



Projects & Development India Limited
(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,
Dist. Gautambudh Nagar , Uttar Pradesh
Phone - 0120-2529842/43/47/51/53/54
Fax - 01202529801/2541493

INVITATION TO BID

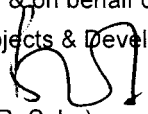
To :

Open Vendor

ITB Number	11/PNMM/E/4710/2016-17/100886
Type of Bid /	Two Part Bid /
Opening	Public Opening
Date of Issue	02.03.2017
Bid Closing Date	16-03-2017 Time : 3:00:00 PM
Tech. Bid Opening Dat	16-03-2017 Time : 3 :30:00 PM
Price Bid Opening Date	To be intimated to Techno-commercially suitable Bidder
Venue of Bid Opening	PDIL, NOIDA
Earnest money Deposit	N.A.
Tenure/Periodicity of Contract	THREE (03) YEARS FROM AWARD OF ARC

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Deptt. of Fertilizers, Ministry of Chemicals and Fertilizers. PDIL invites bid for under mentioned job subject to terms and conditions enclosed.

SL. No.	Material	Description	Quantity	Unit
10		Empanelment of Agency for sale & Purchase of Foreign Exchange	1	AU

For & on behalf of
Projects & Development India Limited

(P.R. Sahu)
Addl. General Manager (MM)

ITEM: Empanelment of RBI approved Agency for providing services for Sale and Purchase of Foreign Exchange Currency as and when require by PDIL, Noida

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ANNEXURE-I

ITEM: Empanelment of RBI approved Agency for providing services for Sale and Purchase of Foreign Exchange Currency as and when require by PDIL, Noida

PRE QUALIFICATION CRITERIA

- i) Bidders are required to submit a copy of Reserve Bank of India (RBI) approved License in the name of the Company / Firm / Agency for providing services for Sale & Purchase of Foreign Exchange Currency.
- ii) Bidder must have minimum 2 years experience of similar type of assignments viz. providing services for sale and purchase of Foreign Exchange Currency preferably in Government Sector / PSUs / Corporate Sectors, etc.

Bidders are required to submit copy of Work Order / Annual Rate Contract towards proof of duration of experience.

INSTRUCTION TO BIDDERS FOR e-PUBLISH

ITEM: Empanelment of RBI approved Agency for providing services for Sale and Purchase of Foreign Exchange Currency as and when require by PDIL, Noida

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intents to quote against this ITB may download the bidding document from PDIL **website <http://pdilin.com>** OR Central Public Procurement Portal **<https://eprocure.gov.in/cppp>** and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A) : Not Applicable.

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid Service Tax registration certificate
- vii. Any other document as per the requirement specified in the ITB.

Envelope C: Price Bid

Price Schedule as per Annexure-V with quoted rates in Rs. and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :

HOD (MM)
Projects & Development India Limited
PDIL Bhawan, A-14, Sector-1, Noida– 201301,
Distt.: Gautam Budh Nagar (U P)
E-mail : prsahu@pdilin.com; anjali@pdilin.com; mm@pdilin.com;
Tel: 0120 – 2544063(D) / 2529842/43/47/51/91

3.0 Opening of Bids

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties, on overall lowest bidder considering the CENVAT benefit to PDIL.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

6.0 Earnest Money Deposit (EMD) : Not Applicable.

7.0 **Validity of Bids**

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

- 8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.
- 9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT**: Deleted.

- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD (MM), Materials Management Department, Projects & Development India Ltd., A-14, Sector-1, Noida 201301, Gautam Budh Nagar** or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

ANNEXURE-III

ITEM: Empanelment of RBI approved Agency for providing services for Sale and Purchase of Foreign Exchange Currency as and when require by PDIL, Noida

GENERAL CONDITIONS OF CONTRACT (GCC)

1.0 Scope of Contract

The Scope of Contract / Purchase Order (P.O), shall be as per 'Scope of Work' and/or 'Schedule of Rate', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis

Duly executed at PDIL, Noida.

4.0 Taxes and duties

4.1 Service Tax:

Service Tax shall be paid to the Service provider, extra at actual, at the prevailing rate only.

In case of any statutory variation in taxes and duties including imposition of any new taxes & duties by statutory authorities during contractual period, shall be paid extra at actual at the prevailing rate on production of documentary evidence.

The Service provider has to submit all necessary documents/furnish information to enable PDIL claim CENVAT.

5.0 Effective date of Contract / P.O: Date of issuance of Contract.

6.0 Period of Contract: The Contract shall be valid for a period of Three (03) Years from the Effective date with a provision to extend the same for another two (02) years on the same rates, terms and conditions.

7.0 Payment Terms

100% Payment shall be released, within 30 days after completion of job/work as per milestone defined, elsewhere in the ITB, on the invoice, duly certified by Engineer In Charge of PDIL.

7.1 Payment For AMC/ ARC: Not Applicable.

All payments will be made by account payee cheque or direct transfer in bank account through RTGS against receipt of Invoices certified by the Contract Operator or his authorized representative.

7.1 Tax deduction at source

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

8.0 Security Deposit: Not Applicable.

9.0 Price reduction clause:

In the event of delay in completion beyond contractual completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total P.O value shall be recovered from Contractor's bill(s).

10.0 Insurance: Not Applicable

~~Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.~~

11.0 Statutory obligation and Safety Rules (For AMC/ ARC): Not Applicable.

12.0 Termination

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit

13.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 Arbitration

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

"In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the

award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 **Jurisdiction**

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

ANNEXURE-IV**CHECK LIST**

(Bidder must confirm point by point and strike out whichever is not applicable)

ITB No. :

Name of Bidder:

Offer No.

We confirm/clarify as follows:

Sl. No.	Description	Bidder's Confirmation/ Acceptance/ Comments
1.0	Period of Contract: Three Years from the order effective date.	Confirmed
2.0	Validity of Bid: Shall be 90 days from date of opening of Technical Bid.	Confirmed
3.0	Relevant documents (copy duly signed and stamped) in support of Bidder's Pre-Qualification Criteria (PQC)' of ITB.	Submitted
4.0	Complete ITB documents duly signed & stamped on each page.	Submitted
5.0	Price confirmation copy - A Photocopy of the Priced bid, to be submitted strictly as per SCHEDULE OF RATES, Annexure V, prices being blanked out and in place indicating "Quoted" against each head, shall be submitted duly signed and stamped as confirmation to quoted price.	Submitted
6.0	Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a copy of Registration Certificate. (YES / NO.)	
7.0	Whether the M S E Company is owned by SC / ST (YES / NO.)	
8.0	Photocopy of PAN Card	Submitted
9.0	Copy of Service Tax Registration No.	Submitted
10.0	Name, Designation, Telephone Nos., Fax No. & e-mail of Contact Person for this Enquiry.	
It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in his summary shall prevail.		

Signature of Bidder: _____

Name: _____

Stamp: _____

Date : _____

Note: Bidder must ensure that all the above information and documents (duly signed and stamped) are furnished along with the Technical Bid. In absence of any of the information/ Document, the quotation is likely to be rejected without assigning any reason thereof.

Annexure-V

ITEM: Empanelment of RBI approved Agency for providing services for Sale and Purchase of Foreign Exchange Currency as and when require by PDIL, Noida**SCHEDULE OF RATE**

Name of the Company _____

Sl.No.	Description	Quoted Price to be indicated in Indian Rs. As (+) or (-) on RBI / IBR rates			
		For Currency Note (CN)		For Traveler's Cheque (TC)	
A)	Currencies	Purchase By PDIL	Sale By PDIL	Purchase By PDIL	Sale By PDIL
I)	USD				
II)	UK				
III)	AUSTRALLIAN DOLLAR				
IV)	EURO				
V)	SWISS FRANK				
VI)	JAPANESE YEN				
VII)	MALAYSIA RINGGIT				
B)	OTHER CURRENCIES				
C)	SERVICE CHARGES PER TRANSACTION (IF ANY)				
D)	ANY OTHER CHARGES				
E)	SERVICE TAX @.....%				

NOTE:

- i) Quoted price shall firm on Reserve Bank of India Rates / Inter Banking Rates. (+) amount will be applicable on purchase by PDIL and (-) amount will be applicable on sale by PDIL. Bids shall be evaluated on the following criteria:
- Quoted price for 'USD purchase by PDIL' considering estimated quantity of USD for purchase by PDIL as USD 200,000.
 - Quoted price for 'USD sale by PDIL' Considering estimated quantity of USD for purchase by PDIL as USD 50,000.
 - Quoted price for 'Service Charge per transaction' considering estimated quantity of 30 transitions.
 - Quoted price for 'Any Other charges per transaction' considering estimated quantity of 30 transitions.

Name : _____

Seal : _____

Date : _____

ANNEXURE-VI**Format of Details for payment**

Bidders are required to submit the following details on the company's **letter head** for online transfer to amount to their account:

1.0	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2.0 a.	Name of the Bank	
b.	Address of the Branch	
	Telephone No.	
c.	9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
d.	11 Digit NEFT/IFSC Code of the Bank Branch	
e.	Account Type (SB/CC/CA)	
f.	Bank Account No.(as appearing on the Cheque)	
g.	Permanent Account Number (PAN) Under Income Tax Act.	
h.	Service Tax Registration Number	
i.	Name of Authorized Signatory	
j.	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder

Title

Designation

Date:

ANNEXURE-VII

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To ,

.....

Subject :

Sir ,

We hereby declare that M/s is neither put on Holiday or Black-listed by any Government / PSU / Private firm or Financial Institution .

STAMP & SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
DATE : _____

SCOPE OF JOB

The Scope of Job shall include :

- 1.0 The Agency shall be responsible to make available Foreign Exchange Currency immediately as and when required by PDIL.
- 1.1 PDIL normal working hours are 9.30 AM to 6.30 PM from Monday to Friday. However, in the event of requirement, agency will have to deliver the Foreign Exchange Currency after working hours including off days and holidays.
- 1.2 Agency shall ensure to deliver the Foreign Exchange Currency immediately on day to day basis on receipt of information from P&A Department, PDIL.
- 1.3 Number of transactions for providing services for sale and purchase of Foreign Exchange Currency is about 30 per financial year.
- 1.4 **Place of delivery** - Projects & Development India Limited, PDIL Bhawan, A-14, Sector-1, Noida (UP) – 201301.
- 1.5 **Operation of Contract** - The contract shall be operated by HOD(P&A) or his authorised representatives.

Handwritten signature