

Cost of Tender Rs.1000/-  
Money Receipts No.  
Date-  
Due Date-18.08.2009

**MADHYA PRADESH STATE ELECTRONICS  
DEVELOPMENT CORPORATION LIMITED**

**TENDER DOCUMENT  
FOR  
EMPANELMENT OF VENDORS FOR SETTING UP ELECTRICAL  
INFRASTRUCTURE AT DISTRICTS UNDER e-DISTRICT PROJECT  
(Tender no. MPSEDC/MKT/2009/168)**

**M.P. State Electronics Development Corporation Ltd.**  
147, Zone-I, M.P. Nagar, Bhopal-462011 (M.P.)  
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**TABLE OF CONTENT**

1    **TECHNICAL BID FOR EMPANELMENT OF VENDORS** .....4

1.1    GENERAL INFORMATION .....4

1.2    TECHNICAL INFORMATION.....5

2    **SCOPE OF WORK** .....6

3    **EVALUATION CRITERIA**.....9

3.1    NON ELIGIBILITY CRITERIA .....10

**ANNEXURES**..... 11

ANNEXURE I - FORM - I .....11

ANNEXURE II - FORM - II.....122

## LETTER OF SUBMISSION OF TENDER

To  
M/s MPSEDC Ltd  
147 Zone I, M P Nagar  
Bhopal (M P)

Date: June, 2009

Ref: Your tender for Empanelment of vendors for setting up electrical infrastructure for districts under e-District project dated .....

Dear Sir,

Having examined the tender document relating to the empanelment of vendors for setting up electrical infrastructure detailed in the Tender Notice, Conditions and scope of work, Specifications etc., and having understood the provisions and requirements relating to the Registration and all other factors governing the project, we hereby submit our offer for the empanelment in accordance with terms and conditions and confirm our acceptance.

We further confirm that –

- i. We have successfully carried out various projects/orders of similar nature and we have sufficient experience and financial strength in handling assign works of this nature.
- ii. We have sufficient qualified manpower and necessary materials and after sales support to execute the assign work in the specified time schedule.

Signature of the Tendered  
With stamp and Date

# 1 TECHNICAL BID FOR EMPANELMENT OF VENDORS

## 1.1 GENERAL INFORMATION

1.	Name and Address of the Vendor			
2.	Contacts:			
	Telephones:			
	Fax:			
	E-mail:			
	Mobile No:			
3.	Registration number of the Company ( the company must have Registration number provided by the Registrar of Companies and will be verified from the ROC website)			
4.	Name of Chief Executive Officer and Telephone No.			
5.	Year of Establishment			
6.	TIN Number of M.P (the firm should be Registered in Madhya Pradesh with the Commercial Taxes Department, or will provide a registration number before the work order is released)			
7.	Service Tax Registration Number			
8.	Income Tax PAN/GIR No.			
9.	Name(s), contact number and Address(s) of proprietor or partners or Directors			
S.No.	Name	Designation	Postal Address & e-mail if any	Contact No.

## 1.2 TECHNICAL INFORMATION

1.	Available Facilities:	
	No. of Employees	
	Technical & Non- Technical (Details be given in Annexure I - form - I )	
2.	Execution Time line achieved in past in working days (i.e. Starting date - completion date) Maximum Time taken Minimum Time taken	
3.	Turn over of the financial years 2007-2008 2006-2007 2005-2006 (Submit audited balance sheets clearly indicating turnover)	
4.	Name and Address of the Banker	
5.	List of major Clients (Details of Major Project Executed) and the size of orders executed	
6.	Details of Three project of similar nature in which order value should have been greater than INR 2 Lakhs fro each project. (These are to be supplied with proof of work order / TIN Number / Customer Satisfaction Document) ( Details to be provided in Annexure -II form II)	

Note: Separate sheets may be attached wherever necessary.

I/We agree to enter an MOU with MPSEDC Ltd on the mutually agreed terms and conditions if empanelled for setting up of additional infrastructure in the pilot districts for e-District project as mentioned in the press notice or as amended from time to time.

Signature of the Vendor  
With stamp and date

## 2 SCOPE OF WORK

The specified Scope of Work that needs to be undertaken by the vendor for setting up electrical infrastructure for the pilot districts of Madhya Pradesh is given below and the work is to be performed as per the specifications and conditions mentioned in different parts of this document, any further amendments issued in this regard and the Contract is to be signed by the selected Bidder.

**e-District Project Brief Overview:** The national e-Governance plan (NeGP) is a major initiative of the Government of India (GOI) for ushering e-Governance at a national scale. NeGP is one of the most ambitious programs of the Government of India aimed at improving the quality, accessibility and effectiveness of government services to citizens and businesses with the help of Information and Communication Technology. One of the key focus areas of NeGP is the stress on citizen-centric services as against merely computerization of the departments. e-District has been envisaged by Government of Madhya Pradesh (GoMP) as automation of workflow and internal processes of District Administration with the possibility of seamless integration of various departments for providing services to the citizens. This project is of paramount importance to the State as it would help in creating an electronic workflow system for the district administration and help in providing efficient individual department services through Common Service Centers (CSCs), Samadhan Ek Din centers, MP-Online kiosks and internet, which would be the primary front end channels as envisaged in the project. Madhya Pradesh Government has chosen five districts to pilot the e-District project and provide integrated citizen centric services in the district. The identified districts are:

- Guna
- Gwalior
- Indore
- Sagar
- Shivpuri

The main purpose of the e-district project is to computerize the workflow system and internal processes of the district administration of the pilot districts with the help of Information & Communications Technologies (ICT). The state envisages meeting the following objectives with the implementation of e -Districts project:

- Implementation of an efficient electronic workflow system for District Administration.
- To create an efficient IT enabled delivery mechanism for citizen services / information being delivered from District Administration and its subordinate offices
- Infusion of transparency and accountability in operations
- Reduction of workload of department personnel
- Ensuring longevity of the data / protection from damage from moisture and other climatic factors
- Electronic security and control of confidential data
- Fast processing of public cases/appeals/grievances dissemination of information as per public requirement

**The Vendor must assume the following responsibilities:**

1. The estimated size of electrical infrastructure is going to be approx. 200 nodes which will be spread over multiple buildings and geography of the District. As is evident from the Scope of Work, the network will have Managed Switches, Cabling and conditioned power supply to the equipments at locations identified by the District administration.
2. The vendor needs to setup and install the necessary electrical infrastructure works including Earthing at each location.
3. The vendor needs to provide following type of electrical components but not limited to:

S. no	Component
1.	MCB Single Pole
2.	MCB Double Pole
3.	MCB Triple Pole
4.	5 Amp Switch
5.	5 Amp Socket
6.	Cat 5 Cable
7.	14mm Copper wire Cable
8.	4mm Copper plate Cable
9.	8mm Copper wire Cable
10.	PVC wire
11.	MCB Panel
12.	Sheet board
13.	Saddle
14.	PVC pipe
15.	AC Box
16.	Earthing

4. The vendor MUST do structured cabling as per industry standards / practices.
5. All the Operational Manuals and similar accessories made available by equipment vendor would be handed over by the bidder to the department after the installation work is over. The installation of equipments shall be accepted only after installation tests are over successfully.
6. The vendor should ensure that day-to-day functioning of official work and existing electrical setup should not get disrupted during the process of installation. Any damage to the interiors during process of installation would have to be made good at no extra cost to the department.
7. The rates quoted must be valid for at least six months from the date of opening of the bids.
8. The vendor MUST build up an overall plan for testing and acceptance of system, in which specific methods and steps should be clearly indicated and approved by department. All levels of testing will be conducted at the installation sites.
9. Testing MUST demonstrate that the new systems satisfy the operational and technical performance criteria.
10. The vendor MUST indicate how one will demonstrate to DEPARTMENT that all functions in the new the system installed have been tested.

11. It may be noted that no comprise on quality would be made. In case it is found at some stage that the quality supplied is inferior, the contract is likely to be cancelled and firm will be black listed.
12. Wiring shall be carried out with single core, PVC insulated cables with copper conductors. The attention of the bidder is invited with regard to spurious makes of cables sold in the market. If at any time the cable used were found to be spurious, the work has to be redone by the contractor at his own cost duly removing wiring carried out with spurious materials.
13. The system of wiring shall be that separate phase and neutral wire shall be taken for each circuit from the main control board/distribution fuse board.
14. Where more than one control board is to be connected in any one circuit the supply can be taken from one control board to the other by taking separate phase and neutral wires (an earth continuity connections) or from the main control board/distribution fuse board through separate phase and neutral wires for each control board.
15. Power circuits if any shall be kept separate and distinct from the light and fan circuits. The wiring shall be done in such a way to facilitate easy inspection.
16. No joints shall be permitted in the wiring. If any jointing of cables is found to have been carried out in the PVC pipe wiring subsequently a penalty of Rs.500/- per joint will be levied and deducted. In addition the contractor has to redo the portion of the wiring found to have been carried out with jointing at his own cost to an acceptable standard.
17. Necessary earth continuity connection shall be provided keeping in mind the maintenance requirements, safety etc. In addition to the above earth connection the contractor is required to have a separate earth pit and earth connection

*(\*District Wise Scope of Work will be given at the time of bidding Process)*

### 3 EVALUATION CRITERIA

All the technical bids accompanied with required documents will be assessed using following marking system. Only those who will get 50 marks or above will be eligible for getting empanelled for getting eligibility to participate in the Financial Bid submission:-

1. Technical Bid Total: 100 Marks

I. Past Experience (40 Marks)

**Distribution of Marks:**

- |   |          |
|---|----------|
| i. One Project with minimum value of Rs 2.0 Lakhs           | 20 Marks |
| ii. Two Projects with minimum value of Rs 2.0 Lakhs each    | 30 Marks |
| iii. Three Projects with minimum value of Rs 2.0 Lakhs each | 40 Marks |

The vendor has to produce a certificate from the client for which the Project was executed so as to be eligible to obtain the marks.

II. Turnover (60 marks)

Please provide the Annual Turnover for the last three years i.e., 2005-06, 2006-07 and 2007-08. Average of three years will be considered for calculating the cumulative Turn Over.

**Distribution of Marks:**

**Turnover Value \***

- |                     |          |
|---------------------|----------|
| i. 20 to 30 Lakhs   | 30 Marks |
| ii. 30 to 40 Lakhs  | 40 Marks |
| iii. 40 to 50 Lakhs | 50 Marks |
| iv. 50 to 60 Lakhs  | 60 Marks |

(\*Submit audited balance sheets clearly indicating turnover)

### **3.1 NON ELIGIBILITY CRITERIA**

1. Only Registered Class A License Holders from the M.P. Electrical Inspectorate CAN apply.
2. Any blacklisted company by the Government or Government Entity would not be able to contest for the Empanelment.
3. A company in loss will not be able to contest for the Empanelment. As a proof, the company would have to present a certificate signed by its CA claiming the financial health.
4. Only companies registered under the company's act are eligible for empanelment. Consortiums and partnership firms would not be allowed to contest the tender.

## ANNEXURES

### ANNEXURE I - FORM - I

#### DETAILS OF TECHNICAL PERSONNEL ON THE PAY ROLLS OF THE VENDOR

Name of the Vendor

S. No.	Name of Persons	Qualification	Total Experience (Years)	Whether working in field or office	Experience of execution of relevant works	Period for which the person is working with the vendor	Remarks
1	2	3	4	5	6	7	8

N.B. If additional space is required, extra sheet may be added for the purpose.

Signature of vendor  
With Rubber Stamp

**ANNEXURE II - FORM - II**

**DETAILS OF MAJOR WORKS CARRIED OUT BY THE VENDOR**

Name of the Vendor

S.No.	Name of Party	Client Particulars	Type of work	Cost of work	Actual date of start & completion	Remarks
1	2	3	4	5	6	7

N.B. If additional space is required, extra sheet may be added for the purpose.

Signature of Vendor  
With Rubber Stamp