

Request for Proposal (RFP)

**Appointment of Agency for Convening
31st Annual General Meeting of PFC.**

INVITATION TO BIDS

No.: 02:09:150:I:17-18:AGM Dated 28.06.2017

**POWER FINANCE CORPORATION LIMITED
(An ISO 9001:2015 Certified Company)
(A Govt. of India Undertaking)
Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,
New Delhi-110001,India**

POWER FINANCE CORPORATION LIMITED
(A Govt. of India Undertaking)
(An ISO 9001:2015 Certified Company)
Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,
New Delhi-110 001, India

INVITATION TO BID

Ref. No. 02:09:150:l:17-18:AGM

Date: 28.06.2017

- 1.0 Power Finance Corporation Ltd. intends to invite e-bids for **Appointment of Agency for convening 31st Annual General Meeting of PFC at Talkatora Stadium on 20.09.2017.**

Interested bidders may obtain further information from the Office of 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 20.07.2017** through <https://www.tcil-india-electronictender.com>. **Techno-Commercial Bids** shall be opened on the same day at 1130 hrs (IST). The time table for bid process is as follows:

Issue of RFP	28.06.2017
Date of commencement of sale of RFP (from https://www.tcil-india-electronictender.com)	28.06.2017
Last Date of Sale of RFP (from https://www.tcil-india-electronictender.com)	13.07.2017 up to 1730 hrs
Last Date & Time for receipt of Bid (on https://www.tcil-india-electronictender.com)	20.07.2017 up to 1100 hrs
Date & Time of Opening of Techno- Commercial Bids through e-procurement	20.07.2017 1130 hrs
Date & Time of Opening of Price Bids	To be intimated later on to the eligible bidders
Place of submission of Bids	https://www.tcil-india-electronictender.com
Place of Opening of Bids	At PFC office through e-Tender Portal
Address for communication	Tel : 011-23456368/49 Fax : 011-23456300

- 3 Bidders / tenderers will have to make offline payment of Rs. 750/- 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. 750/- will not be considered for any reasons. **Scanned copy of demand draft to be uploaded** along with bid on the e-portal.

Official copy of tender documents have to be procured/ downloaded 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 i.e. 13.07.2017 failing in which bidder will not be able to submit their bid by submission date i.e. 20.07.2017.

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> as early as possible as it may take a few days so as to avoid any delay in bid download and submission (upload) stage.

- 4 Minimum Qualifying Requirements: The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:
- (i) Bidder shall be an Indian Company / firm engaged in Arrangement of Annual General Meetings for last two years in Delhi / NCR and having its branch office in Delhi/ NCR;
 - (ii) Bidder must have executed at least 3 (three) orders of similar job each of Rs. 19.4 lakh or more in preceding 3 (three) financial years from the date of opening of bid (i.e. 2014-15, 2015-16 and 2016-17) and up to bid submission date for a PSU/ Govt./ Financial Institution/ Banks/ Reputed Organization.
 - (iii) Bidder should have minimum average annual turnover of Rs. 48.5 lakhs (Rupees Forty Eight Lakh Fifty Thousand only) during last three financial years for the work of similar nature and is a profit making company during last two accounting years and shall submit documentary evidence to establish the same.
 - (iv) Bidder should have valid Registration No. of Sales Tax/VAT/Service Tax, whichever is applicable;
 - (v) Bidder should have PAN No.;

Owner reserves the right to carry out capability assessment of the Bidders and Owner's decision shall be final in this regard; and

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.

- 5 All Technical, Commercial Bids and Price Bids must be submitted at the <https://www.tcil-india-electronictender.com>. All bids must be accompanied by a bid guarantee (EMD) for an amount of Rs. 1,20,000/- as specified in the RFP and any bid not accompanied by the required bid guarantee (EMD) shall not be opened. **Scanned copies** of banker's cheque or demand draft on a/c of tender cost and bid guarantee (EMD) need to be uploaded while submitting bids. Technical Bids will be opened in the presence of the bidders' representatives who choose to attend on the specified date and time. Price Bids of technically qualified bidders will be opened in the presence of the bidders' representatives who choose to attend the same on a separate date and time which will be intimated separately.

- 6 **Original copy of banker's cheque or demand draft on a/c of tender cost and bid guarantee (EMD) and pass-phrases should reach at the below mentioned address before the due date & time of opening of technical bid i.e. 20.07.2017:**

**General Manager (Administration)
Power Finance Corporation Ltd. "Urjanidhi",
1 Barakhamba Lane, Connaught Place, New Delhi – 110 001**

The Bidders may also send banker's cheque/demand draft by registered post so as to reach above address before bid closing date and time.

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.

Note: The cost of the tender document in **no case** is to be included with EMD.

IMPORTANT INFORMATION

BEING E-TENDER, OFFICIAL COPY OF TENDER DOCUMENT IS TO BE DOWNLOADED FROM <https://www.tcil-india-electronictender.com> AFTER ASSIGNING MARKETING AUTHORITY ON E-TENDER PORTAL BY 13.07.2017, FAILING IN WHICH BIDDER WILL NOT BE ABLE TO UPLOAD THEIR BID BY LAST DATE OF RECEIPT OF BID i.e. 20.07.2017. ACCORDINGLY, BIDDERS ARE REQUESTED TO ENSURE TO DOWNLOAD OFFICIAL COPY AND NOT FREE COPY BY LAST DATE OF SALE OF TENDER DOCUMENTS AS EXPLAINED ABOVE.

POWER FINANCE CORPORATION LIMITED
Urjanidhi, 1 Barakhamba Lane,
Connaught Place, New Delhi-110 001

No. 02:09:150:I:17-18:AGM

Date : 28.06.2017

Subject: Appointment of Agency for convening 31st Annual General Meeting of PFC.

Dear Sir,

Power Finance Corporation Ltd., a Govt. of India Undertaking under the Administrative Control of Ministry of Power invites e-bids for **Appointment of Agency for convening 31st Annual General Meeting of PFC at Talkatora Stadium, New Delhi on 20.09.2017** at Regd. Office at "Urjanidhi", 1 Barakhamba Lane, Connaught Place, New Delhi – 110 001.

The following documents are enclosed which need to be uploaded back on the <https://www.tcil-india-electronictender.com> in token of acceptance along with Earnest Money Deposit (EMD) of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only).

S. No.	Details of Tender Documents	
1.	General Purchase Conditions (Section - GPC)	Annexure I
2.	Instruction to Bidders (Section – INB) Preference to Purchase from MSEs	Annexure II Annexure – II-A
3.	Detailed Scope of Work (Section – DSW) Bill of Quantities	Annexure III Annexure III-A
4.	Schedule-1 (Qualifying Requirement Data) Schedule-2 (Technical Deviations) Schedule-3 (Commercial Deviations)	Annexure IV
5.	Format for Quoting Rates (Price Bid)	Annexure V
6.	Proforma for Bank Guarantee for Bid Guarantee	Appendix –I
7.	Proforma for Bank Guarantee for CPG	Appendix –II
8.	Format for Acceptance of Terms and Conditions	Appendix –III
9.	Format for Letter of Authority	Appendix –IV
10.	Details of Bank Account	Appendix –V
11.	Instruction for e-tendering	Appendix –VI

The bidders are required to submit EMD i.e. Rs. 1,20,000/- in the form of Demand Draft/Banker's Cheque drawn in favour of "Power Finance Corporation Ltd." payable at New Delhi. Bidders are required to write their name and full address on the back of Bank Draft/Banker's Cheque submitted in support of tender document.

or

The bidders may submit an irrevocable bank guarantee as per Clause 7 of GPC from any Nationalized Indian Bank or reputed commercial bank equivalent to Rs. 1,20,000/- in favor of Power Finance Corporation Ltd., New Delhi in the format furnished in Appendix.

In case no deviation is proposed in any of the clauses of technical or commercial enunciated in tender document, the bidders are required to specify NIL categorically in Annexure V, Schedule 2&3 failing in which it will be considered as no deviation.

In case you are interested, please submit your competitive offer duly supported with all the above documents (S. No. 1 to 4 - Annexure I to V along with EMD or PROFORMA FOR BANK GUARANTEE FOR BID GUARANTEE) along with Earnest Money Deposit of Rs. 1,20,000/- as Technical Bid" and Annexure VI as -Financial or Price Bid" to be uploaded on <https://www.tcil-india-electronictender.com>.

The EMD and Cost of Tender along with Technical and Financial bid Pass-Phrases (as explained in Appendix- VI) duly sealed in separate envelopes and superscribed as "EMD, Tender Cost, Technical Pass-Phrase & Financial Pass-Phrase for **Appointment of Agency for convening 31st Annual General Meeting of PFC** - Due on 20.07.2017 at 11.00 A.M." and addressed to :

General Manager (Administration),
Power Finance Corporation Ltd. "Urjanidhi",
1 Barakhamba Lane, Connaught Place, New Delhi – 110 001

Note:

Due Date & Time for submission : 20.07.2017, 11.00 AM
Opening Date & Time : 20.07.2017, 11.30 AM

Thanking you,

Yours faithfully,
Sd/-
(R.K. Bhardwaj)
General Manager (Admin)

SECTION GPC

GENERAL PURCHASE CONDITIONS

1.0 DEFINITION OF TERMS

- 1.1 The Contract' means the agreement entered into between Owner and Contractor as per the Contract Agreement signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.2 'Owner' shall mean the Power Finance Corporation Limited., New Delhi, India (A Government of Undertaking) having its Corporate office at "Urjanidhi",1, Barakhamba Lane, Connaught Place, New Delhi – 110 001 and shall include their legal representatives, successors and assigns
- 1.3 'Contractor' or 'Manufacturer' shall mean the Bidder whose bid will be accepted by the Owner for the award of the Works and shall include such successful Bidder's legal representatives, successors and permitted assigns.
- 1.4 'Sub-Contractor' shall mean the person named in the Contract for any part of the Works or any person to whom any part of the Contract has been sublet by the Contractor with the consent in writing of the Engineer and will include the legal representatives, successors and permitted assigns of such person.
- 1.5 'Engineer' shall mean the officer appointed in writing by the Owner to act as Engineer from time to time for the purpose of the Contract by the Owner.
- 1.6 'Consulting Engineer'/ 'Consultant' shall mean any firm or person duly appointed as such from time to time by the Owner.
- 1.7 The terms 'Equipment', 'Stores', and 'Materials' shall mean and include equipment, stores and materials to be provided by the Contractor under the Contract.
- 1.8 'Works' shall mean and include the furnishing of equipment/materials at site and if required, supervision of unloading, storage, handling at site, erection, testing & commissioning and putting into satisfactory operation as defined in the Contract.
- 1.9 'Specifications' shall mean the Specifications and Bidding Document forming a part of the Contract and such other Schedules and drawings as may be mutually agreed upon.
- 1.10 'Site' shall mean and include the land and other places on, into or through which the Works and the related facilities are to be erected or installed and any adjacent land, paths, street or reservoir which may be allocated or used by the Owner or Contractor in the performance of the Contract.
- 1.11 The term 'Contract Price' shall mean the lumpsum price quoted by the Contractor in his bid with additions and/or deletions as may be agreed and incorporated in the Letter of Award, for the entire scope of the works.
- 1.12 'Manufacturer's Works' or 'Contractor's Works' shall mean the place of Works used by the manufacturer, the Contractor, their collaborators/associates or Sub-Contractors for the performance of the Contract.
- 1.13 'Inspector' shall mean the Owner or any person nominated by the Owner from time to time, to inspect the equipment, stores or Works under the Contract and/or the duly authorised representative of the Owner.

- 1.14 'Notice of Award of the Contract' / 'Letter of Award' / 'Telex of Award' shall mean the official notice issued by the Owner notifying the Contractor that his bid has been accepted.
- 1.15 'Date of Contract' shall mean the date on which Notice of Award of Contract/Letter of award has been issued.
- 1.16 'Month' shall mean the calendar month. 'Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of 24 hours each. A 'Week' shall mean continuous period of 7 (seven) days.
- 1.17 'Writing' shall include any manuscript, type written or printed statement , under or over signature and/or seal as the case may be.
- 1.18 When the words 'Approved', 'Subject to Approval', 'Satisfactory', 'Equal to', 'Proper', 'Requested', 'As Directed', 'Where Directed', 'When Directed', 'Determined by', 'Accepted', 'Permitted', or words and phrases of like importance are used the approval, judgment, direction etc., is understood to be a function of the Owner/Engineer.
- 1.19 Test on completion shall mean such tests as prescribed in the Contract to be performed by the Contractor before the work is taken over by the Owner.
- 1.20 Start up' shall mean the time period required to bring the equipment covered under the Contract from an inactive condition, when construction is essentially completed, to the state ready for trial operation. The start up period shall include preliminary inspection and checkout of equipment and supporting sub-system, initial operation of the complete equipment covered under the Contract to obtain necessary pre-trial operation data, perform calibration and corrective action, shut down, inspection and adjustment prior to the trial operation period.
- 1.21 'Initial operation' shall mean the first integral operation of the complete equipment covered under the Contract with the sub-system and supporting equipment in service or available for service.
- 1.22 'Trial operation', 'Reliability Test', 'Trial Run', 'Completion test', shall mean the extended period of time after the start up period. During this trial operation period the unit shall be operated over the full load range. The length of Trial Operation shall be as determined by the Engineer, unless otherwise specified elsewhere in the Contract.
- 1.23 'Performance and Guarantee Test' shall mean all operational checks and tests required to determine and demonstrate capacity, efficiency, and operating characteristics as specified in the Contract Documents.
- 1.24 The term 'Final Acceptance' shall mean the Owner's written acceptance of the Works performed under the Contract, after successful commissioning/completion of Performance and Guarantee Tests, as specified in the accompanying Technical Specifications or otherwise agreed in the Contract.
- 1.25 'Commercial Operation' shall mean the condition of operation in which the complete equipment covered under the Contract is officially declared by the Owner to be available for continuous operation at different loads upto and including rated capacity. Such declaration by the Owner, however, shall not relieve or prejudice the Contractor of any of his obligations under the Contract.
- 1.26 'Warranty Period'/'Maintenance Period' shall mean the period during which the Contractor shall remain liable for repair or replacement of any defective part of the Works performed under the Contract.
- 1.27 'Latent Defects' shall mean such defects caused by faulty design, material or workmanship which cannot be detected during inspection, testing etc. based on the technology available for carrying out such tests.

2.0 SUBMISSION OF BIDS

- 2.1 The entire process of bidding shall be through e-procurement/e-tendering. If require any brochures/specifications relating to items in such case their scan copy to be uploaded in technical bids. The technical bid should have all the technical details along with scanned copy of demand drafts on account of tender cost and EMD. Price bid should have only price details. If price schedule or any details of price bid is disclosed in technical bid, the bid will be out-rightly rejected."
- 2.2 Proposals received late, after the due bid opening date and time will be rejected by the system itself and in no case physical bids shall be accepted. The Owner shall not be responsible for non-delivery/late delivery of proposals sent by post.

3.0 SIGNATURE OF BIDS

- 3.1 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.
- 3.2 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).
- 3.3 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.
- 3.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid. The format for authority letter is enclosed at Appendix-III.
- 3.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.
- 3.6 Bid shall be submitted on <https://www.tcil-india-electronictender.com> with digital signatures of authorized person.

4 SEALING AND MARKING OF BIDS

- 4.1 The envelope containing banker's cheque /demand draft on a/c of tender cost fee and EMD 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".

5 DEADLINE FOR SUBMISSION OF BIDS

- 5.1 Bids submitted by fax/telegram will not be accepted. No request from any Bidder to the Owner to collect the proposal from airlines, cargo agents etc. shall be entertained by the Owner.
- 5.2 Envelopes containing baker's cheque/demand draft on a/c of tender cost fee and EMD must be received by the Owner at the address specified above, not later than the time & date mentioned in the Invitation to Bid.
- 5.3 The Owner may, at its discretion, extend this deadline for the submission of bids by amending the Invitation to Bid/ RFP which will be , in which case all rights and obligations of the Owner and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

5.4 After publishing of NIT in Newspaper if any, any amendment/ corrigendum may not be published in any Newspaper. The amendment(s) of the NIT shall be put on our web-site directly. The bidders, who have not informed us about the download, would be required to regularly visit our website for updating themselves about any amendments which may arise from time to time. It will be assumed that all the information contained/updated in the website has been taken into account by the Bidder in its bid.

6.0 LATE BIDS

6.1 Any bid received by the Owner after the time & date fixed or extended for submission of bids prescribed by the Owner, will be rejected and/or returned unopened to the Bidder.

7.0 EARNEST MONEY DEPOSIT (EMD) / BID GUARANTEE

7.1 Each bid shall be accompanied by a Bid Guarantee amounting to Rs. 1,20,000/- in one of the form listed out herein below:

7.2 The bid guarantee shall be valid for a period of six calendar months from the date of bid opening which shall be extended from time to time as desired by Purchaser. The successful Bidder shall keep his bid guarantee valid till one month beyond the submission of Contract Performance Guarantee.

7.3 The bid guarantee may be submitted in one of the following forms:

(a) A crossed bank draft in favor of Power Finance Corporation Ltd., New Delhi, payable at New Delhi form a Nationalized Bank or a reputed commercial bank of the Bidder's country.

(b) An irrevocable bank guarantee from any Nationalized Indian Bank or reputed commercial bank of the Bidder's country in favour of Power Finance Corporation Ltd., New Delhi in the proforma enclosed herewith as APPENDIX –I.

7.4 Any bid, not accompanied by the bid guarantee is able to be rejected by the Owner as non-responsive.

7.4.1 Bid Guarantee of the unsuccessful bidder shall be returned after the acceptance of the Purchase Order by the successful bidders and submission of CPG as per clause 18 of INB. The Bid Security of the successful Bidder shall be converted into Security Deposit which shall be returned upon submission of contract performance guarantee as per clause 18 of INB.

7.4.2 The Bid Guarantee may be forfeited without any notice or proof of damages etc.

(a) If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid form.

Or

(b) In the case of a successful Bidder if the Bidder fails:

(i) To accept Letter of Award/Purchase Order incorporating the agreements reached during pre-award discussion unconditionally.

(ii) To submit CPG/ execute the order after acceptance of order

7.4.3 No interest will be payable by the owner on the above bid guarantee.

7.4.4 Quotation without EMD will out rightly be rejected. SSI/ NSIC/ MSME registered Industries are exempted from submission of EMD and must enclose the SSI/NSIC/ MSME registration certificate for the same products/Services in this contract. If the SSI certificate does not contain the item as listed in our NIT and no EMD is found enclosed, the offer shall be rejected.

8.0 MODIFICATION AND WITHDRAWAL OF BIDS

8.1 No bid may be modified subsequent to the deadline for submission of bids.

8.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal/modification of a bid during this interval may result in the forfeiture of bid security.

9.0 INFORMATION REQUIRED WITH THE PROPOSAL

9.1 The complete information shall be provided by the Bidder in the form of separate sheets, drawing, catalogues, etc.

9.2 Oral statements made by the Bidder at any time regarding quality, quantity or arrangement of the equipment or any other matter will not be considered.

9.3 Standard catalogue pages and other documents of the Bidder may be used in the bid to provide additional information and data as deemed necessary by the Bidder.

9.4 In case the 'Bid Proposal' information contradicts RFP requirements, the RFP requirements will govern, unless otherwise brought out clearly in the technical/commercial deviation schedules.

10.0 OPENING OF BIDS BY THE OWNER

10.1 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 as notified on e-tender portal and PFC portal.

10.2 The Bidders' names, bid prices, modifications, bid withdrawals and the presence or absence of the requisite bid guarantee and such other details as the Owner, at its discretion may consider appropriate, will be announced at the opening.

10.3 No electronic recording devices will be permitted during bid opening.

11.0 CLARIFICATION OF BIDS

11.1 To assist in the examination, evaluation and comparison of bids the Owner may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

12.0 PRELIMINARY EXAMINATION

12.1 The Owner will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

12.2 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the errors as above, his Bid will be rejected and the amount of Bid Guarantee forfeited.

12.3 The Bidder should ensure that the prices furnished in various price schedules are consistent with each other. In the case of any inconsistency in the prices, furnished in the specified price schedules to be identified in Bid Form for this purpose, the Owner shall be entitled to consider the highest price for the purpose of evaluation and for the purpose of award of Contract use the lowest of the prices in these schedules.

12.4 Prior to the detailed evaluation, the Owner will determine the substantial responsiveness of each bid to the RFP. For the purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the RFP without material deviations. A

material deviation is one which affects in any way the prices, quality, quantity or delivery period or which limits in any way the responsibilities or liabilities of the Bidder of any right of the Owner as required in these RFP documents and specifications. The Owner's determination of a bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

- 12.5 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.

13.0 PRICE

- 13.1 The Bidder shall quote Firm prices valid till the complete execution of the order.
13.2 The Bidder shall quote, item wise unit and lot prices for all the material and services (if any).

14.0 TAXES AND DUTIES

- 14.1 All the Bidders are requested to familiarize themselves with the laws, rules and regulations prevailing in India and consider the same while developing and submitting their Proposal.
- 14.2 All Customs duties, Excise Duties, Sales Tax and other levies payable by the bidder on goods, equipments, components, Sub-assemblies, raw materials & any other items used for their consumption or dispatched directly to owner by the contractor or their sub-suppliers shall be included in the bid price & any such taxes, duties, levies additionally payable will be to bidder's account & no separate claim on this account will be entertained by the owner.
- 14.3 The Contractor shall be liable and pay all non-Indian taxes, duties, levies, lawfully assessed against the Owner or the Contractor in pursuance of the Contract. Tax liability, if any, on Contractor's personal income & property shall be borne by the Contractor and shall be the responsibility of the Contractor as per Tax Laws of India.
- 14.4 PFC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Contractor under the contract.
- 14.5 As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, PFC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Contractor shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Contractors is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.
- 14.6 If any rates of taxes/duties/levies (hereinafter called 'Tax') are increased or decreased, a new Tax is introduced, an existing Tax is abolished or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to fully take in to account any such change by addition to the Contract Price or deduction there from, as the case may be. However, these adjustments would be restricted to direct transactions between the Owner and the Contractor and not on procurement of components/products/ services etc. by the Contractor and shall also not be applicable on the bought out items dispatched directly from sub vendor's works to site.

15.0 INSURANCE

- 15.1 The bidder at his cost shall arrange, secure and maintain all insurance as may be pertinent and obligatory in terms of law to protect his interest and interests of the Owner against all perils. The responsibility to maintain adequate insurance coverage at all times till the equipment/materials "Taken Over" by the Owner shall be of Seller alone. The insurance covers to be taken by the seller shall be in the name of Owner. The seller shall however be authorized to deal directly with the insurance company.

15.2 Any loss or damage to the property of venue booked by us due to their negligence shall be borne by the bidder.

16.0 BID CURRENCIES

16.1 Prices shall be quoted in Indian Rupees only.

17.0 MODIFICATION AND WITHDRAWAL OF BIDS

17.1 To be made on E-Tender portal, if any.

18.0 PERIOD OF VALIDITY OF BIDS

18.1 Bids shall remain valid and open for acceptance for a period of 4 months after the date set for Bid opening.

19.0 BID OPENING

19.1 Bids for which an acceptable notice of withdrawal has been submitted pursuant to clause 8.0 above shall not be opened. The Purchaser will examine all other Bids to determine whether they are complete whether the requisite Bid Guarantees have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

20.0 PROCESS TO BE CONFIDENTIAL

20.1 Any effort by a bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of Bids, and in decisions concerning the award of Contract, may result in the rejection of his Bid.

21.0 CORRECTION OF ERRORS

21.1 Bids determined to be sub-sequentially responsive will be checked by the Purchaser for any arithmetic errors in computation and summation, Errors will be corrected by the Purchaser as follows:

a) where there is discrepancy between amounts in figures and in words, the amount in words will govern.

b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted will govern, unless in the opinion of the Purchaser there is an obviously gross misplacement of the decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rate will be corrected.

21.2 The amount stated in the Bid Form will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors and shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and the Bid Guarantee forfeited.

22.0 TIME SCHEDULE

22.1 The basic consideration and the essence of the Contract shall be the strict adherence to the time schedule specified in the bidding documents and incorporated in the Contract for supplies and services.

23.0 EVALUATION AND COMPARISON OF BIDS

23.1 The Purchaser will evaluate and compare the Bids previously determined to be substantially responsive to the requirements of the bidding documents, pursuant to Clause 13.0 above.

- 23.2 In evaluating Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- a) Making any corrections for errors pursuant to Clause 21.0
 - b) Excluding provisional sums
 - c) Making an appropriate adjustment for any other acceptable quantifiable deviations subject to responsiveness test at Clause 13.2.
- 23.3 Bidder shall state their Bid price for the payment schedules outlined in the specifications. Bids will be evaluated on the basis of this base price.
- 23.4 The purchaser reserves the right to accept or reject any variation, deviations or alternative offered. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the Purchaser shall not be taken into account in Bid evaluation.
- 23.5 Sales tax and other levies legally payable on the transaction between the Purchaser, the bidder & sub-supplier shall be taken into account for Bid evaluation.
- 23.6 Bid evaluation will be carried out on the basis of entire scope of work on single responsibility basis and the work will be awarded on the basis of least evaluated cost to purchaser on single responsibility basis.
- 23.7 Preference to purchase from SMEs Agencies and related evaluation has been detailed out at Annexure-II-A of these tender documents.

24.0 AWARD CRITERIA

- 24.1 The Purchaser will award the Contract to the bidder whose Bid has been determined to be substantially responsive to the bidding documents and has been determined as the lowest evaluated bid pursuant to Clause 23 above, provided further that the bidder has the capability and resources to carry out the Contract effectively.

25.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 25.1 Notwithstanding the above sub-clause 17.1 above, the Purchaser reserves the right to accept or reject any Bid and to annual the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders or bidders of the grounds for the Purchaser's action.

26.0 NOTIFICATION OF AWARD

- 26.1 Prior to the expiry of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful bidder by Cable, confirmed in writing by registered letter, that his Bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'Notification of Award'/'Letter of Award') shall name the sum which the Purchaser will pay to the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the 'Contract Price'). Within 5 days of receipt of the 'Notification of Award'/'Letter of Award' the successful bidder shall sign and return a copy of the same to the Purchaser as acknowledgement of receipt of the same.
- 26.2 The Notification of Award will constitute the formation of the Contract.

27.0 DELIVERY/SHIPMENT TERMS

27.1 All the equipment/materials shall be dispatched to destination on FOR destination basis within the delivery period as stipulated in the Purchase Order/LOA.

28.0 SECURITY DEPOSIT

28.1 Bid Guarantee / EMD of successful bidder shall be converted into Security Deposit and will be refunded upon submission of CPG.

28.2 The Bank Guarantee shall be issued from (a) a Public Sector Bank or (b) a Scheduled Indian Bank.

28.3 Failure of the successful bidder to comply with the requirements of Clause 26.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Guarantee, in which case the Purchaser may make the award to the next lowest evaluated bidder or call for new Bids.

29.0 LOCAL CONDITIONS

29.1 It will be imperative on each bidder to fully inform himself of all local conditions and factors which may have any effect on the performance of the Contract covered under these specifications and documents.

30.0 PAYMENT TERMS

30.1 100% payment would be released upon successful completion of event after submission of bill within 15 working days. In case bidder requires advance, they would be asked to submit suitable bank guarantee of equivalent amount in addition to already deposited EMD with validity up to 20.11.2017. The maximum allowed advance amount will be the cost of the sweet boxes.

31.0 INSPECTION –CHECKING- TESTING

All materials/equipments provided by the bidders and/or by his sub-vendor against the purchase order shall be subject to inspection, check and/or test by the purchaser or his authorized representative at all stages and places, before, during execution of the job. Inspection by the Purchaser and/or his authorized representative or failure by the Purchaser and/or his authorized representative to inspect the material/equipment shall not relieve the supplier of any responsibility or liability.

32.0 ACCESS TO SUPPLIERS PREMISES

The Owner and/or his authorized representative shall be provided access to Vendor's and or his sub-Vendors premises, at any time

33.0 REMOVAL OF REJECTED GOODS AND REPLACEMENT

If the Material/ services supplied/ provided by the firm found unsatisfactory, then the same will be replaced immediately without any extra cost to PFC.

34.0 SOURCE OF SUPPLY

The Vendor will ensure that the indigenous capacity is utilized to the fullest extent possible in execution of this order. Where imports are unavoidable, all such items shall be imported by the Vendor in good time against his own import license without affecting the contractual delivery date/delivery schedule.

35.0 PACKING AND MARKING

35.1 All goods shall be securely packed in order to avoid any kind of damages for transportation to site or during the execution of the job.

36.0 WARRANTY

The product / equipment taken to the venue should be of good quality and in case any spurious material / product is supplied, the same is to be replaced immediately without any extra cost.

37.0 LIQUIDATED DAMAGES IN CASE OF FAILURE IN SERVICES

37.1 In case of any / part failure in execution of the order, a penalty shall be imposed which would be discussed and decided on mutual agreement basis.

37.2 Alternatively, the Purchaser reserves the right to purchase the materials/equipment from elsewhere at the risk and cost of the vendor and recover all such extra cost incurred by the purchaser in procuring the material by the above procedure.

37.3 Alternatively, the Purchaser may cancel the order completely without prejudice to his right under the alternatives mentioned above.

38.0 FORCE MAJEURE

38.1 Definition of Force Majeure

Force Majeure means any circumstances beyond the control of the parties, including but not limited to:

- a) war and other hostilities, (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;
- b) ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives, or other hazardous properties of any explosive nuclear assembly or nuclear components thereof.
- c) rebellion, revolution, insurrection, military or usurped power and civil war;
- d) riot, commotion or disorder, except where solely restricted to employees of the Contractor.

39.0 ADDITIONS/ALTERATIONS/MODIFICATIONS

The Owner reserves the right to make the additions/ alterations /modifications to the quantity of the items in the Purchase Order to the extent of $\pm 25\%$ of the value of the Purchase Order. Such an option shall be exercised by the Owner before completion of supplies under purchase order. The vendor shall supply such quantities also, at the same rate as originally agreed to and incorporated in the Purchase Order. If, however the additional work is at variance in design, size and specifications & is not already covered by the Purchase Order of the amendments therein, the rates for such additional work shall be negotiated & mutually agreed upon.

40.0 SUB-LETTING

The Vendor shall not sub-let, transfer or assign any part of this order without the prior written consent of the Purchaser. Copies of sub-contract order shall be forwarded to the Purchaser.

41.0 PATENT RIGHTS

Royalties and fees for patents covering material/equipment or process used in executing the work shall be to the account of the Vendor. The Vendor, shall satisfy all demands that may be made any time for such royalties and fees and he alone shall be liable for damages, infringement and shall keep the purchase indemnified in that regard. In the event, any equipments/material or part thereof supplied by the Vendor is involved in any suit or other proceedings held to constitute infringements, and its use is enjoyed, the Vendor, shall at his own expenses, either procure for the purchaser the right to continue the use of such equipment/material or replace it with a non-infringing material/equipment/or modify it so that it becomes non-fringing.

42.0 COMPLIANCE OF REGULATIONS

The Vendor shall warrant that all goods and services covered by the Purchase Order have been produced, sold, dispatched, delivered, tested and installed and are in strict compliance with all applicable laws, regulations including industries (development and regulations) Act 1951 and technical codes and requirements as applicable from time to time.

The Vendor should execute and deliver such documents as may be needed by the Purchaser in evidence of compliance. All laws and regulations required to be incorporated by the Purchase Order are hereby deemed to be incorporated by this reference. Any liability arising out of contravention of any of the laws in executing the order shall be the sole responsibility of the Vendor.

43.0 CONTRACTOR'S DEFAULT

43.1 Notice of Default

If the Contractor is not executing the Works in accordance with the Contract or is neglecting to perform his obligations there under so as to seriously affect the programme for carrying out of the Works, the Purchaser may give notice to the Contractor requiring him to make good such failure or neglect.

43.2 Nature of Contractor's Default

If the Contractor:

- a) has failed to comply within a reasonable time with a notice under sub-clause 43.1, or
- b) assigns the Contract or sub-contracts the whole of the Works without the Employer's written consent or
- c) becomes bankrupt or insolvent and has a receiving order made against him or compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors or goes into liquidation.

The purchaser may, after giving 15 days notice to the Contractor terminate the Contract and expel the Contractor from this Site.

Any such expulsion and termination shall be without prejudice to any other rights of powers of the Purchaser, or the Contractor under the Contract.

The Purchaser may upon such termination complete the works himself or by any other Contractor. The Purchaser or such other Contractor may use for such completion any of the Contractor's equipment which is at the Site as he or they may think proper, and the Purchaser shall allow the Contractor a fair price for such use.

43.3 Valuation of Date of Termination

The Purchaser shall, as soon as possible after such termination, certify the value of the works and all sums then due to the Contractor as on the date of termination.

43.4 Payment after Termination

The Purchaser shall not be liable to make any further payments to the Contractor until the Works have been completed. When the Works are so complete, the Purchaser shall be entitled to recover from the Contractor the extra costs, if any, of completing the Works after allowing for any sum due to the Contractor under Sub-clause 46.3. If there is no such extra cost the Purchaser shall pay any balance due to the Contractor.

43.5 Effect on Liability for Delay

The Contractor's liability under clause 34 shall immediately cease when the Purchaser expels him from the Site without prejudice to any liability there under that may have already occurred.

44.0 SALE CONDITIONS

The order would constitute an entire agreement between the two parties thereto. With the Vendor's acceptance of the provisions of the Purchase Order, he waives and considers as cancelled any of this general/special sales conditions.

45.0 CANCELLATION

The Owner reserves the right to cancel the order in part or in full by giving one week advance notice thereby if:

- a) The Vendor fails to comply with any of the terms of the order.
- b) The Vendor becomes bankrupt or goes into liquidation.
- c) The Vendor makes general assignment for the benefit of the creditors; and
- d) Any receiver is appointed for the property owned by the Vendor.

46.0 DISPUTES AND ARBITRATION

46.1 The Purchaser & Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

46.2 If after thirty (30) days from the commencement of such internal negotiations, the Purchaser & Supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified below.

46.3 The dispute resolution mechanism to be applied shall be as follows:

- (a) In the case of dispute between the Purchaser and bidder the dispute shall be referred to adjudication/ arbitration in accordance with Indian Laws.

46.4 The award given by the Arbitrator(s) shall be speaking award.

46.5 Work to Continue

Performance of the contract shall continue during arbitration proceedings unless the Purchaser shall order suspension. If any such suspension is ordered the reasonable costs incurred by the Contractor and occasioned thereby shall be added to the Contract Price.

46.6 No, payments due or payable by the purchaser shall be withheld on account of pending reference to arbitration.

47.0 LAW AND PROCEDURE

47.1 Applicable Law

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

47.2 ACCEPTANCE OF TERMS AND CONDITIONS

The Bidder must confirm his acceptance of the terms and conditions mentioned hereinabove and the enclosed documents. In case any clause is not acceptable to the Bidder, the same should be specifically brought out in deviation schedule given in the Bid Proposal Sheets with categorical confirmation that all other clauses are acceptable to the Bidder. If no mention is made in this regard, it shall be presumed that all clauses mentioned hereinabove are acceptable to the Bidder. The format for acceptance of terms and conditions is enclosed at Appendix-VI.

SECTION INB
INSTRUCTION TO BIDDERS

1.0 GENERAL INSTRUCTIONS

- 1.1 Power Finance Corporation Ltd. (hereinafter called Owner) invites E-Bids in respect of Appointment of Agency for convening 31st Annual General Meeting of PFC at Regd. Office at “Urjanidhi”, 1 Barakhamba Lane, Connaught Place, New Delhi – 110 001. 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 QUALIFYING REQUIREMENTS FOR BIDDERS

2.1 The Bidding is open to all qualified Bidders who fully meet the following qualifying requirements:

- (i) Bidder shall be an Indian Company / firm engaged in Arrangement of Annual General Meetings (AGM) for last two years in Delhi / NCR and having its branch office in Delhi/ NCR;
- (ii) Bidder must have executed at least 3 (three) orders of similar job i.e. AGMs each of Rs. 19.4 lakh or more in preceding 3 (three) financial years from the date of opening of bid (i.e. 2014-15, 2015-16 and 2016-17) and up to bid submission date for a PSU/ Govt./ Financial Institution/ Banks/ Reputed Organization.;
- (iii) Bidder should have minimum average annual turnover of Rs. 48.5 lakhs (Rupees Forty Eight Lakh Fifty Thousand only) during last three financial years for the work of similar nature and is a profit making company during last two accounting years and shall submit documentary evidence to establish the same.
- (iv) Bidder should have valid Registration No. of Sales Tax/VAT/Service Tax, whichever is applicable;
- (v) Bidder should have PAN No.;

Owner reserves the right to carry out capability assessment of the Bidders and Owner's decision shall be final in this regard; and

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.

3.0 COST OF BIDDING

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

4.0 INSPECTION OF SITE

4.1 This is strongly advised that the prospective bidders must visit and get acquainted with the **Weight Lifting Auditorium of Talkatora Stadium, Delhi** where the AGM is to be organized before submission of their bids.

5.0 DOCUMENT COMPRISING THE BID

5.1 The Bidder shall complete the Bid Forms inclusive of Price Schedules, Schedule of Requirements etc. furnished in the RFP, indicating, for the products to be supplied and services to be rendered, a brief description of products and services, quantities and prices.

5.2 The Bidder shall also submit documentary evidence to establish that the Bidder meets the Qualifications Requirements as detailed in clause 2.0 above.

5.3 Scope of the Proposal

5.3.1 The scope of the proposal shall be on the basis of a sole responsibility of the bidder, completely covering all the materials and services specified under the accompanying RFP documents.

6.0 The bidder should also furnish the under mentioned information:

a.	Name of the firm, address, telephone and fax nos.	:	
b.	E-mail Address		
c.	Name of the Contact Person Telephone/Mobile No.	:	
d.	Name of the Bank (with full Address)	:	
e.	Bank Account No. (Enclose an unsigned cheque duly cancelled)	:	
f.	PAN No.	:	
g.	TIN No. / Sales Tax No.	:	
h.	Service Tax No.	:	
i.	Details of Earnest Money Deposit Name of the Bank Banker's Cheque No. & Date	:	

7.0 FORMAT AND SIGNING OF BID

7.1 The Bidder shall complete the proposal sheets and all the schedules furnished in the Bid proposal sheets. All pages of the Bid shall be digitally signed / initials of the person or persons signing the Bid.

7.2 Bids not confirming to the above requirements of Clause 7.0 may be disqualified.

8.0 BID PRICES

- 8.1 The Bidder shall indicate, in line with the price schedule enclosed in Bid proposal sheets. All rates and amount shall be written both in figures and words and shall be indicated in Indian rupees only. The maintenance charges, if any, quoted shall be inclusive of all cost (details indicated in TS-Scope of Work).

9.0 BID SECURITY

- 9.1 A Bid security i.e. EMD i.e. Rs. 1,20,000/- in the form of Demand Draft/Banker's Cheque drawn in favour of "Power Finance Corporation Ltd." payable at New Delhi and whose validity should be at least 3 months from the date of opening of bids. Bidders are required to write their name and full address on the back of Bank Draft/Banker's Cheque submitted in support of tender document.

Or

The bidders may submit an irrevocable bank guarantee as per Clause 7 of GPC from any Nationalized Indian Bank or reputed commercial bank equivalent to Rs. 1,20,000/- in favour of Power Finance Corporation Ltd., New Delhi in the format furnished in Appendix.

- 9.2 The Bid Security shall be made payable to the Owner without any condition. The Bank guarantee (towards Bid Security) shall be valid for a period of 6 (six) calendar months from the date of opening of Bids which shall be extended from time to time as desired by the Purchaser.
- 9.3 The Bid security is required to protect the Owner against the risk of Bidders conduct which would warrant the security forfeiture pursuant to sub clause 9.4 Section INB.
- 9.4 If the successful Bidder fails to accept letter of award / purchase order, the Bid security amount shall be forfeited. Bid security amount may also be forfeited if a Bidder withdraws his Bid during the period of Bid validity.
- 9.5 The Bid security of all the Bidders except that of the successful Bidder will be returned within thirty (30) days after the Award of Contract or 15 days after the expiration of the period of Bid validity whichever is earlier.
- 9.6 Any Bid not accompanied by a Bid security in accordance with above provisions will be treated as non-responsive and will be rejected by the Owner.
- 9.7 The Bid Security of the successful Bidder shall be converted into Security Deposit which shall be returned upon submission of contract performance guarantee as per clause 18 of INB.
- 9.8 No interest or any other cost will be payable by the Owner on the Bid security.
- 9.9 Quotation without EMD will out rightly be rejected. SSI/ NSIC/ MSME Industries are exempted from EMD and must enclose the SSI/NSIC/ MSME registration certificate for the same products/Services in this contract. If the SSI certificate does not contain the item as listed in our NIT and no EMD is found enclosed, the offer shall be rejected.

10.0 PERIOD OF VALIDITY OF BIDS

- 10.1 Bids shall be kept valid for acceptance for a period of 4 (Four) calendar months from the date of opening of Bids. A Bid valid for a shorter period may be rejected by the Owner as non-responsive.

11.0 SEALING AND MARKING OF BIDS

11.1 As per details described in Clause 2/4 of GPC.

Technical Bids will be opened in the presence of the bidders' representatives who choose to attend on the specified date and time. Price Bids of technically qualified bidders will be opened in the presence of the bidders' representatives on a separate date and time which will be intimated separately.

12.0 SUBMISSION OF BIDS TO THE OWNER

12.1 The Bidder shall submit the bids through <https://www.tcil-india-electronictender.com>. The banker's cheque/demand draft on a/c of tender cost fee and EMD shall be forwarded to us before the opening date of technical bid. However, scanned copies of both the fees (tender cost and EMD) are to be **uploaded** in the system through e-procurement. The bids are to be uploaded on above portal in two parts i.e. Technical and Price bid. The technical bid should have all the technical details along with scanned copy of demand drafts on account of tender cost and EMD. Price bid should have only price details. If price schedule or any details of price bid is disclosed in technical bid, the bid will be out-rightly rejected.

12.2 Any Bid received by the Owner after the deadline for submission of e-Bids prescribed by the Owner, in the Invitation to Bid shall be automatically rejected by the system.

12.3 The bidder is requested to submit following items in offline submissions

- 1) Tender Cost
- 2) EMD
- 3) Pass-Phrases to open e-bids a) Technical & b) Financial in separate envelopes
- 4) Brochures, Drawings, Other relevant documents wherever applicable

13.0 WITHDRAWAL OF BIDS

13.1 No Bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of Bid validity. Withdrawal of a Bid during this interval shall result in the forfeiture of Bid Security of the Bidder pursuant to clause 9.4 Section INB.

14.0 OPENING OF THE BIDS BY THE OWNER

14.1 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.

15.0 PRELIMINARY EXAMINATION

15.1 The Owner will examine the Bids to determine whether they are complete, whether required Bid security has been furnished, whether Bidder fulfils the qualifying requirements and whether the Bids are generally in order.

15.2 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.

15.3 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.

15.4 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.

16.0 EVALUATION OF BIDS

- 16.1 The Owner will evaluate and compare the Bids previously determined to be substantially responsive pursuant to Clause 15.0.
- 16.2 The Bids submitted by the Bidders which do not meet the qualifying requirements as per Clause 2.0 Section INB will be treated as non-responsive and will be rejected.
- 16.3 **The Bids shall be compared on the basis of total prices quoted by the Bidder for the entire Scope of Work defined in the Detailed Technical Specifications.**

17.0 AWARD OF WORK

- 17.1 Notification of Award of Contract will be made in writing by registered post or by hand to the successful Bidder by the Owner. The notification of award shall constitute the formation of Contract.
- 17.2 N/A
- 17.3 The Owner reserves the right, to accept any Bid (not necessarily the Bid having lowest Bid prices) or to reject any or all Bids or to cancel/withdraw the Invitation to Bid or to annul the Bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Owner shall not be subject to question by any Bidder and the Owner shall bear no liability whatsoever consequent upon such a decision nor shall he have any obligation to inform the affected Bidder or Bidders of the grounds for the Owner's action.

18.0 CONTRACT PERFORMANCE GAURANTEE:

- 18.1 Within 15 days of notification of award of the contract, as a Contract Performance Security, the successful bidder, to whom the work is awarded, shall be required to furnish a contract performance guarantee from (a) a Public Sector Bank or (b) a scheduled Bank, in favor of owner in the prescribed proforma. The guarantee amount shall be equal to 10% of the total lump-sum contract price and it shall guarantee the faithful performance of the contract in accordance with the terms and conditions specified in these documents and specifications. The guarantee shall be valid up to one month beyond the AGM date.
- 18.2 The performance guarantee shall cover additionally the following guarantee to the owner:
- a. The successful bidder guarantees the successful and satisfactory execution/ completion of the event under the contract, as per the specifications and documents;
 - b. The successful bidder further guarantees that the services/material provided by him shall be free from all defects in quality and satisfaction to the PFC and shall make good all such defects upon written notice from owner.
 - c. The contract performance guarantee is intended to secure the performance of the entire contract
 - d. The contract performance guarantee will be returned to the contractor to the company without any interest as specified above.

Preference to purchase from MSEs:

1. Purchaser reserves the right for providing preference to SSI/ NSIC/ MSME Industries in terms of "Public Procurement Policy for Micro and Small Enterprises (SMEs) Order 2012". Purchase preference for these SMEs will operate as follows:
 - a. This Public Procurement policy shall apply to Micro and Small Enterprises registered with District Industries Centers or Khadi and village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - b.
 - 1) If the L-1 Agency is MSE vendor, than complete order will be awarded to this agency only.
 - 2) If any MSE vendor quotes within price band of L1+15% and if L1 price is from someone other than a Micro and Small Enterprise then the complete order will be awarded to such MSE agency if they ready to match the L-1 price.
 - 3) In case of more than one such MSEs as explained above, the complete order will be awarded to agency who quoted lowest bid amount among them at L-1 Price. Further, preference will be given to such MSE by SC/ST Entrepreneur if they ready to match L-1 price.
 - 4) In case none of the MSEs qualified in above, complete order will be placed on L-1 agency.
2. Specifications described in Annexure-III are mandatory requirement and will not be relaxed for any reason.
3. Above preferences shall be applicable to only those vendors, whose SSI/NSIC/MSME certificate contains the item(s) as listed in this tender.

DETAILED SCOPE OF WORK

Event Manager's SCOPE shall be to convene **PFC's Annual General Meeting at the Talkatora Stadium, Delhi on 20.09.2017**. The job shall include but not be limited to be following activities.

1. Arrangements and installation for approx. 30 nos. stalls with necessary barricading for various service counters like Registration, Distribution of Admission Slips/snacks/ Refreshments etc.(Refer BOQ). In addition to this sitting arrangement for about 100 persons accompanying the Shareholders to be made.
These arrangements may be accommodated/ covered by a waterproof tent of an appropriate size within the Complex. The requirement of water proof tent will be informed to the event manager agency well in advance. For the purpose of bid evaluation, cost of providing 3000 Sqft water proof tent will be considered. The payment for water proof Pandal will be made on actual utilization of the same. The actual quantity of water proof tent may vary as per the requirement.
2. **Registration**
 - Facilitate the setting up of adequate registration stalls for Shareholders and Proxy holders.
 - **The Registration stalls to be operational at 3:00 p.m. on 19.09.2017 for trial run by share transfer agent and handed over by 7:00 a.m. on the day of the AGM i.e. 20.09.2017 after taking necessary corrective action as suggested by M/s. Karvy Computer Share Pvt. Ltd. (KARVY) and representative of PFC. The Registration counters to be adequately manned by volunteers/ security staff in consultation with PFC and M/s. Karvy.**
3. **Signages**
 - Designing, fabrication, supply and installation of proper and sufficient no. of signages inside and outside the auditorium to facilitate smooth movement of shareholders. The text/ design can be finalized in consultation with PFC/ Karvy (refer B.O.Q for details).
 - The printing of the signages on Flex material shall have to be completed by 08.09.2017.
4. **Seating Arrangement**
 - The seating arrangement in the Auditorium to be carried out in consultation with PFC.
 - Distributions of copy of Chairman's statement and other publications on the seats.
 - Separate sitting arrangement for VIPs in the first four rows in the auditorium.
5. **Arrangement on the Dias**
 - Arrangement of stationery folder, note pad and pen on the dias, name plates, flower pots etc. A backdrop will have to be prepared in consultation with PFC/ Karvy. (see B.O.Q).
 - Seating arrangement on the dias in consultation with PFC. Decoration on the dias as required in consultation with PFC.
6. **Safety/ Security/ Other facilities**
 - Comprehensive security arrangements through Group 4 Security agency are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with PFC/ Karvy.
 - The security personnel to manage traffic movement, vehicles parking, entry of designated vehicles inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel should include atleast 6 bouncers and the security personnel should be a proper mix of male and female. The security personnel to act on the direction of PFC/ Karvy volunteers (Ref. BOQ).
 - Ambulance with Doctor and medical staff for first aid facility.
 - Wheel Chair for aged and physically challenged persons (2 nos.) along with attendant.

- Fire Brigade for any emergencies.
 - Provision for Chemical Toilets, separate for Ladies & Gents.
 - Carpeting for VIP entry/area.
7. **Providing volunteers (about 40 nos.) in appropriate categories, according to the nature of duties with proper mix of male and female. Safai Karamcharis -10 nos. in proper uniform.**
 8. **Power Back up for Electrical connection in the stalls and – in the auditorium (Refer B.O.Q.)
Three number Generators (each 80 KVA silent generator)**
 9. **Audio Visual Equipment**
 - PA System will have to be arranged besides the facility already existing in the Talkatora Stadium. Corded mikes to be provided for dias, podium and one cordless mike on dias and two standing mikes to be provided for shareholders during the question-answer session.
 - Arrangement for two screens of appropriate size for live projection.
 - One plasma for viewing from the dias of appropriate size.
 - Photography and videography to be arranged for event on 20.09.2017 and the event photographs to reach PFC office the same day during office hours (by 5:00 p.m.)
 - Dual projector plus dual camera coverage with on line editing and mixing with one extra output on 1 plasma in front of dias and complete wiring for 2 display units.
 - Sufficient number of copies of the particular photographs to be provided for release to Press & Media.
 - Three sets of photo albums (approx. 50 photographs each) covering important event and environment. One complete set of entire photography.
 - Video Recording to be done in digital format. An edited version is to be made available for giving it to Electronic media.
 - One CD digital video coverage of complete proceedings including the location photography.
 10. **Distribution of Snacks Packets.**
 11. **Arrangements for water, cold drinks, tea for shareholders in proper quantity till the time of conclusion of the meeting and breakfast for PFC officials and Volunteers etc. (Refer BoQ).**
 12. **Cleaning of the relevant area inside and outside the Talkatora Stadium before and after the conclusion of the AGM.**
 13. **Decoration at the foyer and VIP room as required.**
 14. **Printing of Attendance Coupons Qty. 22,000 nos.**
 15. **Arrangement of Sweet Boxes**

Event Manager will have to arrange sweets boxes (**Qty. 21,000 Approx.**) costing approximately within Rs. 100/- per box of reputed sweet vendors viz. Nathu or Bikanerwala or Haldiram. However, the name of the vendor and **exact number of sweet boxes** will be intimated by PFC seven days in advance. In order to decide the items to be put in the Sweet Boxes, the Event Manager will have to arrange different samples of the sweet boxes from the each of the above vendors within the amount fixed.

In addition to above **1,000 nos. Cash coupons from the same vendor for Rs.100/- each are also to be provided and the payment would be made on actual consumption basis and remaining coupons, if any, would be returned to the vendor.**

Any additional Sweet Boxes/ Coupon, if required are also to be arranged within 4 hours of the placing of the order.

The quality and quantity for Material and Manpower shall be as per the BOQ for the job as enclosed.

Special conditions of contracts:

- Event Manager has to obtain all kinds of Licences, Permits, Electric Supply, Water Supply, any other permit/ licence, as may be required.
- Manpower for attending shareholders / securities within the auditorium and outside to be in proper dress for branding the PFC.
- The Scope of Work may vary as per the requirement of the situation.

Terms of Payment

As already stipulated in GPC

BILL OF QUANTITY

1) Manpower

- a) Total 70 (seventy) Personnel to be deployed at appropriate locations including but not limited to Entry Gate, each registration counters, tea/cold drink/ water distribution area, refreshment counters, inside the auditorium, parking area etc. The security personnel must include one overall in charge, 10 Lady Guards and at least 10 supervisory staff, specifically identified and responsible for security coordination for Entry Gate, Registration Stalls, refreshment counters, inside the auditorium, parking area etc. Security to be tied up with Group-4 security Service Agency.
- b) Total 40 nos. of personnel for misc. coordination. These personnel should be appropriate mix of males/ females and should have good communication skills and pleasing personality including one overall in-charge and at least 5 supervisory staff for coordination. The support staff should be placed in the area where counters are put up, area for guiding shareholders, distribution of Chairman’s Statement, inside the auditorium for misc. coordination and duty assigned at site.
- c) Cleaning Staff – 10 persons identified for cleaning of the area as well toilets including one supervisory staff for coordination.
- d) Atleast 6 bouncers are to be provided.

2) Signages – Horizontal and Vertical (Super quality flex material with printing in 2 colour) – Text, size design, colour scheme to be finalized in consultation with PFC/ Karvy.

Backdrop (Bilingual) Size : (w)28 ft x (H) 12 ft	Quantity	1	(336 sq. ft.)
Board outside main entrance Size : (w)12 ft x (H) 10 ft	Quantity	2	(240 sq. ft.)
Welcome scrolls at shareholders entrance Size : (w)4 ft x (H) 8 ft	Quantity	6	(192 sq. ft.)
Information Board at Registration area & auditorium entrance Size : (w)4 ft x (H) 8 ft	Quantity	2	(64 sq. ft.)
Direction Signages Size : (w) 4 ft x (H) 8 ft with Rollup stands	Quantity		
Shareholders registration	2		(48sq. ft)
Shareholders Parking	2		(48sq. ft.)
VIP Parking	1		(24sq. ft.)
Seats for Proxy holders	1		(24sq. ft.)
Medical facilities	1		(24sq. ft.)
Exit	1		(24sq. ft.)
Warning Signages Size : (w) 4 ft. x (H) 6 ft.	3		(72sq. ft.)

- Signages of the appropriate size on the table on the dias.
- Signage of appropriate size on the podium 7 in and around the auditorium as per requirement.

Other Signages (approx. 25 in no.) Size : (w) 4 ft. x (h) 6 ft.

- Help Desk
- Ladies Registration Stall
- Senior Citizen Registration Stall
- Proxy Citizen Registration Stall
- Counters for Physically Challenged persons
- Refreshment Stall
- Water Counter
- Cold drink counter
- Toilets

3) Stall for Registration etc.

30 no. stalls for various purposes, equipped with 2 chairs/ 2 tables (with clean white table covers)/ electrical fittings/ connection for computer (in registration counters), 30 pedestal fans, 10 mist fans, dustbins, drinking water, control room etc. It may require accommodating / housing these arrangements in a water proof pandal of approx. 3000 Sqft. area. The total area in the pandal and outside pandal should be barricaded properly in consultation with PFC/ Karvy.

4) Cold drink, Drinking water, Tea and Coffee, breakfast

Satisfactory arrangements for *servicing approx 22,000 nos. of shareholders* with Cold drink/ tea and packaged drinking water 20 ltrs. Mineral Drinking water jars of ISI make in disposable glasses to be served. Cold drinks, Tea and Coffee to be served from vending machines to be served in disposable glasses. The Counters should be opened at 7:00 a.m. and should be functional till the conclusion of the meeting. The counters should be provided with dustbins which should be emptied periodically.

Fountain Pepsi machines	-	2 nos.
Coffee/ Tea Vending machines	-	4 nos.

200 boxes of breakfast are also to be provided to PFC officials/ Volunteers, any other person as earmarked by PFC designated official.

5) Structures for registration counters and other regular counters

- Proxy
- Help Desk/ [Physically Challenged persons]
- Ladies
- Senior Citizens
- Express (one person per folio)
- More than one folio
- Refreshment distribution counters
- Cold drink and water distribution
- Enclosure for storage of refreshments
- Enclosure for storage of snack packets
- [Each compartment/ barricading]
- [Electrical points (15 Amp.) for Computer pedestal fans etc.]

6) PA System (Sound System BOSE 802 or DAS or JBL)

10 corded Goose mikes with PA System on the dias and podium with PA System. One PA System for control of crowd outside the Auditorium for registration with control room. One standing mike in the auditorium for the shareholders for question answer session.

7) Photography & Videography of the event : Digital Video Recording (Mini DV)

- 8) **General Lighting in addition to the lights available in the Talkatora Stadium with Prcam, House Lights etc.**
- 9) **Three number of Generators (each 80 KW* silent generator). (*This needs to be checked with respect to requirement of load).**
- One for inside the auditorium for sound and light system
 - One for the lighting and fans in the registration and distribution counters
 - One exclusively for the computers in the registration counters in consultation with the agency providing computers for registration.
- 10) **Miscellaneous**
- a) 10 Walkie-Talkie sets. Out of these atleast 2 Walkie Talkie Sets to be provided to PFC officials.
 - b) Dias making in flex with design
 - c) Flower arrangements on the dias
 - d) Designing of VIP lounge available at the venue
 - e) Dias name plats bi-lingual – 14 nos.
 - f) Deluxe Leather Folders and stationery items for the dias – 20 sets
 - g) Sitting arrangement for 100 people in the refreshment area
 - h) Dustbins – 50 nos.
 - i) Pedestal Fans – 30 nos. + 10 Mist Fans
 - j) Floral decoration of foyer and foreground of dias.
 - k) Two screens in the auditorium for live screening with all technical facilities.
 - l) One Plasma in front of the dias with simultaneous screening with all facilities
 - m) Appropriate barricading in front of the well before the dias.
- 11) **Badges**
- a) Support staff – 50 nos.
 - b) Organizers – 20 nos.
 - c) Safai Karamcharis – 10 nos.
- 12) **Arrangement of Sweet Boxes**
- Qty. 21,000 nos. of reputed sweets vendor viz. Nathu or Bikanerwala or Haldiram.**
- 1,000 nos. of Cash coupons from the same vendor for Rs.100/- each are also to be provided.**
- 13) **Any other relevant item/ service, you may include and quote the rate.**

Terms of Payment

As stipulated in GPC

Salvage Value

* The rates quoted by you shall include the salvage value.

** Maximum items as much as possible shall be on hire.

TECHNICAL DEVIATIONS

Technical Deviations for Appointment of Agency for
Arrangement of 31st Annual General Meeting of PFC

The following are the Technical deviations and variations from the exceptions to the specifications and documents against Detail Technical Specification of Tender Bid No. **02:09:150:I:17-18:AGM**. These deviations and variations are exhaustive. Except these deviations and variations the entire work shall be performed as per PFC's specifications and documents.

S. No.	Section	Clause No.	Page No.	Statement of deviations and variations

COMMERCIAL DEVIATIONS

Commercial Deviations for Appointment of Agency for
Arrangement of 31st Annual General Meeting of PFC

The following are the Commercial deviations and variations from the exceptions to the specifications and documents against Specification Tender Bid No. PFC **02:09:150:I:17-18:AGM**. These deviations and variations are exhaustive. Except these deviations and variations the entire work shall be performed as per PFC's specifications and documents.

Sl.No.	Section	Clause No.	Page No.	Statement of deviations and variations

**(PRICE BID)
Schedule of Rates**

Sr. No.	Description	Lump sum Price in Rs.
A	As per Scope of Work and Bill of Quantities as given in Annexure III & IV excluding the arrangement of sweets, coupons and water proof tenting arrangements.	
B	Per Sqft. rate for providing water proof Tent (Approx. 3000 Sqft.)	
C	Other charges, if any (With suitable detail).	
D	Sub Total (I) (A+B+C)	
E	Taxes on above Sub-total (I) @ _____	
F	Charges for Arrangement for 21,000 nos. of Sweets Boxes @ _____ (all inclusive)	
G	Charges for arrangement of 1,000 nos. coupons @ Rs. _____ (for getting above sweets boxes against coupon at a later date, as mentioned in Detailed Scope of Work)	
H	Sub Total (II) (F+G)	
I	TOTAL AMOUNT PAYABLE (D+E+H)	
J	Amount in Words	

*The payment for water proof tent will be made on actual utilization basis.

Note:

1. **The above price will remain firm during the period of the contract.**
2. **PFC reserve the right to increase/decrease the quantum of scope of work for which prior intimation to the successful bidder will be provided.**
3. Bidder has to quote the rate as well as total amount for each individual item (except Sr. No. C – Other Charges) above. **"If a firm quotes Nil charges/ Consideration, the bid shall be treated as unresponsive and will not be considered."**

NOTE: ANY OTHER TERMS & CONDITIONS RELATING TO PAYMENT, THE SAME MAY PLEASE BE EXPLAINED PRECISELY.

Date:

Signature with Seal

Place

PROFORMA FOR BANK GUARANTEE FOR BID GUARANTEE

(To be stamped in accordance with Stamp Act)

M/s. Power Finance Corporation Ltd.
"Urjanidhi"
1 Barakhamba Lane,
Connaught Place,
New Delhi-110 001.
Dear Sir,

In accordance with your Tender Specification No.....
M/s. having its Registered/Head Office
at..... (hereinafter called the "Bidder") wish to participate
in the said bid for.....

.....
valid formonths from the date of bid opening is required to be submitted by the
Bidder as a condition precedent for participation in the said bid which amount is liable to be forfeited
on the happening of any contingencies mentioned in the Bid Documents.

We, theBank at.....having our Head Office at
..... Guarantee and under to pay immediately on demand by Power Finance
Corporation Ltd., the amount.....

.....
(in Figures & Words)

without any reservation, protest, demur and recourse. Any such demand made by said Owner shall be
conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain valid upto.....
.....If any further extension of this guarantee is required the same shall be
extended to such required period (not exceeding one year) on receiving instructions from
M/s..... on whose behalf the guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on
this..... day of.....20.....at
.....

WITNESS:

(Signature)
Name
Attorney as per Power of Attorney No.

(Signature)
Name :

Date.....

(Official Address)

- * The amount should be as indicated by the Purchaser.
- ** This date should be 60 days after the date for which bid is valid.

Note:

- i)** The non-judicial stamp papers for this bid guarantee should be purchased in the name of the issuing Bank.
- ii)** This bank guarantee must be issued by a nationalized Indian Bank/Commercial bank as indicated in Clause.

PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To Be Stamped In Accordance With Stamp Act)

(Reference Clause 18 of INB of Contract)

(The non-judicial stamp paper should be in the name of issuing bank)

Ref. No.....

Bank Guarantee No.....

Date.....

To,
Power Finance Corporation Ltd.
Urja Nidhi, 1 Barakamba Lane, Connaught Place,
New Delhi – 110001

Dear Sirs,

In consideration of the Power Finance Corporation Ltd. (hereinafter referred to as the `Owner` which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head Office at..... (hereinafter referred to as the Contractor or Vendor which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) a Contract by issue of Owner's Letter of Award No dated and the same having been unequivocally accepted by the Contractor/Vendor resulting into a contract valued atfor (Scope of Contract) and the Contractor/ Vendor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract, equivalent to% (Per cent) of the said value of the contract to the Owner.

We(name and address), having its Head Office at(herein after referred to as the `Bank`, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the Contractor/ Vendor to the extent ofas aforesaid at any time up to..... (Days/ month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor/ Vendor.

Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Contractor/ Vendor or any dispute pending before any court, tribunal or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor/ Vendor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor/ Vendor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor/ Vendor or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence shown by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor/ Vendor and notwithstanding any security or other guarantee that the Owner may have in relation to the Contractor/ Vendor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted toand it shall remain in force up to and includingand shall be extended from time to time for such period (not exceeding one year), as may be desired by M/swhose behalf this guarantee has been given.

Dated this Day of 20at

WITNESS: (Authorized Signatories of the Bank)

1.

.....
(Signature)

.....
(Name)

.....
(Official address)

.....
(Signature)

.....
(Name)

.....
(Designation with Bank Stamp)

2.

.....
(Signature)

.....
(Name)

.....
(Official address)

Attorney as per Power of Attorney
No..... dated

- Note:
1. This sum shall be ten percent (10%) of the total lump-sum Contract Price.
 2. The validity of this bank guarantee shall be one month beyond the completion of event.
 3. The stamp paper of appropriate value shall be in the name of Bank issuing the guarantee.

LETTER OF ACCEPTANCE OF TERMS & CONDITIONS
To be furnished on the Tenderer's Letter head

M/s. Power Finance Corporation Ltd.
"Urjanidhi"
1 Barakhamba Lane,
Connaught Place,
New Delhi-110 001.

Subject: Appointment of Agency for convening 31st Annual General Meeting of PFC.

Dear Sir,

With reference to your Bid reference No. 02:09:150:l:17-18:AGM dated 28.06.2017 for "Appointment of Agency for convening 31st Annual General Meeting of PFC" , we hereby confirm that we have read the provisions of the bid documents and further confirm to accept all the terms and conditions contained in the bid documents except those against which we have taken deviation in the respective schedules.

Thanking you.

Yours faithfully,

For and on behalf of.....
Name.....
Designation.....
Common Seal.....

LETTER OF AUTHORITY – PROFORMA

(To be furnished on the Bidder's Letter head)

M/s. Power Finance Corporation Ltd.
"Urjanidhi"
1 Barakhamba Lane,
Connaught Place,
New Delhi-110 001.

Dear Sir,

Ref.: Specification NO.....

In continuation with your above captioned invitation to Bid Mr.

.....

(Full Name along with designation)

(Telephoneand Mob.....)

is authorized to quote, sign, submit, reply, clarify the bid on our behalf and shall be binding as the same has been made by us.

This authority shall remain valid and binding until revoked with notice to you.

Yours faithfully,

For and on behalf of.....

Name.....

Designation.....

Common Seal.....

APPENDIX-V

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

Dear Sir,

The following are the details of our bank account. We hereby authorize you to release all the payments due to us by electronic transfer to the bank account, as per the details given below:

S. No.	Description	Details
1.	Name of the vendor/ Beneficiary	
2.	Address	
3.	Mobile No.	
4.	E-mail ID	
5.	Name of the bank	
6.	Name and address of the branch with telephone no.	
7.	Full bank account no. (CC/ Current/ Savings/ OD)	
8.	IFSC (For RTGS Payment)	
9.	MICR Code	
10.	PAN	

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 Ltd.*, a Government of India Undertaking has decided to use the portal <https://www.tcil-india-electronic tender.com> through TCIL, a Government of India Undertaking. This portal is based on the world's 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 Stage Two Envelope*

Broad Outline of Activities from Bidder's Perspective:

1. Procure a Digital Signing Certificate (DSC)
2. Register on Electronic Tendering System[®] (ETS)
3. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
4. View Notice Inviting Tender (NIT) on ETS
5. For this tender -- Assign Tender Search Code (TSC) to an MA.
6. **Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender by tender close date.**
7. Clarification to Tender Documents on ETS
 - Query to *Power Finance Corporation Ltd.* (Optional)
 - View response to queries posted by *Power Finance Corporation Ltd.*
8. Bid-Submission on ETS
9. Attend Public Online Tender Opening Event (TOE) on ETS
 - Opening of relevant Bid-Part
10. Post-TOE Clarification on ETS (Optional)
 - Respond to *Power Finance Corporation Ltd.* Post-TOE queries
11. Attend Public Online Tender Opening Event (TOE) on ETS
 - Opening of relevant part (ie 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>, 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	Customer Support: +91-11-26241790
E-mail ID	ets_support@tcil-india.com [Please mark CC: support@electronic tender.com]

Power Finance Corporation Ltd. Contact	
Contact Person	R. K. Bhardwaj, GM (Administration)
Telephone/ Mobile	011-23456368 011-23456349 [between 10:00 hrs to 16:00 hrs on working days]
E-mail ID	rbhardwaj@pfcindia.com rk_dubey@pfcindia.com

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
 - Technical-Part
 - Financial-Part
- Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)
- 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.

Mr. R. K. bhardwaj
General Manager (Administration)
Power Finance Corporation Ltd. "Urjanidhi",
1 Barakhamba Lane, Connaught Place, New Delhi – 110 001

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. Original copy of the letter of authorization shall be indicated by written power-of-attorney.*
- 3. DD/ Bankers cheque in favor 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 scanned copies of all the above mentioned original documents as Bid-Annexures 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 ElectronicTender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the ElectronicEncrypter[®] functionality, the contents of both the 'ElectronicForms[®]' 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 (eg I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is mandatory 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 ElectronicForms[®] 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 (eg the higher price) for the purpose of short-listing, and the lower of the two pieces of information (eg the lower 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 Ltd. 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 Ltd. 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 by the bidder himself during the TOE itself or as per alternative methods prescribed in the Tender Documents, 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 enhances 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-electrionictender.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 (including links for User Manuals) 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.

SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically for Supplier organizations, the following '**SEVEN 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 -- Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs,

assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
4. For responding to any particular tender, the tender (ie its Tender Search Code or TSC) has to be assigned to an MA. Further, an 'Official Copy of Tender Documents' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. **Note:** Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.
5. 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)
6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

NOTE:

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.

Minimum Requirements at Bidder's End

- Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP with Service Pack 3)
- Broadband connectivity
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)