

F. No. D-31014/1/2014-G(Pt.)  
**STAFF SELECTION COMMISSION**  
**Block No.12, CGO Complex, Lodi Road**  
New Delhi -110003.

**NOTICE INVITING TENDERS**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Online bids are invited under two-bid system for award of a comprehensive Annual Maintenance Contract (AMC) for Refilling, Repairing & Painting of Various Types of Fire Extinguishers in Staff Selection Commission as per details given in Annexure-I. from vendors involved in the relevant field. The specific details of the online tender are indicated in **Annexure – II**, to this document. Manual bids shall not be accepted.

Tender documents may be downloaded from SSC website [www.SSC.gov.in](http://www.SSC.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE SHEET** as under:

**CRITICAL DATE SHEET**

Date of Publishing on CPP Portal	17-07-2017
Document Download Start Date	18-07-2017 (1500 hrs.)
Document Download End Date	02-08-2017 (1500 hrs.)
Bid Submission Start Date	19-07-2017 (1500 hrs)
Last Date & Time for Uploading of Online Tender	03-08-2017 (1500 hrs.)
Date & Time for Opening of Technical Bids	04-08-2017 (1530 hrs.)
Earnest Money Deposit (EMD)	Rs. 5,000/- (Rupees Five Thousand only)
Venue, Date and Time For Opening Of Financial Bid	Will be intimated to Technically Qualified Tenderer

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## **GENERAL TERMS AND CONDITIONS:**

1. The last date for submission of bids is **03-08-2017** at **3:00 PM**. The Technical bids would be opened at **3:30 PM** on **04-08-2017**.
- 2 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

**Tenderer are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'.**

### **3 Procedure of Submission of Bids:**

Bids should be submitted through **Central Public Procurement Portal (e-procurement)** only.

The tender shall be submitted online in two parts, viz., **Technical Bid** and **Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

#### **(i) TECHNICAL BID**

The bidder should submit the following documents mentioned in the **Check List** as at **Annexure – IV** duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- a) Signed & scanned copy of PAN card;
- b) Signed & scanned copy of VAT/Service Tax
- c) Signed & scanned list of organizations where the firm has executed or is executing similar services along with copies of Work Order.
- d) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs.5,000/-

#### **(ii) PRICE BID**

Schedule of price bid must be submitted in **Prescribed format** only. The bidder will strictly submit the rate in the proforma prescribed for Price Schedule (Annexure-II). **Rates should be quoted inclusive of taxes.**

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4. The offer shall be valid for a period of minimum of 120 days.
5. The Staff Selection Commission reserves the right to reject the offer/offer without assigning any reason.
6. The rates should be as per Annexure-II, the Scope of Work and the applicable taxes may also be included in the cost.
7. The contractor shall use his labour, tools and plants required for the execution of work unless specified.
8. **SAFETY:** The contractor shall make all the arrangements for the safety of his staff. The SSC shall not be responsible in any way for injury/disablement, accident to any workman on this account and will be free from any legal bindings in this regard. SSC will not be responsible to pay any damage to the workman of the contractor or any outside agencies.
9. Contractor shall take necessary steps to ensure the safety of SSC property & shall be responsible for all such damages and shall have to repair or replace as the case may be, failing which he has to pay the entire cost of damages.
10. Before carrying out the work, it shall be entire responsibility of the contractor to take all the safety precautions and shut downs, etc. if required during the execution of work. All shut downs will be taken by SSC supervisory staff but contractor's representative will give request in writing.
11. **RATES:** The rates quoted shall be firm and including of all taxes, duties, etc. The rates should be quoted based on the units specified in words as well as in figures without any cutting, in case of difference of values/rates in figures and words or any confusion it will be constituted to take the rates, which are lowest.
12. **Qualification Requirements:** Bidder should submit the satisfactory completion/performance report of similar Supply P.O's/Works executed in Central/State Government or PSUs. Similar works means: Supply/Services of similar materials/equipments in Central/State Government or PSUs during last 07 years. Offer submitted without satisfactory Completion/performance report and P.O copy is liable to be rejected.
13. **SCOPE OF WORK:** Contractor will satisfy himself with the details of the work to be executed and if considered necessary they should visit the site and get any other information required in this connection.
14. **GURANTEE:** The work executed shall be guaranteed for satisfactory operation for 12 months from the date of completion of work.
15. **PAYMENT:** Payment shall be made as per SSC norms through ECS after receipt and approval of materials & submission of bill by the party.
16. **ARBITRATION:** if any dispute/question of controversy arises between SSC and contractor relating to the contract/order or any clause or thing contained therein, the dispute shall be refereed at the arbitration of Chairman, SSC or his nominee and the decision of the Chairman, SSC or his nominee shall be final and binding on both the parties.

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17. **QUANTITY VARIATION:** During the execution of the Contract, SSC reserves the right to increase or decrease the quantity of item under the contract but without any change in unit price and other terms & condition.

18. **INTEREST & REFUND OF EMD:** No interest is payable by SSC on the amount of Earnest Money deposited by the Tenderers/Contractor. Earnest Money is held by SSC till obligations are satisfactorily and completely discharged by the Tenderers/Contractor. The amount of the Earnest Money shall be refunded to the unsuccessful bidders immediately after decision taken by the authority competent to accept / reject the tenders. EMD must be valid atleast for the period of three months. EMD will be retained till the satisfactory execution of work.

19. **BLACK LISTING:** Any Party making post tender development directly or indirectly may be black listed for a period up to 3 years. In case tenderers amends/modifies/revise/withdraws the prices/price structure of the offer after the tender opening and during the period of validity of their offer (i.e. 120 days), the Earnest Money in full or part deposited by them shall be liable to be forfeited or their offer liable to be rejected. They shall also be debarred from participating in future tenders of SSC for the period ranging from 1 to 5 years and shall be placed under Black List. If the party fails to complete the services in full or in part within stipulated period specified in the purchase order of material/services is found to be defective or failing of fulfill the Guaranteed Performance of the Contract as specified in the Purchase Order, they shall be debarred or black listed from participating in future tender of SSC for the period ranging from 3 to 5 years.

20. **PRICE BASIS:** All prices and price components of materials and services under the subject contract shall remain firm during execution of contract and no price variation whatsoever will be allowed on any of the components.

21. **RISK BASIS:** The Work/Services shall be completed satisfactorily and within the period specified in the order, failing which purchaser reserves the right to complete the project from other sources at the sole risk and cost of the supplier and the difference of rates will be recovered from the suppliers. If on checking, testing and using, the supplies/services proves to be defective or fails to fulfill the guarantee performance of the contract as specified by himself, the contractor shall have to remove the defects at his costs. If the contractor fails to do so the purchaser may arrange supplies/services at the cost of the contractor. Failing to which EMD will be forfeited and appropriate action will be taken.

22. **TAXES AND DUTIES:** All the statutory taxes and levies applicable on supplies and services are inclusive in the Contract Price. SSC shall make statutory deduction at source in accordance with the statutory provisions including income Tax Act, as applicable from time to time, for which necessary TDS certificate (s) shall be issued to you in due course. C Form will be issued to you if requested by you and bills also represent taxation as per FORM C.

23. **TERMINATION OF COPNTRACT :**SSC reserves the right to terminate the contract after giving 2 week notice in case of performance of the contractor is not found satisfactory or on account of non-compliance of any of the condition of the contract. In such case the security deposit shall also be forfeited by the SSC due to non-performance of the contract.

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24. Staff Selection Commission reserves the right to cancel the order, if found unsatisfactory performance and will have the right to procure material from other party at the Risk and Cost of the contractor.
25. In case of opening day is holiday/closed day, opening date may be treated as the next working day or can be postponed by the officer opening authority.
26. The work has to be carried out according to the specifications given, where not according to the satisfaction of SSC representatives.

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**Scope of Work**

1. Refilling of Fire Extinguishers as per details given below.
2. All material/refilling shall be confirming to BIS specifications/standards.
3. Stickers showing the refilling and expiry date shall be pasted.
4. Refilling of fire extinguishers shall be valid for minimum period of one year from the date of refilling.
5. Cylinders should be repaint and maintained in good condition.

S.No	Description	SIZE	Qty
01	Dry Chemical fire extinguisher	5 Kg	40
02	CO2	4.5 Kg	26
03	CO2	2 Kg	07
04	Water stored pressure type	9 ltrs	17

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**ANNEXURE-II****(Financial Quotes)**

BOQ for Refilling, Repairing & Painting of Various Types of Fire Extinguishers in  
Staff Selection Commission (HQs).

S.No	Description of Work	SIZE	Quantity	Rate per Unit	Amount(in Rupees) inclusive of GST (QuantityXRate per unit)
01	Dry Chemical fire extinguisher	5 Kg	40		
02	CO2	4.5 Kg	26		
03	CO2	2 Kg	07		
04	Water stored pressure type	9 ltrs	17		
<b>Taxes Total(Rs.)</b>					

Amount in Words: \_\_\_\_\_

**Note:**

1. All material/refilling shall be confirming to BIS specifications/standards.
2. Stickers showing the refilling and expiry date shall be pasted.
3. Refilling of fire extinguishers shall be valid for minimum period of one year from the date of refilling.

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**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

**REGISTRATION**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be

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moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Help Desk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender Document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with **100 dpi** with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log in to the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender Document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the Tender Document. The original should be posted / couriered / given in person to the concerned official, latest by the last date of bid submission or

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as specified in the Tender Document. The details of the DD /any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the Tender Document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers / bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **11) ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

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2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help Desk. The contact number for the Help Desk is 1800 3070 2232.

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