of the bidder(s):

Place: Full Company Address with Contact Details:

ANNEXURE-B

PERFORMANCE BANK GUARANTEE

M/s REC Power Development and Consultancy Limited
D Block Ground Floor, REC World Head Quarter
Plot no. I-4, Sector -29,
Gurugram (Haryana-122001)

(With due stamp duty if applicable)
OUR LETTER OF GUARANTEE NO.: _____

In consideration of REC Power Development and Consultancy Limited, 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 90 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 valid up to 90 days after completion of the contract period.

ANNEXURE-C

E-BIDDING HELP MANUAL

Helpdesk Nos.

Phone : 011-49424365

Other Contact Numbers:

1. Shri Amrish Tomar (www.tenderwizard.com) 8799753401
2. Shri Krishna Tyagi (www.tenderwizard.com) 8800900127

Step 1

Registration Process

Website 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".**
- **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 Scanned Copy 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 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. L is not responsible for tender's not eived or submitted properly. Vendors are requested to undergo training and get their doubts clarified well in advance.**
- **If any queries please contact L Office and if required, personal training would be given. Please feel free to contact if you have any clarifications regarding E-Tendering.**