



REC POWER DISTRIBUTION COMPANY LIMITED

(A wholly owned subsidiary of REC Ltd.)

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019

Tel : 011 - 4412 8751, 52 ; Fax : 011 - 4412 8768 ; Web : www.recpdcl.in

Regd. Office: Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003, Phone (011) 24365165

Ref:- RECPDCL/Tech/FB/SLD/Raj/437

Dated:- 26/06/2013

Subject: Financial Bid invited from agencies for preparation of Single Line Diagram for Power System Network.

To,

Sir,

With reference to above sealed financial bid are invited from **successful agencies for Task-III, i.e** preparation of Single Line Diagram for Power System Network **against EOI No. :**
RECPDCL/Tech/EOI/Empanelment/1184 dated: 08/09/2012 placed on websites www.recpdcl.in, www.recindia.nic.in & www.eprocure.gov.in

Scope of work, Detailed Terms & Conditions and Financial proposal submission form are enclosed with this letter. The Financial proposal along with Earnest Money Deposit (EMD) and Performance bank Guarantee(PBG) should reach Dy. General Manager (Tech), REC PDCL, 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019 latest by 03.07.2013 **up to 15.00 hours.**

The Financial bid of only those bidders who have submitted requisite EMD and PBG shall be opened on 03.07.2013 at 16.00 hours.

REC PDCL reserves the right to reject any or all bids or drop part of bid without assigning any reasons whatsoever.

In case of any further clarifications Chief Manager (Tech.), REC PDCL, Ph.(011)44128767 may be contacted.

Encl: As above

Yours sincerely,

(S.C.Garg)

Dy. General Manager (Tech.)

A. SCOPE OF WORK AND PERFORMANCE EVALUATION

1. Scope of Work:

- I. Plotting of the GPS points on the map and preparation of Single Line Diagram (SLD) for the surveyed locality with proper legends and colouring schemes and proper landmarks from the data/ hand drawn sketch provided by REC PDCL. Sample copy is enclosed at Annexure-D.
- II. Submission of final deliverables in soft copies as per project standards as required by RECPDCL. Input data/details shall be provided through E-mail/ REC PDCL portal and final deliverables to be submitted through E-mail/ REC PDCL portal.
- III. Tentative no. of SLD to be prepared is about 16000 nos. as per sample copy enclosed at Annexure-D.
- IV. Weekly milestone target for submission by agencies shall be 500 Nos. SLD subject to providing data/Sketch at the start of week by RECPDCL .

2 Liquidated damages (LD) for delay for completion of work

- 2.1 The timely completion of the assignment is the essence of the contract. In the event of agency failure to complete the assignment within the stipulated completion period, the liquidated damages are payable by the agency at 0.5%(One half of one percent) per week of delay or part thereof, of the unexecuted order value. However, the total liability of the agency under this clause shall not exceed 10% of the contract value as awarded.
- 2.2 In case of continued non satisfactory performance, agency may be blacklisted for a period one year for participating in any of the bids invited by REC PDCL. Also, REC PDCL would be free to recommend to various state/central utilities/ Ministry of Power/State Governments/other agencies not to consider the said agency for any assignment.

C. TENDER

1.0 Preparation of Tender

- 1.1 The Bidders are required to submit the complete tender documents only after satisfying each and every condition laid down in the tender documents.
- 1.2 All rates shall be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures the rate indicated in words shall prevail. All overwriting/ cutting, insertions shall be authenticated and attested.

2.0 Submission of Tenders:

- 2.1 **"Earnest Money Deposit"** as per Annexure-B and **"Performance Bank Guarantee"** as per Annexure-C should be submitted in sealed envelope super scribing as **"Envelope-A"**. **"Financial Bid"** as per Annexure-A along with duly signed complete tender document should be submitted in separate sealed envelope super scribing as **"Envelope-B"**. Envelope-A & B should be placed in another sealed cover super scribing as **"Financial Bid for Preparation of Single line diagram for RECPDCL"** addressed to Dy. General Manager (Tech), REC PDCL, 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019.
- 2.2 The tenders should be put in the Tender Box, which is placed in the office premises of REC PDCL at reception. Please note that REC PDCL would not be responsible for any misplacement/loss/late receipt of a tender.
- 2.3 REC PDCL reserves the right to reject any or all tenders or drop part of tender without assigning any reasons whatsoever.
- 2.4 The quotation shall be valid for a period of at least six calendar months from the date of opening of the tenders.

3.0 Receipt and Opening of Tenders

3.1 Tenders duly filled in, will be received and opened on the date and time indicated in the letter inviting tenders. The tenders will be opened and the bidders or their authorized representative may, if they so desire be present at the time of opening of tenders.

3.2 Financial bid of only those bidders will be opened who have submitted requisite EMD and PBG.

4.0 Cost:

The Price Offer shall be for the assignment as per the Scope of work of Bid Document and shall remain FIRM throughout the period of contract. The bidder shall have valid service tax registration and ensure deposit of service tax to the tax authorities. In the event of an award of contract, income tax will be deducted by the REC PDCL at source as per law.

5.0 Earnest Money Deposit (EMD)

5.1 Bidders shall submit along with the tender, Earnest Money of Rs. 25,000/- (Rs. Twenty Five Thousand only) in the form of irrevocable Bank Guarantee (BG) from a nationalized/scheduled Bank as per performance enclosed as **"Annexure-B"** or Bank Draft drawn in favour of REC Power Distribution Company Limited payable at New Delhi and shall be initially be kept valid up to validity of the offer plus 90 days or such extended period. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.

5.2 Earnest Money shall be forfeited in case of the following:

- a) On revocation of tender or increase in rates after opening of the tender but before the validity of the quotations expires.
- b) On refusal of acceptance of work order after award of contract.
- c) Non submission of Contract Performance Guarantee.

5.3 The EMD shall be returned without interest:

- a) To the unsuccessful bidders after acceptance of work order & submission of Contract Performance Guarantee by successful bidder.
- b) In case bidding process is terminated by REC PDCL for any reason.

6.0 Performance Bank Guarantee (PBG) :

6.1 The Performance Bank Guarantee should be submitted by bidders in form of Demand Draft(DD)/ Bank Guarantee of Rs.25,000(Twenty Five Thousand only) as per prescribed format enclosed as **"Annexure-C"** issued in favour of REC Power Distribution Company Ltd. and Payable at New Delhi valid for two years plus 90 days or such extended period. Agencies who participated in the financial bid no. RECPDCL/Tech/FB/SLD/Raj/3449 dated 28/01/2013 and submitted PBG, need not submit again.

6.2 However, on award of any assignment, 10% PBG of the respective contract value has to be submitted, which may be adjusted accordingly against already submitted above mentioned PBG in Sr. No.6.1 valid for completion period plus 90 days or such extended period. The performance bank guarantee shall be returned to the agency without any interest upon completion of all items of work as defined in scope of work, submission of final report and acceptance of the same by RECPDCL and in case of any failures/non-performance of the contract the PBG shall be forfeited/encashed.

7.0 Bidders may be present in person or may send their authorized representative at the time of opening of bid as per schedule.

8.0 REC PDCL reserves the right to reject any offer in full or in part or to split/combine districts/blocks & award the work to one or more than one bidders, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of REC PDCL.

9.0 In case it is decided to split the work to more than one agency at the lowest received rates, preference of work may be given to the agency which quoted the lowest rates in response to tender inquiry.

D. CONTRACT

1.0 Duration/ Period of Contract:

- 1.1 The contract will be for three months from date of award of contract including submission of reports. In case duration of the contract is required to be extended for the reason beyond control of the agency, the same shall be done with mutual consent on the same rates and terms & conditions.

3.0 Terms of Payment:

- a. No advance payment shall be made.
- b. Payments shall be made on actual nos. of Single Line Diagram submission and acceptance by RECPDCL and shall be made in Indian Rupees only.

4.0 Tax Deduction at Source:

Income Tax and any other taxes e.g. Sales Tax/Tax on Works Contract Act,1999 ,etc. as may be applicable from time to time during the currency of contract shall be deducted at source from the running bill(s).

3.0 Sub-contracting

Agencies to whom work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.

4.0 Quantity Variation

REC PDCL reserves the right to increase or decrease the quantity of work, without any change in unit prices or other terms and conditions. Suitable Amendment/ communications shall be issued in the event of variations in the quantities.

Financial Bid for the preparation of Single Line Diagram for Power System Network

Name of the Bidder: _____

We hereby offer to complete the described work as per letter dated _____ of RECPDCL for the following rates:-

1) For the price of _____% (_____percent) above/below the estimated cost of Rs. 75/- per Single Line Diagram(Villages consisting upto 4 dhanies/habitations) excluding the cost of Service Tax. The service tax shall be payable extra.

1) For the price of _____% (_____percent) above/below the estimated cost of Rs. 140/- per Single Line Diagram(Villages consisting of 5 and above dhanies/habitations)excluding the cost of Service Tax. The service tax shall be payable extra.

Signature of the bidder: _____

Name & Designation: _____

Seal of the company:

Date:

Note:

This financial offer should be accompanied a covering letter on the letter head of the company in a sealed envelope super scribing " Financial Bid for Preparation of Single Line Diagram for Power System Network " and should be addressed to:

Dy. General Manager (Tech)
REC Power Distribution Company Ltd.
1016-1023, 10th Floor, Devika
Tower, Nehru Place,
New Delhi - 110019

BID BANK GUARANTEE (EARNEST MONEY)
(To be stamped in accordance with Stamp act)

ANNEXURE-B

This deed of Guarantee made this _____ day of _____ 2012
by _____

((Name of the Bank))

having one its branch at _____
acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context
so requires includes its successors and permitted assigns in favour of REC Power
Distribution Company Ltd., registered under the Companies Act, 1956, having its office at

_____ (hereinafter called)
("RECPDCL") which expression shall include its successors and assigns.

WHEREAS RECPDCL has invited tender vide their Tender Notice No.

_____ Dated _____

to be opened on
AND

WHEREAS

M/s

((Name of Tenderer))

having its office at _____
(hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/
do the job _____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a sum of
Rs. _____ (Rupees _____
_____ Only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____
((Name of Bank))

have at the request of the tenderer agree to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the
aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as
mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree
and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during
the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for
performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi
on demand without demur to the extent of Rs.

_____ (Rupees _____ only).

We further agree as follows:-

01. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tender AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.
02. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.
03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writhing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. _____(Rupees _____only) and this Guarantee shall remain in force till _____unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. upto _____all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Note: - The date shall be thirty (30) days after the last date for which the bid is valid.

PERFORMANCE BANK GUARANTEE

ANNEXURE-C

M/s REC Power Distribution Company Ltd.,
Core 4, Scope Complex,
Lodhi Road, New Delhi – 110003 (INDIA)

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE NO.:

In consideration of REC Power Distribution Company Ltd., 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 EOI/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 EOI/Work Order No. _____ dated _____ and RECPDCL having agreed that the Agency shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (Ten percent) (or the percentage as per the individual case) of the value of the EOI/Work Order i.e. for _____.

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 EOI/work order.

Hereby, we undertake to pay upto 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 EOI/Work Order and despite any contestation on the part of above named agency.

This letter of Guarantee will expire on _____ including 30 day 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: The date shall be 90 days after the date of completion of contract.

SAMPLE SINGLE LINE DIAGRAM

