

## Bid Document

| Bid Details                                                                  |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid End Date/Time</b>                                                     | 23-09-2022 14:00:00                                                                                                                                                                                                                                              |
| <b>Bid Opening Date/Time</b>                                                 | 23-09-2022 14:30:00                                                                                                                                                                                                                                              |
| <b>Bid Offer Validity (From End Date)</b>                                    | 65 (Days)                                                                                                                                                                                                                                                        |
| <b>Ministry/State Name</b>                                                   | Ministry Of Petroleum And Natural Gas                                                                                                                                                                                                                            |
| <b>Department Name</b>                                                       | Na                                                                                                                                                                                                                                                               |
| <b>Organisation Name</b>                                                     | Directorate General Of Hydrocarbons (dgh) Noida                                                                                                                                                                                                                  |
| <b>Office Name</b>                                                           | Oidb Bhwan, Sector-73, Noida                                                                                                                                                                                                                                     |
| <b>Item Category</b>                                                         | Custom Bid for Services - Services for archiving tape cartridges data to Hard Disc Media for DGH Noida                                                                                                                                                           |
| <b>Contract Period</b>                                                       | 10 Month(s)                                                                                                                                                                                                                                                      |
| <b>MSE Exemption for Years of Experience and Turnover</b>                    | No                                                                                                                                                                                                                                                               |
| <b>Startup Exemption for Years Of Experience and Turnover</b>                | Yes                                                                                                                                                                                                                                                              |
| <b>Document required from seller</b>                                         | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled</b>                                                     | No                                                                                                                                                                                                                                                               |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 5 Days                                                                                                                                                                                                                                                           |
| <b>Estimated Bid Value</b>                                                   | 82570500                                                                                                                                                                                                                                                         |
| <b>Evaluation Method</b>                                                     | Total value wise evaluation                                                                                                                                                                                                                                      |
| <b>Financial Document Indicating Price Breakup Required</b>                  | Yes                                                                                                                                                                                                                                                              |

### EMD Detail

|                   |                     |
|-------------------|---------------------|
| Advisory Bank     | State Bank of India |
| EMD Percentage(%) | 0.50                |
| EMD Amount        | 412853              |

### ePBG Detail

|               |                     |
|---------------|---------------------|
| Advisory Bank | State Bank of India |
|---------------|---------------------|

|                                     |      |
|-------------------------------------|------|
| ePBG Percentage(%)                  | 3.00 |
| Duration of ePBG required (Months). | 17   |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Directorate General of Hydrocarbons

Oidb Bhwan, Sector-73, Noida, NA, Directorate General of Hydrocarbons (DGH) Noida, Ministry of Petroleum and Natural Gas

(Directorate General Of Hydrocarbons)

**Splitting**

Bid splitting not applied.

**MSE Purchase Preference**

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required**

**Pre Qualification Criteria ( PQC ) etc if any required:**[1661236334.pdf](#)

**Scope of Work:**[1661236406.pdf](#)

**Special Terms and Conditions (STC) of the Contract:**[1661236839.pdf](#)

**Service Level Agreement (SLA):**[1661236843.pdf](#)

**Payment Terms:**[1661236891.pdf](#)

**GEM Availability Report ( GAR):**[1661236905.pdf](#)

Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):[1661236917.pdf](#)

## Custom Bid For Services - Services For Archiving Tape Cartridges Data To Hard Disc Media For DGH Noida ( 1 )

### Technical Specifications

| Specification                                                                                | Values                                                                       |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Core</b>                                                                                  |                                                                              |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Services for archiving tape cartridges data to Hard Disc Media for DGH Noida |
| Regulatory/ Statutory Compliance of Service                                                  | YES                                                                          |
| Compliance of Service to SOW, STC, SLA etc                                                   | YES                                                                          |
| <b>Addon(s)</b>                                                                              |                                                                              |

### Additional Specification Documents

### Consignees/Reporting Officer

| S.No. | Consignee/Reporting Officer | Address                                   | The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | Additional Requirement |
|-------|-----------------------------|-------------------------------------------|----------------------------------------------------------------------------------|------------------------|
| 1     | Sunil Khatri                | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 1                                                                                | N/A                    |

## Buyer Added Bid Specific Terms and Conditions

### 1. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 15% of total value.

### 2. Buyer Added Bid Specific ATC

## Buyer Added text based ATC clauses

(i). Only Class-I and Class-II Local suppliers as per MII (Preference to Make in India), Order 2017 dated 04.06.2020 issued by DPIIT, as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific goods/products, if any will be eligible to bid. In this regard, bidder shall submit an undertaking from the authorized signatory of bidder along with the bid stating the bidder meets the mandatory minimum local content (LC) requirement and such undertaking shall become part of contract.

(ii). Purchase Preference linked with MII (Preference to Make in India), Order, 2017 dated 04.06.2020 issued by DPIIT, as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific goods/products shall be applicable in this tender. Bidders seeking such Purchase Preference shall have to submit all undertakings/documents applicable to this policy. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

(iii). The bidders must enter an all-inclusive price (including GST) against the "OFFER PRICE" field while creating their response against the tender in GeM portal. Computation of the above -mentioned all-inclusive price must be done as per the Price Bid Format enclosed as Annexure-VI. Bidders are required to quote for all the items as per the Price Bid Format. The duly filled 'PRICE break up / FINANCIAL DOCUMENT' in electronic form must be submitted by the bidders in GeM Portal along with the Financial Bid, at the designated tab of the GeM Portal . Any Financial Bid without the duly filled Price break up (in prescribed format) may be liable for rejection.

(iv) Clause no. 5 below regarding increase/decrease in quantity by 25% is a by default clause which has been selected just to enable quantity variation during awarding/execution stage without any technical glitch in GeM portal. The following clause regarding quantity variation shall be actually applied in this tender:

The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 20% of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase or decrease the ordered quantity by up to 20% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

### 4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Directorate General of Hydrocarbons payable at New Delhi. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

### 5. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 6. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Directorate General of Hydrocarbons payable at New Delhi.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name Directorate General of Hydrocarbons Account No. 65191249625 IFSC Code SBIN0050203 Bank Name State Bank of India Branch address Shastri Bhawan, New Delhi.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**