



**HINDUSTAN URVARAK & RASAYAN LIMITED**  
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)  
SCOPE Minar, Core 3 & 4, 9<sup>th</sup> Floor,  
**Laxmi Nagar District Center, Delhi-110092**

### **TWO-BID Open e –TENDER**

Hindustan Urvarak & Rasayan Limited, New Delhi, invites electronic online bids ( e Tender) through HURL web site [www.hurl.net.in](http://www.hurl.net.in) (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under Two Bid system (Part I :Techno commercial bid & Part II: Price Bid or BOQ) from bonafide and experienced bidders with sound technical and financial standing and capabilities & fulfilling the qualifying requirement for the tendered job as given in the NIT.

HURL, New Delhi request bidders to quote in line with tender documents uploaded (refer attached Index) & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders have to submit Techno Commercial Bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. **Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders. The Power Of Attorney of such person needs to be furnished along with bid.**

Earnest Money Deposit has to be submitted as per NIT /Tender instructions before the due date and time of tender techno commercial bid opening, failing which the bid shall be liable for rejection.

For & on behalf of  
**HURL New Delhi**

**Senior Manager, Contracts**



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1. Online bids are invited on two bid system for “**Work Of Corporate Email System For HURL**” **Tender No.: HURL/E-mail/19-20/01**”. Manual bids shall not be accepted.
2. Tender documents may be downloaded from HURL web site [www.hurl.net.in](http://www.hurl.net.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE as in Point no. 4 of NIT.
3. Type of Tender: Open Tender – Two bid
4. **Critical Date Sheet:**

Published Date	10.09.2019 (10.00AM)
Bid Document Download / Sale Start Date	10.09.2019 (10.00AM)
Bid Submission Start Date	10.09.2019 (10.00AM)
Bid Document Download / Sale End Date	03.10.2019 (3.00PM)
Bid Submission End Date	03.10.2019 (3.00 PM)
Bid Opening Date	04.10.2019 (3.00 PM)

5. **Bid Submission:**  
Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor is advised to follow the instructions provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.



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7. Tenderer who has downloaded the tender from the HURL website [www.hurl.net.in](http://www.hurl.net.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.
8. Intending tenderers are advised to visit again HURL web site [www.hurl.net.in](http://www.hurl.net.in) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
9. EMD Payment: Earnest Money Deposit is to be deposited **electronically by RTGS/DD** in the account of HURL at the below mentioned details. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

**BANK Details for EMD Payment through NEFT/RTGS:**

**Bank Name – State Bank of India**

**IFS CODE: SBIN0004803, Account No: 38166287368.**

10. EMD value: **Rs. 30,000.00** (Rupees Thirty Thousand Only).
11. Price Bid Validity date 120 days.
12. All NSIC / SSI registered vendors are exempted from submission of tender fee & EMD. **NSIC/SSI certificate must be submitted online to avail the exemption from furnishing the EMD.**

The Hard Copy of original instruments in respect of earnest money must be delivered to the Deputy Manager/Senior Manager (Contracts), Hindustan Urvarak & Rasayan Limited, 9th FLOOR, CORE 3 and 4, SCOPE MINAR, LAXMI NAGAR, DELHI, 110092 on or before bid opening date/time as mentioned in critical date. Tenderer shall likely to be liable for rejection for non-submission of original payment instrument like DD, etc., against the submitted bid.

13. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as the date of Price-Bid opening will be intimated later.
14. HURL New Delhi shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.



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## **15. Guideline for submission of bid :**

### **15.1 Technical Bid:**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- Signed, Stamped and Scanned copy of proof for payment of Earnest Money Deposit (EMD).
- Signed, Stamped and Scanned copy of Certificates like Registration certificate, GST No, PAN No, TIN No etc.
- Signed, Stamped and Scanned copy of Affidavit on Non- Judicial Stamp Paper Of Rs. 10 Duly Attested i.e **Annexure -A**
- Signed, Stamped and Scanned copy of Format For Electronics Payment i.e **Annexure-B**
- Signed, Stamped and Scanned copy of Tender Acceptance Letter & Letter of authorization to submit bid i.e **Annexure-C**.
- Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder is an authorized reseller/distributor/partner of Google for email services as on date of techno- commercial bid opening.
- Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder has handled/provided at least 400 Nos Google Suite email accounts during last 03 years as on the date of techno – commercial bid opening out of which at least 100 Nos Google Suite email accounts shall have been handled/provided for a single client under single order.
- Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder has Average annual turnover of bidder shall not be less than 12 Lakhs for the financial years 2017-18, 2016-17 & 2015-16.
- Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.
- Signed, Stamped and Scanned copy of Special condition of contract and **Annexure-G**.
- Signed, Stamped and Scanned copy of No deviation Certificate as per **Annexure-D**.
- Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as **Annexure- E** to Tender Document shall be furnished certifying that the data and documents furnished by them in respect of Techno-Commercial Evaluation are true and correct including the contents thereof. However, if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.
- MSEs seeking exemption and benefits should enclose an attested/self-certified and stamped copy of valid registration certificate, giving details such as validity, stores/services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.



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- Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded. The Power Of Attorney of such person needs to be furnished along with bid.

Note: Bidders are requested to upload the clearly visible documents only other wise if not clearly visible than offer shall be liable for rejection without any further communication.

### 15.2 Price Bid:

Schedule of price bid in the form of BOQ\_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BOQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.

### 15.3 Checklist of documents to be submitted:

S.No	Item	Yes / No	Bid Ref.
I	Signed, Stamped and Scanned copy of proof for payment of Earnest Money Deposit (EMD).		
II	Signed, Stamped and Scanned copy of Certificates like Registration certificate, GST No, PAN No, TIN No etc.		
III	Signed, Stamped and Scanned copy of Affidavit on Non-Judicial Stamp Paper Of Rs. 10 Duly Attested i.e <b><u>Annexure -A</u></b>		
IV	Signed, Stamped and Scanned copy of Format For Electronics Payment i.e <b><u>Annexure-B</u></b>		
V	Signed, Stamped and Scanned copy of Tender Acceptance Letter & Letter of authorization to submit bid i.e <b><u>Annexure-C</u></b> .		
VI	Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder is an authorized reseller/distributor/partner of Google for email services as on date of techno- commercial bid opening.		
VII	Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder has handled/provided at least 400 Nos Google Suite email accounts during last 03 years as on the date of techno – commercial bid opening out of which at least		



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	100 Nos Google Suite email accounts shall have been handled/provided for a single client under single order.		
VIII	Signed, Stamped and Scanned copy of documents as proof for establishing that the bidder has Average annual turnover of bidder shall not be less than 12 Lakhs for the financial years 2017-18, 2016-17 & 2015-2016.		
IX	Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.		
X	Signed, Stamped and Scanned copy of Special condition of contract and <b><u>Annexure-G</u></b> .		
XI	Signed, Stamped and Scanned copy of No deviation Certificate as per <b><u>Annexure-D</u></b> .		
XII	Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as <b><u>Annexure-E</u></b> to Tender Document shall be furnished certifying that the data and documents furnished by them in respect of Techno-Commercial Evaluation are true and correct including the contents thereof. However, if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.		
XIII	MSEs seeking exemption and benefits should enclose an attested/self-certified and stamped copy of valid registration certificate, giving details such as validity, stores/services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.		
XIV	Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded. The Power Of Attorney of such person needs to be furnished along with bid.		

Note: Failure to Upload Authentic and Corrects Documents as mentioned at S.No I, II, III, V, VI, VII, VIII, IX, X, XI, XII, XIII and XIV of clause 15.3 (Checklist) above would lead to Rejection of Techno- Commercial Bid. Price Bids shall be opened only of those bidders who are qualified and whose techno-commercial bids are acceptable.