



CEMENT CORPORATION OF INDIA LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

BOKAJAN CEMENT FACTORY(ISO 9001:2015 Certified Company)

Bokajan, Distt. Karbi Anglong – (Assam)-782490

CIN- U74899DL1965GOI004322

Phone: 03675 246106 / 246108 Fax 03675 246107

Email: mnscs.bokajan@gmail.com

[website:www.ccilttd.in](http://www.ccilttd.in)

NIT No.: BKJ/MNCS/AMC/COMPUTER/2024-25

Dated: 29.03.2024

NOTICE INVITING E-TENDER (NIT)

(Only through e-procurement)

Online electronic bids through Electronic Tendering Systems (ETS) are invited from experienced contractor for **“Annual Maintenance Contract of computer, LAN and CCTV camera for period of three years installed at Plant, Mines and Township of Bokajan Cement Factory”**. The complete set of tender documents is available on websites www.ccilttd.in, etenders.gov.in/eprocure/app (CPP Portal)

E-TENDER NO.	BKJ/M&CS/AMC/COMPUTER/2024-25
Mode of tender	E-procurement System (Online Part-I Techno-Commercial Bid and Part-II Price Bid through etenders.gov.in/eprocure/app , (CPP Portal)
Date of NIT available to parties to download	From 29.03.2024 Till 11.04.2024 (14.30hrs.)
Earnest Money Deposit	NIL
Date of starting of e-tender for submission of online EMD, Techno-Commercial Bid and Price Bid at etenders.gov.in/eprocure/app :	From 29.03.2024 Till 11.04.2024(15.00 hrs.)
Date & time of opening of Part-A (i.e. Techno-Commercial Bid)	12.04.2024 at 15.05 hrs.
Date of opening of Part- B i.e. price bid shall be informed separately	To be communicated separately
Validity of offer	120 days from the date opening of techno commercial bid

Offer is invited as per details given below: -

NIT No.	Name of the work	Activity
BKJ/M&CS/AMC/COMPUTER/2024-25	Annual Maintenance Contract of computer, LAN and CCTV camera for period of three years installed at Plant, Mines and Township of Bokajan Cement Factory	As per scope of work of Part-IV

- 1) Only those tenders will be considered who fulfill the terms & conditions mentioned in the tender documents.
- 2) The price- bid should be only as per CCI's price - bid format otherwise the tender is liable for rejection.

Note-

1. Tenderer must visit CCI website www.ccilttd.in for part-I & II and submit the same along with the Annexure-9, part -1 & II and their annexure are part of this tender, tenderer must sign and upload online along with techno-commercial bid of the tender. Part-I & II is available in English as well in Hindi in website for better understanding, however, in case of any contradiction in Hindi & English version, English version shall prevail.

HOD (M&CS)



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Website: www.ccilttd.in

NIT No.: BKJ/M&CS/AMC/COMPUTER/2024-25

Dated: 29/03/2024

List of Annexure

The tender documents comprise of following:-

Annexure-A	Important Instructions to Bidders for E-Procurement.
Annexure-I	Covering letter which must be submitted by tenderer duly filled in.
Available of CCI website	General terms and conditions part-1 & Part-II with Annexure 1 to 9
Annexure - X	Part-III- Special terms & conditions
Annexure - XI	Part- IV : Technical specifications
Annexure - D	Input Tax Credit
Annexure - XII	Price Bid (Price schedule) to be submitted duly filled in on-line. Cost break up rates quoted may also be furnished.

Important instructions for E-Procurement

This is an E-Procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is NIC-Central Public Procurement Portal, New Delhi-110003

You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1	<p>Process of E-tender :</p> <p>Registration:</p> <p>The process involves vendor's registration with tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT etenders.gov.in/eprocure/app</p> <p>1).Vendors are required to register themselves online with etenders.gov.in/eprocure/app Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>2).Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact CCI/NIC-CPPP portal.</p> <p>Contact person (Cement Corporation of India):</p> <p>1. HOD (M&CS)</p> <p>CCI, Bokajan Cement Factory, Bokajan, Dist: KarbiAnglong Assam-782490 Contact No.: M: 9039088173 E-mail : mncs.bokajan@gmail.com</p> <p>2. HOD (MM)</p> <p>CCI, Bokajan Cement Factory, Bokajan, Dist: KarbiAnglong Assam-782490, M: 7086653319 E-mail : bokajanmm01@gmail.com</p> <p>(A) Help Desk (NIC-CPPP):</p> <p>(E-commerce): For any technical related queries please call at 24X7 Help Desk Number 0120-4001 002/005, 0120-6277 787</p> <p>(B) System Requirement:</p> <p>Windows 8, 10 Professional Operating System, Internet Browser-9, 10 &11 Signing type Class 3 digital signature Java JRE 6 and above.</p> <p>THE VENDORS ARE ADVISED TO GO THROUGH THE <u>Help Manual</u> LINK AT etenders.gov.in/eprocure/app FOR GENERAL GUIDANCE ABOUT TENDER PROCESS.</p>
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	<p>(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.</p> <p>(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.</p> <p>Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.</p>
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through Online well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through <i>Attach Document</i> link against the particular tender. For further assistance please follow instructions of Vendor Help Manual.</p>
5	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tender wizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the responsibilities of the parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	<p>Bidding in e-tender & Reverse auction:</p> <p>(a). Bidder(s) need to submit necessary EMD and Tender fees (If ANY) to be eligible to bid online in the e-tender. Tender fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by CCI.</p> <p>(b). The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid is explained in Help Manual.</p> <p>a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>b. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>(c). The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p>

	<p>(d). All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.</p> <p>(e). It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>(f). No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <p>(g). Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
09	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website etenders.gov.in/eprocure/app of NIC-CPPP.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor Help Manual in the home page etenders.gov.in/eprocure/app to familiarize themselves with the system before bidding.

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PART-III: SPECIAL TERMS AND CONDITIONS

NIT No.: BKJ/M&CS/AMC/COMPUTER/2024-25

Subject: Annual Maintenance Contract of computer, LAN and CCTV camera for period of three year installed at Plant, Mines and Township of Bokajan Cement Factory.

In addition to the General Terms and Conditions of tender under PART – I & II, the following terms and conditions will also apply to the contract. These special terms and conditions, if contradictory to any conditions given in PART - I & II, will prevail upon the conditions given therein.

1.0 BRIEF DESCRIPTION OF PLANT AND IT ESTABLISHMENT:

Bokajan Cement Plant (BCF) is a unit of Cement Corporation of India Ltd, Government of India Enterprises under the Ministry of Heavy Industries. Bokajan Cement Factory went into commercial production in 1977. Plant is situated at Bokajan, Karbi Anglong, Assam on the NH-39 (Golaghat Road) which is connecting to the site with Dimapur on South and Golaghat on North through the Bokajan town. Plant is well connected by Rail and Road; it is 1.4 Km far from Bokajan Railway station, 10Km from Dimapur Railway Station and the nearest airport is Dimapur at 18KM. Bokajan Cement factory is having its own Railway siding(CCIB) adjacent to Factory.

Bokajan Cement Plant is having well established in-house developed and maintained Local Area Network (LAN) with provision for connectivity of 132 nodes for desktop computers [20 nos.], All-in-one computers [18 nos.], Laptop [1 no.], network switches [16 nos.], routers [4 nos.], Digital Video Recorder (DVR) [8 nos.], Face Recognition Systems for bio metric attendance recording [2 nos.], various pollution monitoring equipment etc. This in-house Local Area Network (LAN) developed under the vision of One Plant One Network [OPON] basis.

2.0 SCOPE OF WORK

Bokajan Cement Plant required to maintain following activity listed in table-1 for day to day smooth official job

Sl. No.	IT Maintenance Activity
1.	Installation of Operating System such as Windows7, Windows8, Windows10 etc.
2.	Installation of Software Package such as MS office, Anti-Virus, Adobe, Java, etc.
3.	Installation and configuration of LaserJet MFD Printer and resource sharing with other departmental user

4.	Setup, configuration and maintenance of Internet and INTRANET at user desktop/Laptop/All-in one computer and Web-server
5.	Data Backup in case of failure of desktop/Laptop/All-in one computer
6.	Monitoring of CCTV at various location [at present 67 location having 8 different location]
7.	Crimping of RJ4
8.	Cable Checking for LAN & CCTV in case of Break-up in route
9.	Connector changing of installed CCTV camera at both end (DVR side and Camera side) on regular interval basis.
10.	Other Misc. IT related activity assigned by management
11.	Cable testing activity

Table-1

3.0 EXPERIENCE

The bidder should be well experienced in the line of work under consideration. In proof of the same the bidder may furnish documentary evidence such as Xerox copy of few work orders executed by them/ certificate for satisfactory performance of the work issued to them for the work of similar nature. In case of absence of documentary evidence, the bidder have educate service engineer who shall able to perform the work mentioned in table-1.

4.0 INSPECTION

Our corporation representative may visit the worksite anytime and any number of same. Any defect in workmanship will have to be redone. However, contractor has to maintain job register for day to day job record and same has to verify by section in-charge on daily basis. This record must be submitted along with monthly bill for verification purpose.

5.0 TRANSPORTATION

No transport will be provided by CCI for movement of labour or material to the site of work. Any material required from store etc. to work site has to be arranged by contractor without any extra cost. However, during the visit of Mines company will provide the vehicle for official purpose to perform the maintenance activity.

6.0 SAFETY

- i) The contractor will not employ Service Engineer below 18 years of age. Service Engineer deployed in the job under him must be covered by insurance for any eventualities. The company will not be a party to any liabilities of the contractor employees; arising out of accidents, deaths, or any other circumstances.
- ii) Service Engineer must be physically fit; certified by a government doctor. Certificate not necessary to be submitted but should be able to produce on demand.
- iii) No Service Engineer will report to duty under intoxication. Service Engineer shall bear in himself an ID proof provided by contractor.

- iv) Above 1.8 meters the Service Engineer will use safety harness to secure themselves. Helmet and safety shoe must be provided by the contractor and should be available with workers.
- v) Prior to the start of job, Service Engineer employed by the contractor must be educated on the precautions to be taken on the operational and maintenance aspect of the cabling work.

7.0 DURATION OF CONTRACT

3x365 days from the date of receipt of work-order.

8.0 MOBILIZATION

You are requested to mobilize Service Engineers within 07 days from receipt of work order.

9.0 REWORK

Rework cost arising due to error of the contractor will not be borne by CCI. Consumables used for the rework will be deducted from the monthly bill.

11.0 TOOLS AND TACKLES

Special tools and tackles may be provided by CCI to the contractor but it will be subject to availability.

Regular tools, such as screw drivers, Crimping tool and LAN tester etc. shall be in the purview of the contractor. Service Engineer of contractor engaged in the line checking shall have a mobile phone for communication. The phone number and names must be given to M&CS officials before the commencement of duty.

RJ45, Patch cord/Patch cable, CCTV Power supply, DC Jack, Video Balun, BNC connector, CCTV camera, software like Windows 7,8,10, MS office, Anti-Virus software, Adobe reader, Java, configuration file for Setup of Intranet & other in-house developed software etc. will be provided by CCI.

12.0 ACCOMODATION

The company may provide single bachelor room to Service Engineer during contract period to perform the maintenance activity smoothly. In case of unavailability of single bachelor room, Service Engineer shall arrange accommodation outside of CCI town-ship at own cost. However, contractor's Service Engineer are not entitled for accommodation or to any other facility as applicable to company employees.

13.0 PRICE

Price quoted in tender shall remain firm till the end of the contract period including all authorised extensions of the time for completing the work as may be sanctioned by the corporation from time to time.

14.0 GOODS & SERVICE TAX

- i) The IGST/CGST/SGST, if applicable, will be paid on the cost of the finished goods being supplied, as per the rate (%) prevailing at the time of scheduled delivery period, subject to the supplier claiming the same as separate item on their bill.

- ii) The supplier shall furnish the following certificate on the body of the bill claiming aforesaid amount of IGST/CGST/SGST.
- iii) "It is certified that the goods, on which GST has been charged, have not been exempted under the GST or the rules made there under. The amount charged on account of GST on those goods is not more than what is payable under the provision of the relevant act or the rules made there under:"
- vi) GST will be paid subject to showing/appearing the same on GST portal under GSTR-2A report.

15.0 SUBMISSION OF BILLS

Bills to be submitted on monthly basis by 07th of each month.

16.0 PAYMENT TERMS

The payment shall be released on monthly basis to the contractor as per actual attendance and clearance of engineer in-charge. The bill shall be submitted by the contractor before 7th of the month. The payment to the contractor will be released based on bill fully certified by CCI officials. The Payment will be released with 15 days from date of submission of monthly bill through RTGS/NEFT.

17.0 PAYING AUTHORITY

H.O.D. (FINANCE) – BOKAJAN CEMENT FACTORY, BOKAJAN

18.0 PENALTY / L.D.

The deployment of contractual workers shall be made within 7 days of placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy the required contractual Service Engineer within the specified time, a penalty shall be imposed @ 0.5 % per fortnight subject a maximum 5% of contract value.

In the event of non-performance or poor performance of the work by the workman or any man made delay or damage due to negligence of the Service Engineer an amount equal to the cost to re-do the work to make it good will be charged as penalty and will be deducted from the running RA bill. No separate communication will be given to the contractor in this regard. Therefore, contractor has to keep sharp eye on the Service Engineer deployed for their performance.

The completion of the job within the stipulated time is the essence of the contract and service must be performed within the time and subject to conditions specified. For any breach of contract, the corporation will be entitled to take any other course of action against the contractor as it may deem fit like debarring from tendering , stoppage of business dealing etc.

Further CCI reserves the right to cancel the order at risk and cost of the supplier, without any further reference to the successful bidder.

19.0 STATUTORY REQUIREMENT

The tender should be accompanied by labour licence, ESIC, IT, PAN & GST reg. no. The contractor shall be responsible for fulfilling all the statutory requirements (related to this contract) as deemed necessary by different agencies. The contractor will bear all cost for above statutory requirement.

20.0 RULES AND REGULATION

The contractor should follow strictly all the Rules and Regulations of the Corporation as well as the regulatory/statutory, Local Authority in connection with the contract. The contractor will be held responsible for any violation of the Rules and Regulations of the Corporation and regulatory/statutory authority.

21.0 DISCIPLINE

The contractor should see that Service Engineer and himself should behave properly in carrying out the work in orderly manner so that all kinds of indiscipline be avoided, in case of any indiscipline noticed among the workman or any damage caused to the equipments, the Corporation is bound to take action to stop the employees from the work or to terminate the contract as deemed fit by the Corporation along with the right to recover the damaged from the dues payable to the Contractor.

22.0 ACCIDENT

The contractor shall be liable for compensation to his Service Engineer payable under the Workman's Compensation Act, 1923 or any other Act in case of accident. In case he fails to pay the compensation, the Corporation reserves the right to make the payment and recover the same from any of his bills or Security Deposit. The contractor must obtain Licence from the Labour Licening Authority before starting the work / fifteen days time of receiving LOI. Labour Licence and Insurance premium will be liability of the contractor. However, insurance premium will be reimbursed by the corporation. Photo copies of the above will be submitted to the P & A Department before the start of the work.

CEMENT CORPORATION OF INDIA LTD.

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PART- IV : TECHNICAL SPECIFICATIONS

NIT No.: BKJ/M&CS/AMC/COMPUTER/2024-25

Subject: Annual Maintenance Contract of computer, LAN and CCTV camera for period of one year installed at Plant, Mines and Township of Bokajan Cement Factory.

SCOPE OF WORK

Bokajan Cement Plant required to maintain following activity listed in table-1 for day to day smooth official job

Sl. No.	IT Maintenance Activity
1.	Installation of Operating System such as Windows7, Windows8, Windows10 etc.
2.	Installation of Software Package such as MS office, Anti-Virus, Adobe, Java, etc.
3.	Installation and configuration of LaserJet MFD Printer and resource sharing with other departmental user
4.	Setup, configuration and maintenance of Internet and INTRANET at user desktop/Laptop/All-in one computer and Web-server
5.	Data Backup in case of failure of desktop/Laptop/All-in one computer
6.	Monitoring of CCTV at various location [at present 67 location having 8 different location]
7.	Crimping of RJ45
8.	Cable Checking for LAN & CCTV in case of Break-up in route
9.	Connector changing of installed CCTV camera at both end (DVR side and Camera side) on regular interval basis.
10.	Other Misc. IT related activity assigned by management
11.	Cable testing activity

Table-1

Service Level Agreement:-

1. Successful bidder shall depute two qualified ITI-COPA /Diploma/Graduate Service Engineer for entire period of contract. In case of deputation of qualified ITI-COPA Service Engineer should be completed one year apprentice trainee in any reputed PSU in IT Department.
2. Vendor shall provide maintenance services normally from 7:30 a.m to 4:30 p.m (Monday to Saturday) to keep the machine in good working condition and order. However in-case you are called any time on any day as desired by CCI Bokajan Cement Factory you will attend without any extra cost.
3. In case of absence of service engineer, vendor shall be deputed other service engineer to perform the hassle-free service otherwise deduction will be done as per pro-rata basis for every absence day from RA bill.

ANNEXURE : D

CEMENT CORPORATION OF INDIA LIMITED BOKAJAN

CEMENT FACTORY

(A Govt. of India Enterprises - ISO 9001:2015 Certified)

INPUT-TAX CREDIT

We are entitled for availing of INPUT-TAX Credit in respect of GST paid on materials. For availing INPUT-TAX Credit, following documents are required to be submitted along with supply of materials:-

- i) A clear GST invoice, having HSN code duly stamped and signed by the supplier.
- ii) The GST rate and amount should be clearly shown separately in the Tax-invoice.
- iii) The copy of the Tax-invoice or as specified in GST meant for transporter.
- iv) In Addition to above supplier will also upload tax Invoice on GST Portal & pay GST to Govt.

Please confirm all the documents would be submitted along with each and every supply for availing the INPUT-TAX Credit. In case any of the documents is not submitted, INPUT-TAX Credit is not allowed by Tax authority on the GST paid by us, then the amount will be debited from your bill for the concerned supply or other payment.

Please submit this Annexure duly sealed and signed along with techno-commercial bid as token of acceptance of the above.

Signature of
Tenderer with stamp
& seal

PRICE BID PROFORMA

NIT No.: BKJ/M&CS/AMC/COMPUTER/2024-25

Dated: 29.03.2024

Sub: Price bid for Annual Maintenance Contract of computer, LAN and CCTV camera for period of one year installed at Plant, Mines and Township of Bokajan Cement Factory.

Description	Qty	UOM	Basic Rate	GST as applicable (%)	Total	
					Figures	Word
Monthly Charge of Annual Maintenance Contract [AMC] of computer, LAN and CCTV camera for period of one year installed at Plant, Mines and Township of Bokajan Cement Factory as per scope of work. (Deployed 2 service engineer on 8*6 SLA basis).	36	Month				

Note-

- i) Certified that the GST indicated as above are as per the prevailing Act of GST and provision made there under.

Certified that the above rates have been given in accordance with the techno-commercial bid of the tender.

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Signature
With company's stamp
Name and designation

Date :-