



## SOFTWARE TECHNOLOGY PARKS OF INDIA

Ministry of Electronics & Information Technology(MeitY) Govt. of India

C-21, Thejaswini Building, Techno park, Thiruvananthapuram-695 581.

Phone: +91-471-2700606/707/807; Fax: +91-471-2700505

Website: www.tvpm.stpi.in

## TENDER DOCUMENT

(STPI-TVPM/PUR/QUO/17-18/98 dt. 21/11/2017)

Disposal of 9.3 Mtr. C Band Earth Station Antenna and Reflector  
at STPI Thiruvananthapuram

### Details of Bidding Agency:

Name:

Address:

Contact No:

E-Mail Id:

D.D. No./Banker's cheque/NEFT ref. No./RTGS ref. no. –

**\*Single transaction is recommended for Rs.5590/- (Tender fee for Rs.590/- + EMD for Rs.5000/-)**

## TABLE OF CONTENTS

S. No.	Content	Page No.
1.	Eligibility Criteria & General terms and conditions and instructions to bidders	3-6
2.	Scope of work & other conditions as per <i>Annexure-I</i>	7
3.	Declaration for blacklisting as per <i>Annexure-II</i>	8
4.	Format for Financial bid as per <i>Annexure-III</i>	9
5.	List of goods - <i>Annexure-IV</i>	10

Intending eligible bidders may obtain a copy of bid document from STPI, No: C-21, Thejaswini, Technopark, Thiruvananthapuram, Kerala – 695 581 on payment of Rs.590/- (Rupees Five Hundred Ninety only) only in the form of crossed Demand Draft / Banker's Cheque or through NEFT / RTGS from any commercial Bank in favor of "*Software Technology Parks of India-Thiruvananthapuram, Account No. 853010110001803, Trivandrum Branch, IFSC Code No. BKID0008530 and payable at Thiruvananthapuram*" towards the tender fee, failing which the tender will be treated as incomplete and will be ignored.

In case, firm has downloaded the tender documents from the official website i.e. [www.tvpm.stpi.in](http://www.tvpm.stpi.in) , they must ensure that requisite tender fee/ cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Software Technology Parks of India payable at Thiruvananthapuram" along with the tender. *The details of the EMD & Tender fee paid / transferred through NEFT / RTGS should be enclosed with the technical bid of tender document. Tender fee & EMD will not be accepted in the form of cash / cheque.*

## I. GENERAL INSTRUCTIONS TERMS & CONDITIONS TO BIDDERS

STPI Thiruvananthapuram invites Tenders from the qualified bidders for the disposal of C band antenna as per the details mentioned at “ANNEXURE-IV” on “as is where is” condition from reputed vendors who comply with general terms and conditions and scope of work as per following at STPI Thiruvananthapuram:

1. The bid document can be downloaded from our website URL: [www.tvpm.stpi.in](http://www.tvpm.stpi.in) & <http://eprocure.gov.in/cppp/> . If the bidders wish to submit the bid document by downloading it from these websites,
2. The bid should be submitted in sealed cover duly filled with all supporting documents & Annexure.
3. Bid may be submitted with a forwarding letter on letter head of the bidder. Each page of bid document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms and conditions. No overwriting, corrections and cutting is permitted.
4. Bid validity should be 120 days from the specified date of closing.
5. Pre-bid meeting will be held on 30/11/2017 at 15:00 hours at STPI Thiruvananthapuram office. Bidders/ their authorized representatives may attend the meeting even if they themselves do not have any clarifications to seek.
6. The completely filled bid document, duly sealed (with sealing wax/sealed with tape from all four sides) should be addressed to “**Administrative Officer, Software Technology Parks of India, C-21, Thejaswini building, Technopark, Thiruvananthapuram, Kerala 695 581**” and should reach on or before **13:00 hrs. on 12/12/2017** by registered post or by hand duly super scribed on the top of envelope as “**BID FOR DISPOSAL OF C-BAND ANTEENA AT STPI Thiruvananthapuram**”.
7. STPI will not be responsible for postal or any other delays. Quotations received in an envelope that is damaged/torn or merely stapled will be summarily rejected.
8. Bids once submitted shall not allow being withdrawn. Any default after acceptance of bid shall be deemed to be noncompliance to the terms of contract.
9. The buyer should clear off all the items at their cost within 2 **weeks** from the receipt of quoted amount in full by STPI, Thiruvananthapuram on production of their identity proof and original cash receipts for the amount remitted with the sanction of the concerned authorities in the presence and supervision of designated Committee. STPI Thiruvananthapuram will not be held any responsibility for any loss or damages or theft

of the material after the bid is finalized and sale letter issued to the buyer, and no compensation thereof, will be entertained.

10. The successful bidder will be allowed a maximum period of 15 days after receipt of the confirmation letter, to remit quoted amount. The lifting of goods will not be allowed before the submission of quoted amount in form of Online /banker's Cheque or Demand Draft.
11. The lifting of goods should be made during the working hours i.e. 10 AM to 5 PM. At the time of pickup, bidder should have to submit relevant Form/certificate as per defined guidelines along with the full details of material to be disposed.
12. The bidder may inspect the site by predetermined date & time on any working day between 10 am to 4 pm and satisfy themselves about the items they are bidding for by contacting Mr. Nevin, Tel No 0471-2700404 / 2700707 or email: [sr.nevin@stpi.in](mailto:sr.nevin@stpi.in)
13. The Bid Security /Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand only through Online/DD/Banker's Cheque in favor of STPI Thiruvananthapuram payable at Thiruvananthapuram) shall be remitted by the successful bidder in Tender will be treated as security towards the tender and will be released only after successful & satisfactory lifting of the articles from the respective destination and submission of relevant certificates.
14. If the buyer fails to remit the required amount and clear off the items within the time specified as above, STPI Thiruvananthapuram will have the power to cancel the offer and forfeit the EMD/Bid security.
15. Any Tender not accompanied by EMD, Bid Security shall be rejected.
16. The EMD/Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. In case of successful bidder, EMD/Bid Security will be adjusted against the quoted amount before releasing the goods.
17. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
18. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the work.
19. The bidders are required to submit the following documents (self-attested) along with bid document.
  - a. PAN / TIN etc.
  - b. Self-undertaking as per **Annexure II**.
  - c. Copy of GST

## **II. AWARD CRITERIA:**

Contract will be awarded on the basis of bid of the highest acceptable responsive bidder who complies with all terms and conditions of the tender. In case the H1 bidder is not able to accept the sale letter within 7 days, the same will be offered to next lower bidder (H2) at rate given by H1 and so on.

## **III. PAYMENT TERMS**

Successful bidder has to submit through Online /Demand Draft/Banker's Cheque payable to STPI Thiruvananthapuram for 100% of the amount quoted within 15 days of receiving the sale letter.

**Details of Bank Account: Software Technology Parks of India**  
: Bank of India  
: Trivandrum Branch  
: SB A/c no 853010110001803  
: IFS code BKID0008530.

## **IV. TERMINATION BY DEFAULT:**

STPI Thiruvananthapuram may, without prejudice to any other remedy for breach of contract or work order, by written notice of default sent to bidder, terminate the Contract in whole or part: STPI reserves the right to terminate or cancel the contract / work order at its discretion at any time without assigning any reason, thereof.

If the Bidder fails to execute the service within the time period specified in the work order/ contract or any extension thereof granted by the STPI Thiruvananthapuram.

If the Bidder fails to perform any other obligations under the Contract.

## **V. REJECTION OF THE BIDS**

- a) The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of bid which is not substantially responsive to the bid document in every respect may result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of STPI-Thiruvananthapuram will be final.
- b) In case the selected bidder does not show interest in lifting the goods, the bid security/ EMD will be forfeited.
- c) The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.

- d) The bids received after specified date & time will not be considered.
- e) The bids received through Fax/Telex/photocopy will not be considered.

## **VI. BLACKLISTING**

Company/Firm blacklisted by Govt./PSU/Corporate organization as on the date of closing of bid are not eligible to Bid (Undertaking for the same has to be furnished as per Annexure III). If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI, the STPI shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

## **VII. ARBITRATION**

All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled by reference to arbitration as per Indian Arbitration Act.

## **VIII. FORCE MAJEURE**

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such nonperformance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

---

**Signature & Seal of the Bidder**

## **Annexure-I**

### **Scope of Work & Other Terms & Conditions**

1. The area to be covered for the disposal of C-band antenna at STPI Thiruvananthapuram are as follows:

<b>Sr. No</b>	<b>Location</b>	<b>Items</b>
1.	C-21, Thejaswini Building, Techno park, Thiruvananthapuram-695 581.	As per the list enclosed at Annexure-IV.

2. The bidders are advised to visit the place, where the material is stored for assuring the nature and volume of goodg realistically before quoting the rates. For site visit bidders are requested to contact Shri Nevin (TO), Tel No 0471-2700404/ 2700707 or email: [sr.nevin@stpi.in](mailto:sr.nevin@stpi.in)
3. No deviation from the above mentioned scope of services will be accepted.
4. STPI will not bear any cost on account of labour /transportation etc.

---

**Signature & Seal of the Bidder**

## **Annexure- II**

### **DECLARATION**

We declare and confirm that we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and shall be liable for cancellation without any notice at the sole discretion of STPI

---

**Signature & Seal of the Bidder**



## Annexure-III

### Financial Bid

<b>Vendor Details</b>		
1	Name of the Vendor – Firm/Company/Agency	
2	Address of the Vendor	
	Phone No. (With STD Code)	
	Mobile No.	
	FAX	
	Email ID	
3	Contact Person(s)	
4	PAN / TIN No./ GST No.	
5	<b>Details of Bank Account:</b> Name of the Account Holder  Name of the Bank & Branch  Account No.  Type of Account  IFSC No.	

<b>S. No</b>	<b>Location</b>	<b>Items on As-Is-Where-Is basis</b>	<b>Amount Quoted (INR)</b>
1	C-21, Thejaswini Building, Techno park, Thiruvananthapuram-695 581.	As per the list enclosed at Annexure-IV	
2	<b>Total</b>		
3	<b>GST</b>		
<b>Grand Total (2+3)</b>			
<b>Amount in Words:</b>			

**Seal & Signature of the bidder**

**LIST OF NON E-WASTE ITEMS**

<b>S. N.</b>	<b>Item Description</b>	<b>Quantity</b>
1	9.3 Mtr. C-Band Earth Station Antenna and Reflector	1 set

**Seal & Signature of the bidder**