



Government of India
Ministry of Communications
Department of Telecommunication
Sr. Deputy Director General, AP LSA, Hyderabad
2nd Floor, Kavadiguda Telephone Exchange Building
Bholakpur, Hyderabad – 500 080

Tender No. APLSA/HYD/HK, Security and Data Entry Services/2018-19, Date : 03-08-2018

SECTION – I

NOTICE INVITING TENDER

E-Tender on behalf of the President of India, are invited under Two Packet System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies for providing House keeping, Security and Data Entry Services (for day to day running of the office) to the office of Sr. DDG (APLSA), Hyderabad, for a period of one year.

Note: The tenderer should submit DD/Pay Order for Rs.1,51,500/- towards EMD. The DD has to be submitted off line before 15:00 hrs on 11.09.2018 and scanned copy of DD/Pay Order to be uploaded online.

1. Schedule:

Date of issue of Bid Document	: Bidder can download the Bid Document from 21-08-2018 at 10:00 Hrs from the DOT website: www.dot.gov.in or the E-Procurement portal http://eprocure.gov.in/eprocure/app by using bidder login credentials.
Last Date & time for submission of tender	: 11.09.2018 at 15:00 hrs.
Physical submission of EMD	: 11.09.2018 at 15:00 hrs.
On-line opening of Tender Bids (Technical bids)	: 12.09.2018 at 15:00 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 (HoD), AP LSA, 2 nd Floor, Kavadiguda Telephone Exchange, Bholakpur, Hyderabad – 500 080
Bid Validity Period/Validity of Bid offer for Acceptance by DOT	: 90 days from the date of opening of the tender.
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
4. Services to be offered	: House keeping, Security and Data Entry Services for day to day running of office.
5. Performance Security	: 10 % of the tender value
6. Duration of contract	: valid for a period of one year from date of issue of work order. However, contract may be extended for further period up to one year if agreed mutually.
7. Tender Document Fee	: DD for an amount of Rs.500/- (Rupees Five Hundred only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of "CAO, O/o Pr. CCA, Hyderabad" payable at Hyderabad has to be submitted offline (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. **Tender fee is exempted for the firms having registration certificate issued by NSIC/MSME.**

8. Bid Security (EMD)

: DD/Pay Order for an amount of Rs.1,51,500/- (Rupees One Lakh Fifty One Thousand Five hundred only) inclusive of applicable taxes (non refundable) from Nationalized / Scheduled bank drawn in favour of "CAO, O/o Pr. CCA, Hyderabad" payable at Hyderabad has to be submitted offline (Scanned copy of DD to be uploaded online) towards Bid Security (EMD) failing which the tender will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

9. **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 has to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems 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.6 of Section-II of the Tender Document.

10. 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 (HoD), AP LSA, Hyderabad, Ministry of Communication, and Department of Telecommunications in this regard shall be final and binding on all.

11. The aforesaid DDs/Pay orders towards cost of Tender Document and EMD should be submitted offline to the ADG (Admn), O/o Sr. DDG, AP LSA, Hyderabad on or before 15:00 hrs on 11.09.2018 and the scanned copy to be uploaded online on or before 15:00 hrs on 11.09.2018. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

12. 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 portal enrolment is free of cost.

Sd/-

ADG (Admn),
Office of Sr. Deputy Director General, AP LSA
2nd Floor, Kavadiiguda Tele Exch Bldg
Bholakpur, Hyderabad – 500 080