



DETAILS FOR PUBLISHING TENDER

Name of the Organization	Power Finance Corporation Limited				
Type of Organization	A Govt. Of India Undertaking				
Tender Ref. No.	02:12:209:I:2018:Empanelment				
Tender Title	Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi - 110001				
Product Category	Miscellaneous Works				
Sub-Category					
Approx. Tender Value (In. Rs.)	NA	EMD :	NA	Document Cost	Rs.354/-
Tender Type	Open				
Location	New Delhi				
Start of Document Download (from www.tcil-india-electronictender.com)	02.05.2018			From : 10.00 Hrs.	
Last date of Download from www.tcil-india-electronictender.com	17.05.2018			Upto : 17.30 Hrs.	
Last Date for Submission from www.tcil-india-electronictender.com	24.05.2018			Upto : 11:00 Hrs.	
Opening Date	24.05.2018			After : 11:30 Hrs.	
Work Description					
Pre-Qualification					
Tender Documents	Available on Website i.e. www.pfcindia.com , www.tenders.gov.in & Central Procurement Portal (CPP), www.tcil-india-electronictender.com				
Bid Documents	Available on Website i.e. www.pfcindia.com & www.tenders.gov.in & Central Procurement Portal (CPP), www.tcil-india-electronictender.com				
Sector					
State	New Delhi				
For further Information Contact :					
Name :	R. K. Bhardwaj, General Manager (E&BM)				
E-mail :					
Phone Office	011-23456000				
Address :	Power Finance Corporation Ltd. "Urjanidhi", 1 Barakhamba Lane, Connaught Place, New Delhi-1				



POWER FINANCE CORPORATION LIMITED

Ref. No. 02:12:209:I:2018:Empanelment

Date: 02.05.2018

Sub : E- Tender for Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi - 110001.

Dear Sir,

Power Finance Corporation Ltd., a Govt. of India Undertaking under the Administrative Control of Ministry of Power invites bids for pre-qualification of agencies for Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi - 110001.

The following documents are needs to be uploaded duly signed in each and every page in token of acceptance along with all the documents requested for this tender.

S. N.	Description		Pages
	Pre-Qualification Bid		
1.	Invitation to Bid	Annexure I	4 – 7
2.	Undertaking	Appendix I	8
3.	Information & Special Conditions (Section I&SC)	Annexure II	9 – 11
4.	Instruction to Bidder (Section INB)	Annexure III	12 – 15
5.	Checklist of Documents to be uploaded in Annexures		16
6.	Format for Pre-qualification		17 – 18
7.	Schedule A,B & C		19 – 21
8.	Criteria for evaluation of the performance of contractors empanelment	Appendix-II	22
9.	Special instructions to Bidders for e-Tendering	Appendix-III	23 – 27

Tender Cost of Rs 354/- and Pass Phrase on company letter head to be submitted in an envelope, which should be sealed and super scribed as “E- Tender for Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi - 110001., Due on 00.00.2018 at 11.00 A.M.” and addressed to :

General Manager (E&BM)
Power Finance Corporation Ltd. “Urjanidhi”,
1 Barakhamba Lane, Connaught Place, New Delhi – 110 001



Note :

Due Date & Time : 24.05.2018, 11.00 AM
Opening Date & Time : 24.05.2018, 11.30 AM

The above sealed envelope is to be dropped in the tender box, which is placed in the office premises of PFC (Near Reception) before the due date as mentioned above.

Thanking you,

Your's faithfully,
Sd/-
(R. K. Bharadwaj)
General Manager (E&BM)



Request for Proposal (RFP)

Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd.

INVITATION TO BIDS

ANNEXURE - I

Reference Number: 02:12:209:I:2018:Empanelment



POWER FINANCE CORPORATION LIMITED

(A Govt. of India Undertaking)

Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,

New Delhi-110001, India



INVITATION TO BID

Ref. No. 02:12:209:I:2018:Empanelment

Date: 02.05.2018

- 1.0 Tenders are invited on behalf of the Power Finance Corporation Ltd. (PFCL) for Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi – 110001.
- 2.0 Interested bidders may obtain further information from the Office of GM (E&BM) Power Finance Corporation Limited, Urjanidhi, 1 Barakhamba Lane, Connaught Place, New Delhi-110001, India.
- 2.0 Bids shall be received up to **1100 hrs. on 24.05.2018**. **Technical & Commercial Bids** shall be opened on the same day at 11.30 hrs (IST). PFC shall not be responsible for any postal delay in r/o bid cost etc. whatsoever. The time table for bid process is as follows:

Issue of RFP (Internet)	02.05.2018 from 10.00 hrs.
Date of commencement of sale of RFP (from https://www.tcil-india-electronictender.com)	02.05.2018 from 10.00 hrs.
Last Date of Sale of RFP (on https://www.tcil-india-electronictender.com)	17.05.2018 upto 17.30 hrs
Last Date & Time for receipt of Bid (on https://www.tcil-india-electronictender.com)	24.05.2018 upto 11:00 hrs
Date & Time of Opening of Technical & Commercial Bids	24.05.2018 at 11:30 hrs
Date & Time of Opening of Price Bids	N.A.
Place of submission of Bids	(https://www.tcil-india-electronictender.com)
Place of Opening of Bids	At PFC office through e-procurement
Address for communication	GM (E&BM) PFC, Urjanidhi, Barakhamba Lane, New Delhi – 110 001 Tel : 011-23456368, Fax : 011-23456000 Email : -

However, bidders / tenderers will have to make offline payment of **Rs 354/-** in the form of separate Banker's Cheque in favour of "Power Finance Corporation Ltd." payable at New Delhi on a/c of cost of tender document to be **procured from e-tender portal**. The demand draft/ banker's cheque in original may please be forwarded to us **before the date of opening of technical bid** through e-procurement. Bidders are required to write their name and full address on the back of Bank Draft/ Banker's Cheque. Tender received without the tender cost i.e. Rs. 354/- will not be considered for any reasons. **Scanned copy of demand draft to be uploaded** along with bid on the e-portal. Bidders who are registered with National Small Industries Corporation (NSIC), Govt. of India enterprises under "Single Point Registration Scheme" of Ministry of MSME shall be eligible for issue of tender document free of cost. They are required to upload scanned copy of the certificates online and submit copy of the same along with the "PASS PHRASE" as a proof of such registration, for claiming the available exemptions.



3.0 **Official tender documents** have to be procured from <https://www.tcil-india-electronictender.com> after registration on the above website for participation in the tendering process before the closure date of sale of tender documents.

4.0 However, a free copy of tender documents is also available on above website as well as PFC website for **viewing purpose only**.

NOTE: BIDDERS ARE ADVISED TO START THE REGISTRATION PROCESS ON THE [HTTPS://WWW.TCIL-INDIA-ELECTRONICTENDER.COM](https://www.tcil-india-electronictender.com) AS EARLY AS POSSIBLE AS IT MAY TAKE A FEW DAYS SO AS TO AVOID ANY DELAY IN BID SUBMISSION (UPLOAD) STAGE

5.0 Tenders for the above-mentioned work are invited from specialized eligible reputed Architect and Contractors who meet the following minimum qualifications:

- A. The Tenderer must have their office in Delhi or NCR region. The Tenderer shall submit copies of GST & PAN certificates.
- B. The tenderer have not incurred any loss and must have average annual financial Turnover not less than Rs. 20 Lacs during the financial years i.e. 2014-15, 2015-16 & 2016-17. Information to be supported by copy of Income Tax Return, Audited/ Certified by Chartered Accountant balance Sheet and Profit & Loss account statements for the said financial years to be submitted.
- C. Have a valid financial solvency of Rs. 5.00 Lacs (Solvency certificate issued by a scheduled bank within last 6 months ending Empanelment bid ending date).
- D.
 - i. For Contractors (This condition is not applicable for Architect)
Have satisfactorily completed, one **'similar work'** (in single contract) costing not less than Rs. 8.00 Lacs or two similar works costing not less than Rs. 5.00 Lacs in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies during the period from 01.04.2011 till 31.03.2018.
 - ii. For Architect (This condition is not applicable for Contractors)
Having satisfactorily completed, one **'similar work'** in a single contract costing not less than Rs. 8.00 Lac with a service charges in the range 3% to 10% of the cost of the work in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies during the period from 01.04.2011 till 31.03.2018.

A work order along with a work completion certificate in proof of work issued by the employer and work successfully completed by the contractors shall be submitted.

The term **'Similar work'** used above is defined as

- i. For the agencies applying for empanelment of Contractors: - Having experience categorically in the work relating to Renovation/ Repair/ Civil/ Interior/ Internal Electrical Works/ Plumbing/ Sanitary/ Woodwork/ Minor Structural Steel Work etc. in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies



ii. For the agencies applying for empanelment of Architect: - Having experience categorically in the work relating to Interior Designing, preparation of drawings, generating technical specifications & BOQ's for the work in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies .

E. Should not have been debarred/ blacklisted in CPWD or in any other Central/ State Government Department as on the date of bid submission date. Undertaking for the same shall be submitted in “**Appendix – I**”.

6.0 The Tenderer shall submit certificate of proof from the appropriate authority i.e. Owner, of having satisfactorily completed the similar work as mentioned above.

7.0 Tenderer shall submit Schedules/ Format- A to C duly filled-in with certified supporting documents and credentials along with other information/ data according to Check List enclosed to prove/ establish Pre-qualification for participation in the Tender. **The agencies already Empanelled till 31.12.2019 at PFC need not apply for empanelment.**

8.0 The Empanelment bids must be submitted through e-tender portal <https://www.tcil-india-electronictender.com>. The demand draft/ banker's cheque in original may please be forwarded to us **before the date of opening of technical bid** through e-procurement. Bidders are required to write their name and full address on the back of Bank Draft/ Banker's Cheque. Tender received without the tender cost i.e. Rs. 354/- will not be considered for any reasons. **Scanned copy of demand draft to be uploaded** along with bid on the e-portal Bids will be opened in the presence of the bidders' representatives who choose to attend on the specified date and time.

9.0 No further discussion/ interface will be granted to bidders whose bids have been disqualified. Power Finance Corporation Limited reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

10.0 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

11.0 The tender for the works shall remain open for acceptance for a period of (120) One Hundred Twenty days from the date of opening of tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable then the PFC shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid.

12.0 This Invitation to bid shall form a part of the contract document.

For & on behalf of the Chairman
Power Finance Corporation Limited

R. K. Bharadwaj
General Manager (E&BM)



Appendix - I

Undertaking

(On Company's letter head)

To,

Power Finance Corporation Limited
Urjanidhi, 1, Barakhamba Lane
Connaught place,
New Delhi, 110001

Sub:- Declaration regarding Non-Blacklisting.

We hereby declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason. We have completed all the assignments taken up by us, as per the terms and conditions stipulated in the tenders and within the time limits. We also declared that we have not blacklisted/ debarred from participation from any of the Government/ PSU.

(Authorized Signatory)
Name & Designation



Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd.

SECTION I&SC
INFORMATION & SPECIAL CONDITIONS

ANNEXURE - II

Reference Number: 02:12:209:I:2018:Empanelment



POWER FINANCE CORPORATION LIMITED

(A Govt. of India Undertaking)

Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,

New Delhi-110001, India



SECTION I&SC
INFORMATION & SPECIAL CONDITIONS

1. SCOPE OF WORK

Power Finance Corporation Ltd. is having its Corporate Office at Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi 110001. The building is having two basements and 10 floors comprising of 2370.50 Sq. Mtr. & 7885.00 Sq. Mtr. area respectively. Also, having two residential properties at Delhi. Miscellaneous civil, sanitary, electrical repair/ maintenance/ Modification works are being carried out at regular intervals to maintain the ambience of all the building/properties. To carry out the said miscellaneous Interior, civil, electrical works etc. the Corporation would like to select and empanel the eligible Interior Designers/ Architect and Agencies/contractors. The work shall be carried out as per the corporation's requirement as & when required.

The works have to be completed within the stipulated time frame without obstructing the functioning of the corporate office. The works have to be carried out usually after office hours or on weekends i.e. Saturday, Sunday or on gazetted holidays. The work has to be completed to the entire satisfaction of the Officer-In-Charge of the work of the corporation.

2. Tenders for the above-mentioned work are invited from eligible Contractors and Architect who meet the following basic qualification:

- A.** The Tenderer must have their office in Delhi or NCR region. The Tenderer shall submit copies of GST & PAN certificates.
- B.** The tenderer have not incurred any loss and must have an average annual financial Turnover not less than Rs. 20 Lacs during the financial years i.e. 2014-15, 2015-16 & 2016-17. Information to be supported by copy of Income Tax Return, Audited/ Certified by Chartered Accountant balance Sheet and Profit & Loss account statements for the said financial years to be submitted.
- C.** Have a valid financial solvency of Rs. 5.00 Lacs (Solvency certificate issued by a scheduled bank within last 6 months ending Empanelment bid ending date).
- D.**
 - i.** For Contractors (This condition is not applicable for Architect)
Have satisfactorily completed, one 'similar work' (in single contract) costing not less than Rs. 8.00 Lacs or two similar works costing not less than Rs. 5.00 Lacs in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies during the period from 01.04.2011 till 31.03.2018.
 - ii.** For Architect (This condition is not applicable for Contractors)
Having satisfactorily completed, one 'similar work' in a single contract costing not less than Rs. 8.00 Lac with a service charges in the range 3% to 10% of the cost of the work in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies during the period from 01.04.2011 till 31.03.2018.

A work order along with a work completion certificate in proof of work issued by the employer and work successfully completed by the contractors shall be submitted.



The term '**Similar work**' used above is defined as

- i. For the agencies applying for empanelment of Contactors: - Having experience categorically in the work relating to Renovation/ Repair/ Civil/ Interior/ Internal Electrical Works/ Plumbing/ Sanitary/ Woodwork/ Minor Structural Steel Work etc. in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies.
 - ii. For the agencies applying for empanelment of Architect: - Having experience categorically in the work relating to Interior Designing, preparation of drawings, generating technical specifications & BOQ's for the work in Central Govt. / Autonomous bodies / PSUs/ Corporate / Private Companies .
 - E. Should not have been debarred/ blacklisted in CPWD or in any other Central/ State Government Department as on the date of bid submission date. Undertaking for the same shall be submitted in "**Appendix – I**".
4. Tenderer shall submit Schedules/ Format- A to C duly filled-in with certified supporting documents and credentials along with other information/ data according to Check List enclosed to prove/ establish Pre-qualification for participation in the Tender. **The agencies already Empanelled till 31.12.2019 at PFC need not apply for empanelment.**
 5. Each page of Empanelment document, Schedules and Annexures shall be duly signed under seal of the Tenderer organization by the Tenderer or a person duly authorized to sign on behalf of the Tenderer. Such authorization shall be in the form of a written Power of Attorney and should accompany the Tender.
 6. No information shall be entertained after submission of the RFP for Empanelment Document, unless it is called for by the Employer.
 7. Evaluation Criteria for Empanelment:
For the purpose of Empanelment applicants will be evaluated by scoring method on the basis of details furnished by them, as per Appendix – II, and the applicant's eligibility for Empanelment shall be determined.
Even though an applicant may satisfy the above requirement, he would be liable to be disqualified if he has:
 - a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
 8. Power Finance Corporation Ltd. (PFC) reserves the right to accept or reject Empanelment bid of any Tenderer without assigning any reasons and liability. PFC's decision shall be final and binding. No claim/ representation of any kind in this regard shall be entertained.

R. K. Bhardwaj
General Manager (E&BM)

- Encl:** 1. Format for application of Empanelment bid
2. Check list for submission of documents
3. Format Schedule- **A to C**



Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd.

INSTRUCTION TO BIDDERS (INB)

ANNEXURE - III

Reference Number: 02:12:209:I:2018:Empanelment



POWER FINANCE CORPORATION LIMITED

(A Govt. of India Undertaking)

**Corp. Office: "Urjanidhi", 1 Barakamba Lane, Connaught Place,
New Delhi-110001**



SECTION – INB
INSTRUCTION TO BIDDERS

1.0 GENERAL INSTRUCTIONS

- 1.1 Power Finance Corporation Ltd. (hereinafter called Owner) invites Bids in respect of Empanelment of Interior designer/ Architect and agencies/Contractors for Renovation, Repair and Petty Civil and Internal Electrical Works including Plumbing, Sanitary, Woodwork, Minor Structural Steel work etc. at Regd. Office at “Urjanidhi”, 1 Barakhamba Lane, Connaught Place, New Delhi – 110001. All bids shall be prepared and submitted strictly in accordance with these instructions.
- 1.2 The Owner reserves the right to itself to accept any Bid or reject any or all Bids or cancel/withdraw Invitation to Bid without assigning any reason for such decisions. Such decisions by the Owner shall bear no liability whatsoever consequent upon such a decision.

2.0 COST OF BIDDING

- 2.1 All the costs and expenses incidental to preparation and submission of the proposal, discussion with the successful Bidder etc. shall be to the account of the Bidders and the Owner shall not be responsible in any way whatsoever, shall bear no liability whatsoever, on such costs and expenses, regardless of the conduct or outcome of the Bidding process.

3.0 INSPECTION OF SITE

- 3.1 The Bidders are at liberty to visit the site and examine the surroundings and satisfy themselves before submitting the tender. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges contingent or any misunderstanding or otherwise shall be allowed.

4.0 FORMAT AND SIGNING OF BID

- 4.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 4.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 4.3 Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person or persons authorized to bid on behalf of such Corporation/Company in the matter.
- 4.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.



4.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.

5.0 PERIOD OF VALIDITY OF BIDS

5.1 Bids shall be kept valid for acceptance for a period 120 days from the date of opening of Bids. A Bid valid for a shorter period may be rejected by the Owner as non-responsive.

6.0 SEALING AND MARKING OF BIDS

6.1 The envelope containing banker's cheque/ demand draft on a/c of tender cost fee and generated PASS PHRASE on letter head; shall indicate the name and address of the Bidder to enable the envelope to be returned unopened in case it is declared "late" or "rejected". The envelope should be super scribed as "Empanelment of Contractors for Renovation, Repair and Petty Civil and Internal Electrical Works including Plumbing, Sanitary, Woodwork, Minor Structural Work etc. and Architect " – Due on 24.05.2018 at 11.00 A.M."

6.2 The envelope shall be addressed to the Owner at the address mentioned below:

**General Manager (E&BM)
Power Finance Corporation Ltd., "Urjanidhi",
1, Barakhamba Lane, Connaught Place,
New Delhi – 110001**

6.3 The outside of the envelope should also clearly indicate the name and address of the Bidder.

6.4 If the Bid is not sealed and marked as required under Clause 6.2 above, the owner will assume no responsibility for misplacement and / or premature opening of the Bid.

7.0 SUBMISSION OF BIDS TO THE OWNER

7.1 The entire process of bidding shall be through e-procurement/e-tendering at <https://www.tcil-india-electronictender.com>. If any brochures / specifications relating to items is required, in such case their scan copy to be uploaded in technical bids. Bids submitted online at above web site shall only be considered.

9.0 OPENING OF THE BIDS BY THE OWNER

9.1 The Bids shall be opened by the Owner on any date after the last date fixed for Bid receipt as specified in Invitation of Bids or in the case any extension has been given thereto, after the extended Bid submission date notified to all Bidders.

10.0 PRELIMINARY EXAMINATION



10.1 The Owner will examine the Bids to determine whether they are complete, whether required cost of Bid document has been furnished, whether Bidder fulfills the qualifying requirements and whether the Bids are generally in order.

- 10.2 Prior to detailed evaluation, the Owner will determine the substantial responsiveness of each Bid with reference to the Bidding documents. A substantial responsive Bid is one, which confirms to all the terms and conditions of the Bidding documents without material deviation. The Owner's determination of Bids responsiveness will be based on the contents of the Bid itself.
- 10.3 A bid determined as not substantially responsive will be rejected by the Owner and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 10.4 The Owner may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation. The decision of the Owner with regards to the deviation being material or not shall be final and binding.

11.0 EVALUATION OF BIDS

- 11.1 The Owner will evaluate and compare the Bids previously determined to be substantially responsive pursuant to Clause 10.0.
- 11.2 The enlistment of a contractor in PFC shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issue the tender papers or for award of work
- 11.3 The Bids submitted by the Bidders which do not meet the qualifying requirements as per Clause 2.0 of I&SC will be treated as non-responsive and will be rejected.
- 11.4 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.



CHECK LIST OF DOCUMENTS TO BE UPLOADED IN ANNEXURES

1. Application by Tenderer on his Letter Head in prescribed format.
2. Power of Attorney of signatory of the document.
3. True copies of following documents duly self-attested by the Tenderer:
 - a) Certificate of incorporation in case of Pvt. Ltd./ Company
 - b) Affidavit if proprietary firm
 - c) Partnership Deed if applicable
 - d) Solvency Certificate of Rs. 5.00 Lacs from a Scheduled Commercial Bank issued within last 6 months ending Empanelment bid opening date.
 - e) True copies of certificate in respect of PAN, GST and ESIC Cert.
 - f) IT Return, Audited/ certified by chartered accountant Balance Sheet & Profit & Loss statements for the financial years 2014-15, 2015-16 & 2016-17.
4. Schedule A to C duly filled & signed.



FORMAT FOR EMPANELMENT

(To be submitted by Tenderer on his Letter Head)

Power Finance Corporation Ltd.
Urjanidhi, 1 – Barakhamba Lane
Connaught Place
New Delhi- 110 001

Subject: Application for Empanelment of Contractors for Renovation, Repair, Civil, Interior, Internal Electrical, Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc. (works up to Rs 10 LAC) and Architect for Designing/ planning/ Generating Specifications etc. at Power Finance Corporation Ltd., Urjanidhi, No. - 1, Barakhamba Lane, Connaught Place, New Delhi – 110001.

Dear Sir,

1. Having examined the details given in Pre-qualification criteria mentioned in the Notification and specified in the RFP document for the above work, including Scope of work and Time frame, I/ We hereby submit all the necessary information, data, credentials and relevant documents as required for pre-qualifying me/ us for empanelling us for the above mentioned works.
2. I/ we hereby undertake that the statements made herein and the information given in the Schedules and Annexures to Pre-qualifying document are true and correct in all respect and in the event of any such statement or information being found to be wrong, misrepresented or concealed at any stage, I/ We shall abide by the decision of PFC for any action in this regard.
3. I/ we are duly authorized on behalf of _____ in the capacity of _____ to submit the RFP (Empanelment) Bid Document.

Necessary document, as admissible in law in respect of authority assigned to me/ us on behalf of the organization for completion of the Pre-qualifying document is attached herewith.



4. I/ we understand that Power Finance Corporation Ltd. (PFCL) reserve the right to accept or reject any Pre-qualification of any Tenderer without assigning any reasons. PFCL's decision in this regard will be final and binding. I/ We also authorize PFCL to approach individuals, employers, firms and corporations to verify our competence, general reputation and particulars furnished by us.

Yours faithfully

Signature_____

Name_____

Designation_____

Name of organization _____

Place:

Date:

SEAL AND SIGNATURE OF THE TENDERER

Encl:-

1. Schedule **A to C**
2. Evidence of Authority to sign
3. Detail of other enclosure:-



SCHEDULE- A

1	Name of the agency/ bidder	
2	Registered Office Address	
3	Name of Partners/ Directors/ Proprietor as applicable	
4	Name of the contact person	
5	E-mail Address	
6	Contact Number Telephone/ Mobile No.	
7	Status of the Firm (A copy of certificate of incorporation in case of company/ private ltd., affidavit if proprietary firm and a copy of partnership deed in case of partnership be attached).	Individual/ Partnership/ Company/ Pvt. Ltd.
8	Year of Incorporation/ Establishment of the Company/ firm	
9	Registration number of Bidder Registered in Micro Small & Middle Enterprises. (If yes pl. furnish the registration no. & submit the photocopy of Certificate)	
10	Whether the firm belongs to SC/ST categorization	

Note: - Suitable documentary evidence in respect of Sr. No. 7, 10 are required to be enclosed/
upload.

Signature : _____
Name : _____
Designation : _____
Name of Organization : _____

SEAL AND SIGNATURE OF THE TENDERER



SCHEDULE- B

FINANCIAL DETAILS

Name of Tenderer Organization _____

1	Name of the Banker		
2	Full Address of the Banker		
3	Bank Account No. (Upload an unsigned cheque duly cancelled)		
4	Solvency Certificate of Rs. 5.00 Lacs (Rupees Five Lacs) From a scheduled bank. (Upload attested true copy of the solvency certificate issued within Six Months from date of Opening of the bid)		
5	PAN No.		
6	GST No.		
7	CIN		
8	Annual Turnover in Indian Rupees for Financial years	2014-15	
		2015-16	
		2016-17	
9	Annual Profit in Indian Rupees for Financial years	2014-15	
		2015-16	
		2016-17	

Note: - Suitable documentary evidence in respect of Sr. No. 3, 4, 5, 6, 7, 8 & 9 are required to be enclosed/ upload.

Signature : _____
Name : _____
Designation : _____
Name of Organization : _____

SEAL AND SIGNATURE OF THE TENDERER



SCHEDULE - C

WORK EXPERIENCE

Name of the Tenderer organization _____ .

*Tenderer to provide the following information/ details pertaining to similar works completed during the period 01.04.2011 to bid submission date to fulfill the qualification criteria.

* Attach/ upload separate sheets for each work.

* Enclose/ upload copy of the completion certificate and work order issued by the Owner/ Employer/ Client for each work.

1	Name of and Full address of Employer/ Client	
2	Work order reference number with date	
3	Nature of Work (Work description)	
4	Location	
5	Contract Value	
6	Contractual date of commencement of work	
7	Stipulated date of completion	
8	Actual contract executed Amount	
9	Actual date of start	
10	Actual date of completion	
11	Reasons for delay (if any)	
12	Details of disputes/ failure/ litigation if any	

Signature : _____

Name : _____

Designation : _____

Name of Organization : _____

SEAL AND SIGNATURE OF THE TENDERER



CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS FOR EMPANELMENT:

S. No	Attributes	Evaluation
1.	Financial Strength 50 marks Average annual turn over marks 30 Solvency Certificate marks 20	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more. In between (i) & (ii) – on pro-rata basis.
2.	Experience in similar Class of works 40 marks	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more. (similar work means Renovation, Repair and Petty Civil, Interior, Internal Electrical Works including Plumbing, Sanitary, Woodwork, Minor Structural Steel Work etc.)
3.	For execution of work for State Govt./ Central Govt. or PSU's 10 marks	Govt. / PSU / Autonomous bodies - 10 Private Companies - 5

Minimum Eligibility marks is 59 (Fifty Nine)



Special instructions to Bidders for e-Tendering

General

The Special Instructions (for e-Tendering) supplement "Instruction to Bidders", as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, *Power Finance Corporation* has decided to use the portal <https://www.tcil-india-electronictender.com> through TCIL, a Central Government Public Sector Enterprise. This portal is based on the most "secure" and "user friendly" software from *ElectronicTender*. A portal built using *ElectronicTender's* software is also referred to as ElectronicTender System (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Sealed Bid System - Single Envelope

Broad Outline of Activities from Bidder's Perspective:

1. Procure a Digital Signing Certificate (DSC)
2. Register on ElectronicTendering System (ETS)
3. Create Users and assign roles on ETS
4. View Notice Inviting Tender (NIT) on ETS
5. Download Official Copy of Tender Documents from ETS
6. Clarification to Tender Documents on ETS
 - Query to *Power Finance Corporation* (Optional)
 - View response to queries posted by *Power Finance Corporation*
7. Bid-Submission on ETS
8. Attend Public Online Tender Opening Event (TOE) on ETS
 - Opening of relevant Bid-Part
8. Post-TOE Clarification on ETS (Optional)
 - Respond to *Power Finance Corporation* Post-TOE queries
9. Attend Public Online Tender Opening Event (TOE) on ETS
 - Opening of relevant part (i.e. Financial-Part)
 - (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.



Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Registration

To use the ElectronicTender portal [https://www.tcil-india-electronic tender.com](https://www.tcil-india-electronic-tender.com), vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the "Supplier Organization" link under "Registration" (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under "ETS User-Guidance Center" located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to "Essential Computer Security Settings for Use of ETS" and "Important Functionality Checks" should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc. TCIL/ ETS Helpdesk

Telephone/ Mobile	<i>Customer Support: +91-11-26241790/1/2/3/4, Emergency Mobile Numbers: +91-9868393775, 9868393717, 9868393792,</i>
E-mail ID	<i>ets_support@tcil-india.com [Please mark CC: support@electronic tender.com]</i>

Some Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on ETS (unless specified for Offline Submissions).

Broad outline of submissions are as follows:

☐☐ Submission of Bid-Parts/ Envelopes

☐☐ Prequalification Application

☐☐ Technical-Part

☐☐ Financial-Part

☐☐ Composite (Both Technical and Financial in a common envelope)

☐☐ Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)



- ☒☒ Submission of cost of Tender Documents
- ☒☒ Submission of digitally signed copy of Tender Documents/ Addendum
- ☒☒ Submission of General Terms and Conditions (with/ without deviations)
- ☒☒ Submission of Special Terms and Conditions (with/ without deviations)

Offline Submissions:

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.

*Contact Persons Name
Address*

The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time):

1. *Original copy of the Bid Security (DD/Bank Guarantee) as detailed in tender documents.*
2. *DD/ Bankers cheque in favour of Power Finance Corporation Ltd. payable at New Delhi against payment of tender fee/ Cost of Tender Documents as detailed in tender documents.*

Note: The Bidder should also upload the Scan copy of all above said original documents as Bid-Annexure during Online Bid-Submission.

Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypted™ functionality, the contents of both the "Electronic Forms" and the "Main-Bid" are securely encrypted using a **Pass-Phrase** created by the Bidder himself. Unlike a "password", a **Pass-Phrase** can be a multi-word sentence with spaces between words (e.g. "I love this World"). A **Pass-Phrase** is easier to remember, and more difficult to break. It is recommended that a separate **Pass-Phrase** be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.



CAUTION: All bidders must fill Electronic Forms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the ElectronicForms™ and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the ElectronicForms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the ElectronicForms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the ElectronicForms™ and the "Main-Bid", the contents of the ElectronicForms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, "Pass-Phrase" of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Power Finance Corporation in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

Public Online Tender Opening Event (TOE)

ETS offers a unique facility for "Public Online Tender Opening Event (TOE)". Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to *Power Finance Corporation* office for the Public Online TOE.

Every legal requirement for a transparent and secure "Public Online Tender Opening Event (TOE)", including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding "Pass-Phrase" as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual "Tender Opening Event" is therefore replaced with this superior and convenient form of "Public Online Tender Opening Event (TOE)".

ETS has a unique facility of "Online Comparison Chart" which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each



Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled "Minutes of Online Tender Opening Event (TOE)" covering all important activities of "Online Tender Opening Event (TOE)". This is available to all participating bidders for "Viewing/ Downloading".

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Other Instructions

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through "ETS User-Guidance Center" is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- 1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.**
- 2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz "Date and Time of Closure of Procurement of Tender Documents" and "Last Date and Time of Receipt of Bids". Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.**
- 3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.**
- 4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al).**

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

Minimum Requirements at Bidder's End

- Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP)
- Broadband connectivity
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)