

	<p><b>Save Energy for Benefit of Self and Nation</b>  <b>एसजेवीएन लिमिटेड</b>          (भारत सरकार एवं हिमाचल प्रदेश सरकार का संयुक्त उपक्रम)  <b>SJVN LIMITED</b>          (A Joint Venture of Govt. of India and Govt. of Himachal Pradesh)          A Mini Ratna and Schedule 'A' PSU  <b>Rampur HPS</b>          412 MW (6X68.67 MW)          (An ISO 9001:2008, IS/ISO 14001:2004 &amp; IS 18001:2007 Certified)  <b>Procurement and Contract Department</b>          Bayal, Tehsil Nirmand, District Kullu (HP) – 172023: Tele-01904-292484          CIN No. L40101HP1988GOI008409 GSTIN 02AAICS1307F1ZY          Website: <a href="http://www.sjvn.nic.in">www.sjvn.nic.in</a></p>
	<p><b>Our Shared Vision: 5000 MW by 2023, 25000 MW by 2030 &amp; 50000 MW by 2040</b></p>

सं. एसजेवीएनएल/आरएचपीएस-पीएंडसी/पीसीडी-ओएंडएम-556/-

दिनांक:

**NOTICE INVITING TENDER (PCD-O&M-RHPS-556)**

- Rampur HPS, on behalf of SJVN Ltd. invites job rate **Open Tenders enquiry** under two bids system from the independent reputed agency i.e. firms of Chartered Accountants / Cost Accountants for the following work:

Tender No.	Name of Work.	Date of Sale of bid.	Last date of submission of bid	Date of Opening of bid.	Completion Period
PCD-O&M-RHPS-556	Physical Verification of Fixed Assets and Inventory of Rampur HPS located at Bayal, Jhakri, Averi and Duttnagar Near Tehsil Rampur, District Shimla (HP).	03/02/2022 (18:00 hrs.) to 18/02/2022 (12:00hrs.)	18/02/2022 (13:00 hrs.)	18/02/2022 (14:00hrs.)	Thirty (30) Days

**Note:**

- The Notice Inviting Tender (NIT), Scope of work and Special terms & condition of contract, Schedule-I (Price Schedule/Bill of Quantity), Schedule-II (Bank Account details) and Schedule-III (Bidder's General Information) are given in the tender document. The intending Bidders are required to go through the same carefully and note that all terms and conditions mentioned therein shall form the part of the contract document.
- Tender document can be obtained from the office of the undersigned with formal written request on any working day from 10.00 a.m. to 12.00 noon on the date mentioned above. Tender document shall not be issued/sent by post.
- Tender document can also be available / downloaded from the SJVN Limited website [www.sjvn.nic.in](http://www.sjvn.nic.in) and CPP portal i.e. <http://eprocure.gov.in/cppp/>. However, in case the tender is downloaded from the web site.
- The corrigendum and amendments if any shall be uploaded in [www.sjvn.nic.in](http://www.sjvn.nic.in) and CPP portal i.e. <http://eprocure.gov.in/cppp/> therefore all bidders are requested to frequently visit the web sites till the schedule date of submission of bid.
- The sealed bid is to be submitted in physical form/through offline mode by Speed Post/Courier or Special Messenger, so that; it should be reach in the office of undersigned up to 13.00 Hrs. on the scheduled date of opening of bid.

## **TERMS AND CONDITIONS:**

### **7. QUALIFYING REQUIREMENTS FOR TENDER:**

Eligibility for the tender shall be restricted to those bidders who will fulfill the following conditions and submit documentary proof thereof. However, before submission of bids, the bidders in his own interest shall ensure that he meets all the requisite qualification criteria as under:

- To qualify for award of the contract each bidder should submit their PAN, GST Registration Number, Copy of Firm Registration Certificate issued by respective institute and other relevant documents along with their bid.

8. The above-mentioned requirements are minimum and the SJVN Limited, reserves the right to ask for any additional information.

### **9. BID SUBMISSION:**

A. The tender in two bids system shall comprise of three parts in the following manner:

#### **(a) Technical Bid:**

**Part I** –The bid comprises of PAN, GST Registration Number, Copy of firm Registration Certificate issued by respective institute, Schedule-II (Bank Account Details), Schedule-III (Bidder's General Information) and an undertaking to the effect that he has read all the documents submitted and there is no deviation from the standard terms and conditions of the tender documents & NIT etc. Also, the bidder shall certify that all the documents as submitted by the bidder are as per original documents. The bidder has to submit the scanned copy of above documents with bid.

#### **(b) Price bid:**

**Part-II;** Price bid i.e. Schedule –1(Price Schedule/Bill of Quantity).

- (i) The bidder is required to fill their job rate in Schedule-I for the whole work inclusive of manpower, stationary, tools, accommodation, to & fro travelling expenses, taxes & duties etc. inclusive of GST as applicable as on date. Any discount/rebate (in percentage) offered by them in Schedule–I (Price Schedule/Bill of Quantity) only.
- (ii) If the bidder quotes 'Nil' Charges / consideration, the bid shall be treated as unresponsive and will not be considered.

B. The committee shall evaluate the qualifying requirements of each bidder as per NIT after opening of bid. i.e. techno-commercial part of the bids. The bids of the bidder who is not meeting the qualifying requirements shall be treated as non-responsive.

C. The bidder may note that the applicable GST shall be release on submission of GST invoice as per GST Act.

D. A declaration that the information furnished with the bid documents is correct in all respect and true.

E. The bidder should submit the bid in physical form only as explained as above.

10. Tenders shall be submitted in two sealed envelopes up to 13.00 hrs. on date **18/02/2022**. The 1st envelope comprising of Techno-Commercial bid and 2nd envelope comprising the Price Bid. Tender Number and Envelopes Number should be clearly written on the top of each envelope. The Two (02) sealed envelopes should be placed in a single sealed bigger envelope and on the top of envelope Tender Number and name of work should be clearly written as well as bidder/firm name.

### **11. BID OPENING:**

The bid shall be opened in the following sequence:

- (i) First of all **Part-I** i.e. Techno-commercial part shall be opened and evaluated.

- (ii) The **Part-II** i.e. Price bid shall be opened same day only of those bidders whose part-I of bid found substantially responsive.
12. Notwithstanding anything stated above, SJVN Limited reserves the right to assess the capabilities and capacity of the bidders/ firms/ agencies to perform the contract satisfactorily, should the circumstances warrant such assessment in the overall interest of the SJVN Limited.
13. The bid submitted by the bidder shall remain valid for acceptance for a period of one hundred eighty (180) days from the date of opening of bid. If any Bidder withdraws his bid before the said period or makes any modifications in the terms & conditions of the bid and failed to fulfill his obligations the tender inviting authority shall constitute sufficient grounds for cancellation of the bid and such bidders shall be debarred from participation in tender invited by the Project for one year.
14. The bids in conditional / facsimile tenders or tenders without earnest money shall not be entertained under any circumstances.
15. The tenders shall abide by all the terms and conditions contained in the tender documents and quote their rates accordingly. The conditional tenders shall not be accepted and shall be summarily rejected.
16. **Process to be Confidential**  
Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.
17. **Payment Procedure:**
- (i) **In case of Micro & Small Enterprise (MSE)**  
All the payments for the supplies and / or services (as applicable) rendered by MSEs (Micro & Small Enterprises) supplier / contractor under the contract shall be released within forty-five (45) days from the day of acceptance, subject to submission of invoice on or before the day of acceptance.  
Day of acceptance means day of actual delivery of goods or the rendering of services ; or where any objection is made in writing by SJVN regarding acceptance of goods or services within fifteen days from the date of delivery of goods or the rendering of services, the day on which such objection is removed by the contractor / supplier.  
In case payments are not released as mentioned above, SJVN shall pay the principal amount plus compound interest with monthly rests from the date immediately following the date agreed upon @ three times of bank rates as notified by Reserve Bank of India from time to time.
- (ii) **In case of non-MSE.**  
All the payments for the supplies and / or services (as applicable) rendered by non-MSEs (Non-Micro & Small Enterprises) supplier / contractor under the contract shall be released within forty-five (45) days from the receipt of invoice / bills form the contractor / supplier complete in all respects.  
In case payments are not released as mentioned above, SJVN shall pay the principal amount plus simple interest from the date immediately following the date agreed upon @8% per annum.
18. The work will be awarded to L-1 bidder whose bid will be found responsive on overall basis. The bidder shall adopt job rate method and filled job rate in the Price bid as specified in Price Schedule (i.e. Schedule-1).

19. Rates and amount should be filled in both figures and words in the Price Schedule/BOQ only. In case of ambiguities in the rate in figures and the rate in words, the rate quoted in word shall prevail and the amount shall be corrected accordingly. All discount / rebate should be mentioned in Price Schedule/BOQ only.
20. The bidder is required to furnish by way of Performance Security Deposit as per clause No. 4 of Scope of work and Special Terms & Conditions of Contract. If the contractor is failed to fulfill his obligations, shall constitute sufficient grounds for cancellation of the award and such bidder shall be debarred from participation in tenders invited by the Project for one year.
21. If it happens to be holiday or unavoidable circumstances on the day of receipt / opening of the tenders, the same shall be opened on the next working day at the same time/venue.
22. SJVN reserves the right to accept or reject all or any of the tenders without assigning any reason there of and will not be bound to accept the lowest tender.
23. SJVN reserves the right to increase or decrease or omit the items without assigning any reasons thereof.
24. The bidder shall ensure that all precautions are taken for environmental protection as well as health and safety of those handling the work/material. Further you shall also ensure that all legal and regulatory requirements related to the environment, health and safety are complied with by you.
25. All the documents submitted with the bid shall be authenticated by the agency or by his authorized representative.
26. SJVN Limited reserves the right to cancel the tendering process at any time before award of work without assigning any reason thereof.
27. All the above conditions of NIT shall supersede the conditions of Tender Document.
28. The detailed Notice Inviting Tender (NIT), Scope of work and Special terms & conditions of contract, Schedule-I (Price Schedule/Bill of Quantity) and Schedule-II (Bank Account details) and any other condition if applicable subsequently shall form part of the contract agreement.
29. For any submissions/correspondence/enquiry/clarification for bid document and any other information etc., with regard to the above the bidder may contact at the following address:

**Designation:** Additional General Manager,  
**Office Address:** Procurement & Contract Department,  
Rampur HPS, SJVN Ltd. Bayal,  
Tehsil Nirmand, District Kullu (HP)-172023.  
Phone No.      Tele: 01904-292484,  
**Email**                      procurement.rhep@sjvn.nic.in

## **SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS (PCD-O&M-RHPS-556)**

### **I. SCOPE OF WORK:**

1. Physical Verification of Fixed Assets and Inventory (mentioned below) of Rampur HPS located at Bayal, Jhakri, Averi and Duttnagar along with reconciliation with asset register and Material Management records: -

<b>Sr. No.</b>	<b>Description of assets as per Fixed Assets Register</b>	<b>Approx. line items in Asset register</b>
<b>1</b>	Hydraulic Works	523
<b>2</b>	Plant & Machinery	147
<b>3</b>	Electrical Works	25
<b>4</b>	Inventory (O&M Spares)	191000
<b>5</b>	Inventory (Capital Spares)	147000

2. The scope of work is tentative and can be increased or decreased as per the directions of the OIC and nothing shall be paid extra.

### **II. SPECIAL TERMS & CONDITIONS OF CONTRACT:**

1. Reporting requirement: On completion of the audit, the following steps should be adhered to before finalization of the report:
- (i) Items physically verified by the concerned Auditor and duly signed by the HOD of the respective assets.
  - (ii) Report is to be submitted within 30 days from the date of award.
2. **Performance Security Deposit:** The Contractor within 15 days from the date of issue of Letter of Acceptance, shall furnish a Contract **Performance Security @ 3%** of the awarded contract value. The bidder shall make Performance Security payment online in the Account of Rampur HPS, SJVN Limited held in the name of “**SJVN RHEP**” in Canara Bank Account mentioned as below through NEFT/RTGS.

Name of Bank	IFSC Code	Account No.
<b>Canara Bank, Rampur Bushahar</b>	<b>CNRB0003241</b>	<b>3241201000031</b>

- a. All compensation or other sums of money payable by the Contractor to the SJVN under the terms of this Contract or any other contract or on any other account whatsoever may be deducted from Security Deposit. Also in the event of the Contractor's Security Deposit being reduced by reasons of such deductions, as aforesaid, the Contractor shall, within 14 days of receipt of notice of demand from the Engineer-in-Charge, make good the deficit in Security Deposit.
  - b. The interest as per prevailing PLR rate shall be charged on delayed period for breach in timely submission of CPG/Security Deposit as mentioned above without prejudice to right of SJVN to other remedies available under the contract.
  - c. The Contract Performance Guarantee (CPG)/Security Deposit amount shall not attract any interest for whatsoever period retained by SJVN Ltd.
  - d. Failure of the Bidder to Deposit Contract Security or CPG as per Sr. No. 3.1 of above shall constitute sufficient grounds for cancellation of the award and debarred from participating in future bids invited by the Project for one year.
3. **Release of Security Deposit:** The Performance Security Deposit shall be released to the Contractor within one month OR till finalization of final bill whichever is later. No interest on the amount of Security Deposit shall be paid.

4. **Liquidated Damages (L.D.):** The work shall be completed within 30 days from the issue of LOA including submission of the final report. However, in case the report is delayed beyond the stipulated time period of 30 days, then liquidated damage charges @ 1/2 % per week or part thereof subject to maximum of 5% of the award value shall be levied from the contractor's bill.
5. Nothing shall be borne by Rampur HPS, SJVN Limited towards travelling expenses, boarding & lodging and no reimbursement shall be done to the representative of agency for this purpose. Local conveyance/transportation at site will be provided by SJVN.
6. Accommodation in SJVN transit camp (subject to availability) may also be provided by SJVN on chargeable basis.
7. Department vehicle will also be arranged by SJVN on request of Auditor for physical verification of assets at different location of the power station.
8. **PAYMENT:** No advance payment shall be made to the bidder by SJVN Limited.  
Payment shall be made after successful completion of work, on submission of following documents to OIC:
  - (i) Bills in Triplicate.
  - (ii) Copy of PAN card.
  - (iii) Copy of GST Registration No.The payment shall be released through Electronic Fund Transfer (EFT). You shall provide the transaction details like, i) Name of the Bank, ii) Name of Branch, iii) RTGS/IFSC Code No., iv) Bank Account No. to the OIC. Bank charges if any, shall be borne by the contractor.
9. Income Tax or any other tax as applicable shall be deducted from the bill. A certificate of such deduction shall be issued by SJVN Limited.
10. **Contract Price:** The contract price should be FIRM during the currency of contract and no price variation shall be entertain / applicable in this contract.
11. **Confidentiality:** The Contractor shall not disclose any proprietary or confidential information relating to the project, the services this contract or the owner's business or operations or any other documents/ records without prior written consent of the Officer-in-charge (OIC).
12. In case, the contractor failed to fulfil the above conditions and left the job, his security deposit shall be forfeited without any notice.
13. The contractor shall not assign or sublet the entire work or part thereof without the prior written approval of the Officer-in-charge.
14. **Termination Rights:** SJVN Limited shall at all-time have the right to terminate the contract by giving 15 days' notice for contractor's fault or failure to fulfill the obligations under the contract. The decision of OIC in this regard will be final.
15. **Officer-in-charge (OIC):** The HOD (F&A), Rampur HPS, SJVN Ltd. VPO. Jhakri, Tehsil Rampur, District Shimla, (H.P.) PIN 172201 Tele: 01782-275582 Fax:01782-275582, E-mail ID: [rhepfinance@gmail.com](mailto:rhepfinance@gmail.com) shall be the Officer-in-charge (OIC) for the subject cited work and his decision in all matters will be binding on the contractor. All correspondence after award this work shall be addressed to Officer-in-charge of this work only.
16. **Applicable Law:** The Contract shall be governed by and interpreted in accordance with the laws in force in India. The courts of Rampur Bushahr shall have exclusive jurisdiction in all matters arising under the Contract.

**Note:** All the above Scope of Work and Special Terms & Conditions shall form the part of Contract Document.

**PCD-O&M-RHPS-556****"Price Schedule/Bill of Quantity"****Schedule-1**

Bidder's Name and address:

To

 Additional General Manager  
 Procurement and Contract Department  
 Rampur HPS, SJVN Limited, Bayal.

Dear Sir,

We declare that the following are our quoted rates for whole of the work which are inclusive of manpower, stationary, tools, accommodation, to & fro travelling expenses, taxes & duties etc. inclusive of GST for "**Physical Verification of Fixed Assets and Inventory of Rampur HPS located at Bayal, Jhakri, Averi and Duttnagar Near Tehsil Rampur, District Shimla (HP) (PCD-O&M-RHPS-556)**" as specified in Bid Document. It is certified that I have read and agreed to all the conditions of the following documents as uploaded with the tender i) NIT, ii) Scope of work and Special Terms and Conditions/Any other General conditions etc. put in the tender.

Sr. No.	Description of Items	Unit	Qty.	Unit Rate Quoted INR		Discount / Rebate if Any		Rate After Rebate	Final Amount
				In Figure	In Words	Rebate In % age	Rebate INR		
1	Physical Verification of Fixed Assets and Inventory of Rampur HPS located at Bayal, Jhakri, Averi and Duttnagar as per the scope of work.	Job	1.00				0.00	0.00	0.00
<b>Total</b>									<b>0.00</b>
Date		<b>Note: Above Price schedule shall form the part of Contract Document.</b>							
Place									



**PCD-O&M-RHPS-556**

**"Bank Account Detail "**

**Schedule-2**

**Bidder's Name & Address:**

[Redacted area for Bidder's Name & Address]

**To**

**Additional General Manager (P&C)  
Rampur HPS,SJVN Ltd. Jhakri,  
Tehsil Nirmand,  
District Kullu - 172023 (H.P.)**

**Dear Sir,**

The Bank Account detail is as under for the work "**Physical Verification of Fixed Assets and Inventory of Rampur HPS located at Bayal, Jhakri, Averi and Duttanagar Near Tehsil Rampur, District Shimla (HP) (PCD-O&M-RHPS-556)**" if the work is awarded then the payment is to be released through RTGS as per the following details.

<b>Sl. No.</b>	<b>Description</b>	<b>Detail</b>
1	Name of the Company	[Redacted]
2	Telephone No. & Mobile No.	[Redacted]
3	Fax No.	[Redacted]
4	Email ID	[Redacted]
5	Name of the Bank	[Redacted]
6	Branch name & Branch Code	[Redacted]
7	RTGS Code No.	[Redacted]
8	Bank Account Number	[Redacted]
9	GSTIN	[Redacted]
Date :	[Redacted]	
Place :	[Redacted]	





## BIDDER'S GENERAL INFORMATION

## Schedule-3

To

**Additional General Manager,  
Procurement & Contract Deptt,  
Rampur HPS, SJVN Ltd. Bayal,  
District Kullu (HP)-172023.**

1.1	Company Name*	:				
1.2	Address of Registered Office*	:				
	Phone No.*	:	<b>STD Code</b>		<b>Number</b>	
	Mobile No.**	:				
	Fax No.	:	<b>STD Code</b>		<b>Number</b>	
	Correspondence Email Id*	:				
	Websites, if any	:				
1.3	Company Registration No.*	:				
1.4	Country of Incorporation		<input type="checkbox"/> India			
			<input type="checkbox"/> Foreign			
	if for Foreign then please mention Country	:				
1.4.	Company Establishment Year*	:				
1.5	Nature of Business	:				
1.6	Company Legal Status*	:	<input type="checkbox"/> Limited Company			
			<input type="checkbox"/> Undertaking			
			<input type="checkbox"/> Joint Venture			
			<input type="checkbox"/> Partnership			
			<input type="checkbox"/> Others			
	If Other please specify:					

1.7	Company Category	:	<input type="checkbox"/> Micro Unit as per MSME
		<input type="checkbox"/> Small Unit as per MSME	
		<input type="checkbox"/> Medium Unit as per MSME	
		<input type="checkbox"/> Ancillary Unit	
		<input type="checkbox"/> SSI Unit	
		<input type="checkbox"/> Project Affected person of this company	
		<input type="checkbox"/> Others	
	If Other please specify:	:	
1.8	PAN No. (Please attached a copy)*	:	
1.9	GSTIN (Please attached a copy)*	:	
		:	

**Contact Details:**

1.0	Contact Person Name*	:	
1.1	Designation*	:	
1.2	Contact No.*	:	
1.3	Email Id*	:	
1.4	Date of Birth	:	

**Declaration:**

I/we hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/We are fully aware that the submitted bid will be rejected and EMD shall be forfeited and undertaking to the effect that I read all the documents uploaded along with the NIT and there is no deviations from the standard terms and conditions of the tender documents & NIT etc. It is certify that all the documents as uploaded are as per original documents.

Thanking you,  
Yours faithfully,

Authorized Signatory Name	
Designation	
Date	
Place	