

CHHATTISGARH STATE POWER GENERATION COMPANY LIMITED
OFFICE OF THE EXECUTIVE DIRECTOR (S&P-Gen)
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No. 03-03/ TN-014/253

Raipur, Dtd 13/05/2021

E-TENDER NOTICE NO. TN-014

Online bid is invited through CSPCL e-bidding system (SAP SRM) for the following work :-

Sl. No.	Tender Specification	Description	Tender fee (Rs.)	EMD Amount (Rs.)	Due date & time submission	Bid opening date (EMD , Tech. Bid)
1.	Tender No. CW-019/21-22 (RFx-8100021664) (without RLA)	Group term life insurance scheme/ plan for employees/ officers of CSPGCL.	885/- (Inc. GST@18%)	44,000/-	27.05.2021 upto 15.00 Hrs.	28.05.2021 at 12.00 Hrs.

A. The details of NIT can be viewed from our website www.cspc.co.in. The tender document can be downloaded online from our website www.cspc.co.in or from e-bidding portal <https://ebidding.cspcl.co.in:50724/irj/portal>. Any corrigendum/amendments, if required, shall be displayed on above website only.

B. GUIDELINE for Participation in SRM/ E- tender

1. Access To Tender Document:

This is an e- tender case. Tender document can be accessed from <https://ebidding.cspcl.co.in:50724/irj/portal>. Bid creation / submission can be completed after log on to our e-tender portal: <https://ebidding.cspcl.co.in:50724/irj/portal>. Using valid LOGIN ID/ Password, allotted to vendors.

Please ensure that you have the vendor code, user ID and password. In case you do not have either vendor code or user ID and Password, please contact with EITC/ O/o E.D (S&P:Gen.) well in time and at least three days before last date of paying the tender fee.

2. Tender fee (Online only)

Process for online payment of Tender Fee:

The bidder shall deposit the Tender Fee amount as mentioned in the NIT. Process for Online Payment of Tender Fee:

- a. Bidder can participate in Tender only after the successful payment of Tender fee.
- b. Bidder has to pay Tender Fee online through CSPCL e-Bidding portal.
- c. For payment of Tender Fee, bidder can pay through the following payment modes of the Bill Desk (Payment Gateway Provider):

Mode	Transaction Charge
Credit Card	1.25% of amount + Taxes
Debit Card	0.75% (upto Rs. 2000) & 1.00% (> Rs. 2000) + Taxes
Net Banking	Rs. 10/- + Taxes

All the above transaction charges will be borne by the bidders.

- d. Online payment transaction charges will be displayed to the bidder as soon as bidder clicks on the "Payment" option and also in respective bank page after redirecting to Bank portal.
- e. Bidder can pay Tender Fee before the Submission deadline of Rfx/Tender in e-bidding portal. Once the submission deadline is over, system will not allow to paying online Tender Fee.

- f. Bidder can download the payment receipt of Tender Fee immediately after its successful payment. The bidder have to attach the self attested copy of transaction detail for online payment of tender fee, in the techno-commercial bid.
- g. The payment of Tender fee is non-refundable as per prevailing practice. No offer will be accepted without tender fee. If it is revealed that tender fee amount is inadequate/ discrepancy is noticed then remaining Parts of the tender shall not be opened.

Tenders without Tender fees shall be summarily rejected

3. **Earnest Money (online only) (A)**

(i) **Process for online payment of Earnest Money Deposit (EMD):**

The bidder has to pay EMD online through CSPCL e-Bidding portal (if not exempted).

Online EMD payment will be allowed only if the Tender Fee has been paid.

- a. For payment of EMD, bidder can pay through the following payment modes of the Bill Desk (Payment Gateway Provider):

Mode	Transaction Charge
Credit Card	1.25% of amount + Taxes
Debit Card	0.75% (upto Rs. 2000) & 1.00% (> Rs. 2000) + Taxes
Net Banking	Rs. 10/- + Taxes

All the above transaction charges will be borne by the bidders.

- b. Online payment transaction charges will be displayed to the bidder as soon as bidder clicks on the "Payment" option and also in respective bank page after redirecting to Bank portal.
- c. Bidder can pay online EMD before the Submission deadline of Rfx/Tender in e-bidding portal. Once the submission deadline is over, system will not allow paying online EMD.
- d. Bidder can download the payment receipt of EMD immediately after its successful payment. The bidder have to attach the self attested copy of transaction detail for online payment of EMD, in the techno-commercial bid
- e. Bidder's bid will be considered only if Tender fee is paid and EMD is received by CS Power Generation Companies except for the waived bidders.
- f. Waived bidders can attach their waving/exemption certificate in COLLABORATION folder before submitting the bid. Waiving/exemption certificate can be attached at any stage of filling response on e-Bidding portal but it has to be done before submission deadline of Rfx. If it is revealed that EMD amount is inadequate/ discrepancy is noticed then remaining Parts of the tender shall not be opened.
- g. If Waived bidders have not attached waving/exemption certificate or the attached certificate duration is over/validity period expired, in such cases CSPGCL has right to reject the Bid.

Tenders without valid Earnest Money shall be summarily rejected

4. **Technical Bid & Price Bid submission: (Online)**

- a) This is a E-tender case and bidders shall submit bid in ONLINE ONLY. The bidder have to upload the scanned copy of online payment details of tender fee & EMD, GST registration certificate along with the tender document. The bidder may submit hard copy of techno-commercial bid only, in physical form. Bids sent through any other means/ media may be liable to be rejected. The decision of CSPGCL shall be final and binding.
- b) Confirmation of Acceptance of scope of supply/work, Complete tender document i.e. General terms & Condition, Questionnaire Part and Schedule etc., along with deviation statement are to be attached in Rfx information Tab(notes and attachment –attachment for technical bid).
- c) In case of any deviation in tech specification with respect to tender enquiry, same to be clearly specified as per deviation statement & to be attached in Rfx information Tab (notes and attachment –attachment for technical bid).
- d) Price justification document towards the quoted price (in form of copy of P.O placed by any govt agency , PSU etc may be uploaded / attached in Rfx information Tab(notes and attachment –attachment for technical bid).
- e) All the bid related documents are to be uploaded with bidders digital signatures in the tender document folder under created bid option.

f) All attachment in Rfx information Tab (notes and attachment –attachment for technical bid) should be either on the Letter Pad of Company OR Company name should be mentioned on Header or Footer level.

5. Others:

- a) It is to be ensured that vendors should have valid Login ID/ Password before creation of Bid. Please contact CSPGCL well in advance to get the same.
- b) Vendors should have valid Class II & III Digital Signatures with sufficient validity to participate in E-Tender / SRM .
- c) All deviations/exceptions, if any must only be given in the Deviation Schedule to be uploaded in Rfx information Tab (notes and attachment –attachment for technical bid). Any deviation/exception mentioned elsewhere would not be given effect to.
- d) All applicable taxes and duties must be mentioned clearly while filling the rates of the taxes and duties. In case the same are not mentioned separately, it would be assumed that the applicable taxes and duties are inclusive in the bid price.
- e) All attributes must be suitably replied to, before submission of bid.

6. Help Desk (problem related with Login ID / C- Folder (Rfx section) attachment):

In case of any problem related with login ID / password & C- Folder, vendors may please contact on following nos. Helpdesk Contact Nos. 0771-2576672 .

Note :a) CSPGCL reserves the right to access the capacity and capability of bidders after scrutiny of applications and reserves the right to reject any or all tenders without assigning any reasons.

b) CSPGCL will not be responsible in any way for breakdown in the internet communication system etc at the end of the vendor.

C. IMPORTANT INSTRUCTIONS/ NOTES FOR E-BIDDING

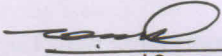
- Please note that this tender is exclusively and entirely processed online, hence the bidder should keep proper record at his end.
- Please note that e-mail is always system generated, hence bidders are advised to regularly check their inbox/junk mail box.
- Bids are accepted only through online procedure. Hard copy of only techno-commercial bid may be accepted. Hardcopy of price bid will not be accepted.
- CSPGCL shall not assume any responsibility for non-supporting of system, internet, line & associated hardware & software for bidding their tender. No extension in time shall be granted on such grounds. It is strongly recommended not to wait for submission of bid in last minutes as internet/technical problem may disrupt their works.
- In SAP SRM it is mandatory to give the **Basic Price** and condition (taxes & duties) of price.
- Rates should be quoted online & in specified fields only. Once the rates are filled & locked, no change on any ground whatsoever will be accepted.
- After dead line, no alteration in the tender will be allowed by the system.
- CSPGCL will not accept incomplete bid.
- A questionnaire is available in the Rfx information tab in the online tender display which is necessary to answer.
- It is mandatory to submit
 1. Scanned copy of duly filled and signed General terms and conditions and Schedules.
 2. Scanned copy of Complete tender document duly sealed and signed on each page by the authorized signatory of the firm.
- Tender documents will be displayed in online tender display at Technical RFX section.
- For online submission of bid, the bidder may take online help from e-bidding vendor user manual displayed on website-<https://ebidding.cspcl.co.in:50724/irj/portal>.
- Tender shall be opened in the scheduled time as notified. If the due date of opening/submission of tender documents is declared a holiday by the Govt. or local administration, it will be automatically shifted to next working day for which no prior intimation shall be given. Tender opening shall be continued on subsequent days. In case the opening of all tenders is not completed or due because of the technical constraints of system on the day of opening, it may be noted that the due date of opening/time may be altered/extended if desired by CSPGCL without assigning any reason. However, intimation shall be available on company's tender portal/bidders email (if participation shown). The bidders are requested to keep track of the same.
- User id, Password, Digital Signing Certificate and Digital Encryption Certificate require for participation for any Tender. For User id and Password it is requested to contact with concerning department.
- Before participating in tender, it needs to read carefully all instructions and processes. User manual and instruction documents are available in www.cspcl.co.in or click on Bidder Information link in <https://ebidding.cspcl.co.in:50724/irj/portal>.
- Amendment, Price Bid opening date will be informed by e-mail.

- If due to any reason the documents are not attached in techno-commercial bid, CSPGCL will not be responsible & such tenders may be rejected.
- If the documents are shown attached in techno-commercial bid but due to any reason could not be opened, on request of CSPGCL another copy will be accepted by mail.

D. GENERAL INSTRUCTIONS

1. The CSPGCL reserves the right to reject any or all tender or to accept any tender in full or part, considered advantageous to the CSPGCL, whether it is lowest or not, without assigning any reason whatsoever.
2. E-mail/Fax/Telegraphic tender offers will not be accepted.
3. Enabling for download of tender documents to firm does not make them qualify to award the contract.

“SAVE ELECTRICITY”


13/05
Executive Director (S&P:Gen)
CSPGCL: Raipur