

**SECTION I**

O/o Sr. Deputy Director General, MPLSA, Bhopal  
(Telecom Enforcement, Resources & Monitoring)  
Government of India, MINISTRY OF COMMUNICATIONS  
Department of Telecommunications  
2<sup>nd</sup> Floor, Doorsanchar Bhawan, Hosangabad Road, Bhopal-462015 (MP)  
Bhopal – 462015

Tender No. 9-18/2017(A)-MPLSA/Tender/Multi Tasking staff/17-18/14 dated: 05.02.2018

**NOTICE INVITING TENDER**

1. E tenders on behalf of the President of India, is invited under Two Bid System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound eligible Companies /Firms /Agencies for providing services of **Ten Multi tasking staff** in the office of Sr. DDG MPLSA, Bhopal, for a period of one year from the date of contract and extendable for additional one year.

Office where services required	Schedule of Requirement	Quantity	Estimated Cost of the tender (in Rs.)	Earnest Money Deposit
O/o Sr. DDG MPLSA, Bhopal	<b>Ten No. of Multi tasking staff (MTS)</b>	<b>10</b>	<b>Rs.14,47,000/-</b>	<b>Rs.36,175/-</b>

- I. Applicant should submit following amounts in form of DD or Pay order from Nationalized/ scheduled bank / Online payment through Bharatkosh or NTRP in favour of 'CAO, CCA MP', payable at Bhopal. DD/Pay order has to be submitted offline in Room No 223, 2<sup>nd</sup> Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal before 15:00 hrs on 07.03.2018 while Scanned copy of DD/ Pay order/ Online Payment Transaction details should be uploaded online. In case of fee exemption valid self attested registration certificate issued by NSIC to be uploaded online. Bidders are requested to write their name and full address at the back of the demand draft/ Pay order submitted to the office

- (a) Rs.590/- (Rupees Five Hundred Ninety Only) towards tender document fee. This amount is non-refundable.
- (b) Rs. 36175/- (Rupees Thirty Six Thousand One Hundred Seventy Five Only) towards Earnest Money Deposit (EMD).  
This money is refundable to non-qualified bidders or in case of cancellation of tender.
- II. The aforesaid DDs/Pay orders/ Online Fee Submission or an application for fee exemption valid self attested registration certificate issued by NSIC towards cost for Tender document, EMD and Power of Attorney (in original) , if applicable, should be submitted to ADG A - II, O/o Sr. DDG MP LSA ,Bhopal on or before 15:00 Hours of 07.03.2018.
- III. The duly filled tender documents shall not be accepted if these are not accompanied by the scanned copy of the demand draft/Pay order/ PFMS transaction details towards the Tender fee and the requisite bid security (EMD) or for fee exemption valid self attested registration certificate issued by NSIC. If at any stage it is found that payment has not been realized the application of bidder shall be cancelled and its offer as bidder shall be rejected.
- IV. The DD/ Pay Order/ Online payment using PFMS towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

**Note :**

1. Non-Tax Receipt Portal (NTRP) also known as “Bharatkosh”. Non-Tax Receipt Portal (NTRP) is the initiative of O/o Controller General of Accounts, M/o Finance, Government of India to provide one stop services to deposit any fees/fine/other money into the Government Account through the web based portal <https://bharatkosh.gov.in>. For further information, user guides are available at <https://bharatkosh.gov.in/static/UserGuide.asp>.

2. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app> (herein after as Tender website). The portal enrolment is free of cost. Interested bidders may submit their quotation online on tender website as per the tender document. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above mentioned website. Any corrigendum/addendum regarding this tender will be available on the above website and [www.dot.gov.in](http://www.dot.gov.in) also.

**2. Schedule:**

Date of issue of Bid Document: Bidder can download the Bid Document from 07.02.2018 from the DOT website <http://www.dot.gov.in> or the E- Procurement portal <http://eprocure.gov.in/eprocure/app> by using bidder login credentials.

Date & time for submission of tender	06.03.2018 before 15:00 hrs.
Physical submission of EMD and Tender document fee	07.03.2018 before 15:00 hrs.
On-line opening of Tender Bids(Technical bids)	07.03.2018 at 15:30 hrs.
Date & time for opening of Financial Bid for Technically qualified bidders.	Will be intimated later.
Place of opening the Tenders	: O/o Sr. DDG MPLSA 2 <sup>nd</sup> Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal-462015 (MP )

Bid Validity Period/Validity of Bid offer for : 90 days from the date of opening of the tender.  
Acceptance by DOT

**3. Accessibility of Tender Document** :Tender document can be obtained by downloading it from the website <http://www.eprocure.gov.in> or [www.dot.gov.in](http://www.dot.gov.in)

**4.Tender Document Fee** :DD for an amount of Rs.590/- (Rupees Five Hundred and Ninety only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of "CAO,CCA MP Bhopal payable at Bhopal has to be submitted physically on 07.03.2018 before 15:00 hrs (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted. If Online payment is made through Bharatkosh the copy of receipt generated is to be uploaded online towards tender document fee. **(Tender fee is exempted for NSIC registered bidders).**

**5. Submission of Tenders:** The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid system i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in clause No.16 of Section-II of the Tender Document.

6. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Sr.DDG MPLSA, Ministry of Communication , Department of Telecommunications in this regard shall be final and binding on all.

7. The aforesaid DDs/Pay orders towards cost for Tender Document and EMD should be submitted to the tender inviting authority physically in Room No 223, 2nd Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal on or before 15:00 hrs on 07.03.2018 and the scanned copy to be uploaded online or before 15:00 hrs on 06.03.2018.The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIT. If Online payment is made through Bharatkosh the copy of receipt generated is to be uploaded online towards tender document fee and EMD. **Exemption from remittance of EMD and tender document for the units holding SSI/NSIC Registration will be consider if an attested copy is enclosed along with tender document.**

8. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/ register before participating through the website <http://eprocure.gov.in/eprocure/app>.The procedure for enrolment is available on the said website. The portal enrolment is free of cost.

Director (Admin-2)  
O/o Sr. DDG MPLSA BHOPAL, 2<sup>nd</sup>  
Floor, Doorsanchar Bhawan,  
Hoshangabad Road, Bhopal-462015(MP )