

HIMACHAL PRADESH POWER CORPORATION LIMITED (HPPCL)
(A State Govt. Undertaking)

SECTION-I

**DETAILED [NOTICE INVITING TENDER (NIT)| INVITATION FOR BIDS (IFB)]
(E-Tender Mode only)**

Online tender/bid is hereby invited by the undersigned, for & on behalf of Managing Director, HPPCL from the experienced/reputed Bidders/ Joint Venture firms for “**Annual Repair & Maintenance work of 11 kV dedicated feeder of Sainj HEP (17 km) along with maintenance of distribution transformers (DTRs of 11/0.4 kV) installed at various locations of Sainj HEP (w.e.f. 01/08/2020 to 31/03/2021)**” on [National] Competitive Bidding Basis (*Open Tendering*), as briefly described hereunder:

1.	Bid No.:	HPPCL/SHEP/SM(E)/NIT/2020-21-Tender-1
2.	Bid Title:	“Annual Repair & Maintenance work of 11 kV dedicated feeder of Sainj HEP (17 km) along with maintenance of distribution transformers (DTRs of 11/0.4 kV) installed at various locations of Sainj HEP (w.e.f. 01/08/2020 to 31/03/2021)”.
3.	Bidding Procedure:	Single Envelope: Single Stage
4.	Estimated Cost:	INR 6,14,009/- only
5.	Bid Security (Earnest Money Deposit):	INR 12,300/- only
6.	Cost of Bid/Tender Document(s):	INR 1,180/- only (i/c GST @ 18 %)
7.	Completion period of contract	31/03/2021
8.	Start Date & Time of Sale of Bid/Tender Document(s):	On 02/07/2020 at 16:59 Hrs
9.	Start Date & Time of Download of Bid/Tender Document(s):	On 02/07/2020 at 17:00 Hrs
10.	Last Date & Time of Download of Bid/Tender Document(s):	On 15/07/2020 at 17:00 Hrs
11.	Last Date & Time of Bid Submission:	On 16/07/2020 up to 10:59 Hrs
12.	Date & Time of Bid Opening:	On 16/07/2020 up to 11:00 Hrs

The detailed tender notification can be viewed/downloaded free of cost from the HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> or HPPCL website www.hppcl.in. Bidders/Vendors shall register themselves on the HPPCL E-Tendering web Portal to download Bid/Tender Documents and to submit their bids. Subsequent amendments shall be posted only on the above Portal; hence Bidders are advised to visit the said Portal regularly.

For further details, please contact: **Office of the Senior Manager (Elect.), Sainj Hydro Electric Project, HPPCL, Sarabai (Bhuntar), Distt.-Kullu, (HP)-175125, Tel. +91-7018607004 & 7018296765 Email ID: smlarji.e@gmail.com**

A. INSTRUCTIONS FOR REGISTRATION OF BIDDERS/VENDORS:

- i) Before registration, the bidders must read the important information available at Register Page of HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL>.
- ii) Bidders are required to register on HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> by using **Register** option on the Portal and after making following payment:

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Total Annual Registration Charges of INR 2000/- (Rupees Two Thousand Only) + applicable GST to be paid to the Tender Wizard (Non-Refundable) in the form of E-payment.	E-Payment applicable on web portal, only after that Bidder's account will be enabled.

- iii) As part of the registration process, the bidder(s) will be required to choose a unique username and assign a password for their accounts.
- iv) Bidders are advised to register their valid **e-mail address** and **mobile numbers** as part of the registration process. These would be used for all communications from the HPPCL E-Tendering web Portal directly with the bidder(s).
- v) Upon registration, the bidder(s) will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA (Controller of Certifying Authority), India.
- vi) 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 DSCs to others which may lead to misuse.
- vii) After registration, Bidder can log in to the Portal through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

Note: Bidder/Vendor Registration is valid for one (01) year. The bidders have to re-register themselves for subsequent year and so on.

B. SEARCHING FOR TENDER DOCUMENTS:

- i) The bidders shall search for various tenders published on the Portal, by using "Tender Free View" option under "E-Tenders" Tab of the Portal.

C. REQUEST FOR TENDER(S) AND DOWNLOADING OF BID/TENDER DOCUMENT(S):

- i) Read carefully the 'Bidder Tender Manual' under 'Help Manuals' Option of the Portal.
- ii) After registration, bidders have to submit request electronically through their login User ID on the Portal.
- iii) The bid/tender Documents can be downloaded after making following prescribed payments:-

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Tender Processing fee INR 725/- only (inclusive of applicable GST) to be paid to the Tender Wizard (Non-Refundable) in the form of e-payment.	E-payment, only after that bid/tender document (s) will be released for viewing /downloading.
Cost of bid/tender documents INR 1,180/- only (inclusive of applicable GST) only in the form of demand draft drawn in favor of HPPCL, Sainj HEP, Sarabai payable at Kullu on any nationalized/scheduled (Non-Refundable)	Through demand draft. Upload the Scanned Copy of the same in E-Tender Portal, after that tender document will be released for viewing /downloading. Demand Draft (in Original) should be submitted at HPPCL Office before the bid closing date & time.

D. PREPARATION OF BIDS:

- i) For preparation of the bid(s), the bidder(s) should take into account the corrigenda (if any) published on the tender document before submitting their bids.
- ii) Bidder(s) is advised to 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.
- iii) Bidder(s), in advance, should prepare the bids & documents to be submitted, as indicated in the tender document/schedule. The documents should be in PDF/ XLS /RAR/JPG formats.
- iv) 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, GST Certificate, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “Doc Library” option available to them to upload such documents.

Note:

- 1. Doc Library is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in Doc Library, this does not automatically ensure these Documents being part of Technical Bid.**
- 2. For more detail, Read carefully the ‘Bidder Tender Manual’ under ‘Help Manuals’ Option of the Portal.**

E. SUBMISSION OF BIDS:

- i) Bidder should log into the Portal 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.
- ii) The bidder’s authorized representative has to digitally sign and upload the required bid/Tender documents one by one as indicated in the bid/tender document(s).
- iii) The bidder(s), along with its bid, should submit/upload Notarized Power of Attorney supported with necessary supporting documents in respect of its authorized representative, as written confirmation of authorization to digitally sign on behalf of the Bidder.

- iv) Bidder has to select the payment option as “offline” to pay the Bid/Tender Document fee/Bid Security i.e. Earnest Money Deposit (EMD) as applicable and enter details of the instrument i.e. DD/BG etc.
- v) The tender must be accompanied with earnest money in the shape of bank draft /small saving script/ fixed deposit /National Saving Certificate in favor of HPPCL, Sainj HEP, Sarabai payable at Kullu. Tenders without earnest money will not be entertained/ accepted.
- vi) Bidder should prepare the EMD as per the instructions specified in the bid/tender document and upload the Scanned Copy of EMD in E-Tender Portal. The original EMD should be posted/couriered/given in person to the concerned office well in time, to reach at HPPCL Office before the bid closing date & time or as specified in the Bid/tender documents. The details of the DD/BG or 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.
- vii) 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 file is found to be modified by the bidder, the bid will be rejected.
- viii) 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.

Note:

1. ***For more detail, Read carefully the ‘Bidder Tender Manual’ under ‘Help Manuals’ Option of the Portal.***

F. ASSISTANCE TO BIDDERS:

- i) Any queries relating to the bid/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.
- ii) Any queries relating to the process of online bid submission or queries relating to HPPCL E-Tendering web Portal in general may be directed to the 24x7 Portal Helpdesk.

G. OTHER TERMS & CONDITIONS:

1. All amounts mentioned above, except EMD, are non refundable. EMD deposited against other procurement(s) shall not be transferable to this tender and vice versa.
2. The Bid/Tender Document Cost (Demand Draft) and EMD (in Original) must reach at HPPCL Office before the bid closing date & time. Bids without earnest money & Demand Draft towards Bid/Tender Document Cost will not be entertained and shall be rejected out rightly.
 - a. HPPCL will not be responsible for costs or expenses incurred by bidders in connection with the preparation or submission of bids and site visit etc. The bidder shall at his own cost visit the site where are to be carried-out for acquainting himself regarding the site conditions.
 - b. In case the scheduled date happens to be a holiday, the tenders will be opened on next working day.
 - c. Telegraphic Tenders/ Conditional Tenders/ Tenders through other than prescribed mode will not be entertained.
 - d. Bids will be accepted only through e-mode and not through Hard Copies.

- e. HPPCL reserves the right to reject any or all tenders without assigning any reason thereof.
 - f. The bid documents are not transferable and cost of bid document is not refundable under any circumstances.
3. The bidder must submit their bids with the same name in which it was registered on the HPPCL E-Tendering web Portal.
 - a. Bids after due date & time will not be accepted under any circumstance.
 - b. HPPCL shall not be responsible for delay/failure due to network problem.
 - c. Detailed Terms & Conditions can be seen in the Bid/Tender Document.
4. Bidder must have a valid “A-Class Government Electrical License registered with State/Central Govt. or other Organization.
5. The work should be carried out to the entire satisfaction of the Engineer-in-Charge.
6. No advance payment shall be released to the contractor.
7. 100 % payment shall be released on prorata basis/month wise as per the work done against verified RA Bills by Engineer-in-Charge.
8. The GST shall be paid as per actual applicability at the time of invoicing on actual values of work done.
9. Other applicable Taxes/Cess/Security will be deducted from the bill as per prevailing rules & regulations.
10. Bidder shall upload the valid registration/ renewal (registered with HPSEB, HPPWD, CPWD or other state/Central Govt. Organization), PAN Card (Income Tax) and EPF code along with submission of the Tender.
11. The Bidder shall upload the following forms/documents with its bid:
 - a. Bank details duly authenticated by bank/ copy of cancelled cheque.
 - b. Copy of Registration No. under GST.
 - c. Copy of A-Class Government Electrical valid License.
 - d. Copy of PAN No.
 - e. Bid Security / Earnest Money deposit (EMD) in DD form of appropriate amount.
12. The Bid/Tender Document Cost (Demand Draft) and EMD (in Original) of appropriate amount must reach at HPPCL Office before the bid closing date & time at the following address:-

Senior Manager (Electrical), Sainj Hydro Electric Project,
Himachal Pradesh Power Corporation Limited,
Sarabai (Bhuntar), Distt-Kullu, (HP) -175125.
13. Bids without earnest money & Demand Draft towards Bid/Tender Document Cost will not be entertained and shall be rejected out rightly.
14. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.
15. The Contractor / bidder must visit the site of work in their own interest. HPPCL will not be responsible for costs or expenses incurred by bidders in connection with the preparation or submission of bids and site inspection/visit etc.
16. Submission of tender by a bidder implies that he has read the NIT and all other tenders documents and has made himself aware of the scope and specifications of the work to be done and of conditions and other factors which may have bearing on the execution of the work.

17. Quantity can be increased or decreased.
18. The offer shall remain valid for a period of 120 days from the date of submission of the tender. If any contractor withdraws his offer within this period the earnest money deposited shall stand forfeited to the HPPCL.
19. Conditional Tenders/ Tenders through other than prescribed mode will not be entertained.
20. A bidder should quote item wise unit rates sub-totals and total prices in figures as well in words. It should not contain any interlineations or overwriting.
21. The bid documents are not transferable and cost of bid document is not refundable under any circumstances.
22. Bids after due date & time will not be accepted under any circumstances.
23. HPPCL shall not be responsible for delay/failure in submission of the bids.
24. The manpower engaged for subject cited work shall be equipped with safety gears.
25. The T&P, if required, during routine repair & maintenance of 11 kV dedicated feeder/DTRs of Sainj HEP will be in the contractor scope.
26. Any kind of losses/ damages occurred during the execution of work, the contractor will be fully responsible for the same and nothing will be paid by HPPCL.
27. The contractor will be fully responsible for any type of accident (non-fatal/fatal) that takes place during the execution of work.
28. The contractor is required to pay minimum wages to his labors engaged by him for this work as per the wages fixed by the Labor and Employment Department and nothing extra on this account shall be payable to him by the HPPCL.
29. One day rest to the labour after continuous working of 6 days should be given and shall be ensured by the contractor.
30. The HSD fuel/Diesel (normal) in maintenance vehicle (Bolero Camper) will be filled by the contractor himself and the reimbursement of HSD fuel/Diesel (normal) is to be made by HPPCL to Contractor @10 km per Ltrs. on the basis of actual original receipt from the reputed petrol pump duly verified by vehicle Engineer-in-Charge after making necessary entries in the log book of maintenance vehicle (Bolero Camper).
31. All statutory provisions of various Labour Laws/Acts, PF Rules and other Statutory Provision should be duly complied with.
32. **For any help on e-tendering on HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL>, please contact: Mr. Prakash Chand, Mob. No.: 8261922200, E-mail:-prakashchand@etenderwizard.com OR pcshimlaiti@yahoo.com**

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**Senior Manager (Electrical),
Sainj Hydro-Electric Project,
HPPCL, Sarabai (Bhuntar),
Distt.-Kullu, (HP)-175125.**